

## NORTH EALING PRIMARY SCHOOL

The 4<sup>th</sup> Resources Committee meeting for 2015 - 2016 was held on 15 June 2016

<p><b>Attendees:</b> Anna Cox (AC) Sally Flowers (SF) Shirley Kenworthy - Wright (SKW)</p> <p><b>Also in attendance:</b> Sarah Gordon (SG)</p>	
<p><b>1. Welcome</b> SKW took the chair in the absence of LD.</p> <p>The committee took the opportunity to review the committee membership and SKW will be talking to members about succession planning.</p> <ul style="list-style-type: none"> <li>• <b><u>AON to approach Nimo Richmond about joining the Resources Committee.</u></b></li> </ul>	<b>AON</b>
<p><b>2. Apologies for absence</b> Apologies were received from: Lynne Dallow (LD) Andrew Dharman (AD) Joanne Gravestock (JG) Usama Siddiqui (US)</p> <p>No apologies were received from: Andy Beale (AB)</p>	
<p><b>3. Authorised / Unauthorised absence</b> The absences for LD, AD, JG and US were all authorised.</p> <p>The absence for AB was not authorised.</p> <ul style="list-style-type: none"> <li>• AB has subsequently resigned as an Associate Member due to work commitments.</li> </ul>	
<p><b>4. Declaration of Any Other Business (AOB)</b> There were no declarations of other business.</p>	
<p><b>5. Declaration of interest in any agenda items</b> There were no declarations of interest in any agenda items.</p>	
<p><b>6. Agree the minutes of the Resources Committee Meeting on 16/03/2016</b> These were agreed as a true and accurate record of the meeting and were signed by SKW.</p>	
<p><b>7. Matters arising from the Resources Committee Meeting on 16/03/2016</b> a) Matters arising from 10/02/2016 carried forward</p> <ul style="list-style-type: none"> <li>• Closed - see agenda item 8.</li> </ul>	
<p><b>8. Matters arising from the Resources Committee Meeting on 10/02/2016</b> a) SKW / SF to consider creating a Hardship Fund.</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> <li>• It was agreed that SF should approach the PTA for £500 to establish a Hardship Fund to cover urgent one off needs (Emergency fund).</li> <li>• Any payments from the Hardship Fund to be at the discretion of the Headteacher.</li> </ul>	<b>SF</b>

<ul style="list-style-type: none"> <li>b) AON to prepare SFVS Skills Matrix for committee members to complete. <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>c) SFVS return to FGB for adoption <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>d) Authorisation Limits Policy for updating / approval <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>e) Charging Policy (Lettings) for updating / approval <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>f) Charging and Remissions Policy for updating / approval <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>g) Complaints Policy to be updated (MB) <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>h) Exclusion of Pupils for approval <ul style="list-style-type: none"> <li>• Closed.</li> <li>• <b><u>It was agreed that AON should download the latest version of the LA Model Policy.</u></b></li> <li>• Approved.</li> </ul> </li> <li>i) Governor Allowances for updating / approval <ul style="list-style-type: none"> <li>• Closed.</li> </ul> </li> <li>j) New entries added to the SCR between reviews to be colour coded. <ul style="list-style-type: none"> <li>• Closed.</li> <li>• The SCR was reviewed by Sophie Baker earlier this term.</li> </ul> </li> </ul>	<p><b>AON</b></p>
<p><b>9. Finance</b></p> <ul style="list-style-type: none"> <li>a) Budget Monitoring Report 2016 - 2017 <ul style="list-style-type: none"> <li>• SG opened by assuring the committee that we are monitoring cash flow very carefully.</li> <li>• The Budget Monitoring Report was pre circulated. <ul style="list-style-type: none"> <li>○ The following questions were put to SF / SG:</li> <li>○ 0070 (Agency Supply): We have already spent / committed nearly 50% of the budget. <ul style="list-style-type: none"> <li>▪ This is budgeted to the end of July - no long term risk anticipated. Permanent staff in place from September 2016</li> </ul> </li> <li>○ 0120 (Welfare and NN): Pro rata we are over budget. <ul style="list-style-type: none"> <li>▪ We will be losing 4 x LSA in September.</li> <li>▪ The budget will then flatten out.</li> <li>▪ Additionally we are waiting for funding from the SEN department which we may not get until October - £15K.</li> <li>▪ <b><u>SKW asked that when this is received that it goes to income received initially and is then vired out.</u></b></li> </ul> </li> <li>○ 1410 (R &amp; M): SKW asked if this includes the annual contract. <ul style="list-style-type: none"> <li>▪ No this is for general maintenance.</li> <li>▪ It includes the initial work on the toilets (ventilation).</li> <li>▪ We may need to vire additional budget in later.</li> </ul> </li> <li>○ 1540 (R &amp; M - LBE): What does this relate to. <ul style="list-style-type: none"> <li>▪ This relates to Ealing FM which we pay quarterly but which is committed.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p><b>SG</b></p>

<ul style="list-style-type: none"> <li>○ 3240 (Education Comp Phone Line): What does this relate to. <ul style="list-style-type: none"> <li>▪ This relates to the annual support contract with Yosabe.</li> <li>▪ This is always paid annually in April.</li> <li>▪ SKW questioned whether we should be paying this quarterly. <ul style="list-style-type: none"> <li>● SG said that this could damage our relationship; support is excellent.</li> </ul> </li> </ul> </li> <li>○ 4350 Payment to others): <ul style="list-style-type: none"> <li>▪ The contract with Place2Be is on an annual basis.</li> </ul> </li> <li>○ 8013 (High Needs Top Up - Out of LA): <ul style="list-style-type: none"> <li>▪ The child concerned has now moved back into Ealing.</li> <li>▪ We have confirmation from the LA that we will still get this money but it will come into a different line.</li> </ul> </li> <li>○ 8230 (Lettings): Why is the income so low. <ul style="list-style-type: none"> <li>▪ SG has now completed the summer billing (post production of this report).</li> <li>▪ The lettings policy needs to be updated to reflect that there is now a special charge of £75 per day (from September) for the Breakfast / After School Clubs. <ul style="list-style-type: none"> <li>● SF thanked SG for handling this so sensitively.</li> </ul> </li> </ul> </li> <li>● The heading for the table on page 4 should say “From Surplus” and not “Devolved Capital”. <ul style="list-style-type: none"> <li>○ Expenditure of £3,112 was approved for new storage cupboards in the corridors.</li> </ul> </li> <li>● We currently have £0 of Devolved Capital. <ul style="list-style-type: none"> <li>○ We now await the next allocation of Devolved Capital - last year was c. £11k.</li> <li>○ We will receive the allocation net of the cost of the repairs to the wall.</li> </ul> </li> </ul>	
<p><b>10. Premises Update</b></p> <p>a) KS1 Boys Toilets</p> <ul style="list-style-type: none"> <li>● The new ventilation system which was paid for by the school did not work and we will now have to proceed with a complete refit at a cost of £6K.</li> <li>● This work will be <u>undertaken over the summer holidays.</u></li> <li>● <b>Approved.</b></li> </ul> <p>b) The Mound</p> <ul style="list-style-type: none"> <li>● The Grounds Maintenance team will take control of the area and cut the grass.</li> <li>● The long term plan is to create an external learning space / sensory garden. <ul style="list-style-type: none"> <li>○ We will bid for grants to fund this, at least in part.</li> <li>○ SF said that the John Lyons Charity have 2 funds that we can approach: <ul style="list-style-type: none"> <li>▪ The Small Fund which you can apply to at any time for up to £5K.</li> <li>▪ The Major Fund which you can only apply to at two points in the year - the maximum is £40K.</li> </ul> </li> <li>○ SKW also suggested approaching BAA.</li> <li>○ The PTA will be providing some funding.</li> </ul> </li> <li>● In the short term part of the area will be fenced off so that the remaining area can be used.</li> </ul> <p>c) Wall behind the Children’s Centre</p> <ul style="list-style-type: none"> <li>● The LA has agreed to arrange these works which will be <u>undertaken ASAP.</u></li> <li>● <b>SG to chase</b></li> <li>● A quote has been obtained and sent to the LA.</li> <li>● The cost will be deducted by from our capital funding.</li> </ul>	<p style="text-align: right;">SG</p>

<p>d) Site Security</p> <ul style="list-style-type: none"> <li>• SG reported that these works will be funded by the LA insurance department - the cost is c. £33K.</li> <li>• These works will provide: <ul style="list-style-type: none"> <li>○ A fully automated pedestrian and vehicle gate for the Woodbury Park Road entrance.</li> <li>○ A secure “holding area” between the Pitshanger Lane entrance and the new gates at the edge of the playground.</li> <li>○ A security buzzer on the new gates at the edge of the playground.</li> <li>○ New CCTV cameras with enhanced coverage.</li> </ul> </li> <li>• SG advised that the insurance department want the school to pay and seek reimbursement. SG said that we cannot afford to do this and that she will negotiate with the insurance department.</li> <li>• These works will be undertaken over the summer holidays.</li> </ul> <p>e) Summer Works</p> <ul style="list-style-type: none"> <li>• See a), c) and d) above.</li> <li>• The site team will be painting the new hall.</li> </ul> <p>f) Air conditioning</p> <ul style="list-style-type: none"> <li>• SF advised that there are 2 classrooms that urgently need air conditioning. <ul style="list-style-type: none"> <li>○ There have been occasions where we have had to move children to an alternative room.</li> <li>○ <b><u>SG was asked to obtain quotes.</u></b></li> <li>○ When we have the quotes we will decide whether to leave this work until 2017/2018 or do it now.</li> </ul> </li> </ul>	SG
<p><b>11. Policies / Documents for Review</b></p> <p>a) Publication of Equality Information - For approval</p> <ul style="list-style-type: none"> <li>• SF advised that this had been reviewed and it was identified that this will need a serious overhaul to include Learning Values, Prevent etc.</li> <li>• <b><u>Carried forward.</u></b></li> </ul>	Agenda
<p><b>12. Policies / Documents for Review at the next meeting</b></p> <p>a) Application Form - Offsite use of school property</p> <p>b) Best Value Statement</p> <p>c) Children with Medical Conditions</p> <p>d) Financial Administration Policy</p> <p>e) Financial Controls Policy</p> <p>f) Health and Safety Policy</p> <p>g) Insurance</p> <p>h) Lettings</p> <p>i) Overtime and Additional Hours</p> <p>j) Publication of Equality Information</p> <p>k) Scheme of Delegation</p> <p>l) Statement of Control - School Journey &amp; Private Account</p>	Agenda
<p><b>13. Governor Visit Reports</b></p> <ul style="list-style-type: none"> <li>• <b><u>AC was asked to arrange a visit in the autumn term to undertake an overview of Finance procedures.</u></b> <ul style="list-style-type: none"> <li>○ <b><u>At the same time SG will update AC on budget setting procedures.</u></b></li> </ul> </li> </ul>	AC SG
<p><b>14. Children’s Centre Update</b></p> <p>SF reported that we now have use of the centre on 2 mornings per week for Interventions.</p> <ul style="list-style-type: none"> <li>• We will follow up with the LA in September about taking the building back.</li> </ul>	

<p><b>15. Update on the new High School</b> SF reported that there have been no developments.</p> <ul style="list-style-type: none"> <li>• ARK Academy will be opening a new Primary School opposite Acton High School.</li> </ul>	
<p><b>16. Staffing Update</b></p> <ul style="list-style-type: none"> <li>• 3 teachers are leaving in July.</li> <li>• We have employed: <ul style="list-style-type: none"> <li>○ 2 x NQT</li> <li>○ 1 x Long Term Supply Teacher</li> <li>○ KS2 Teacher - 0.6</li> </ul> </li> <li>• We have redeployed 3 Teachers: <ul style="list-style-type: none"> <li>○ 2 into class</li> <li>○ 1 moving to be an HLTA</li> </ul> </li> <li>• Agency cover for Maternity Leave is continuing in Nursery.</li> <li>• We will be moving one member of SMT from KS1 to EYFS.</li> <li>• Overall we are only 0.4 Teacher down - a great result in the current climate.</li> <li>• We will have 2 very strong staff in every phase.</li> <li>• SKW asked if staffing for year 6 has been resolved for next year. <ul style="list-style-type: none"> <li>○ Yes, we will have a strong team for next year.</li> </ul> </li> <li>• The committee endorsed the following statement "The Governing Body insist that the current strong leader in Year 6 is NOT Moved".</li> </ul>	
<p><b>17. Confidential Item</b> See separate confidential minutes.</p>	
<p><b>18. Any Other Business (as agreed above)</b> SF advised that we received a score of 100% on the recent Premises Audit which was moderated by the LA.</p> <ul style="list-style-type: none"> <li>• <b><u>The committee asked SF to pass on their congratulations to Mark and Gareth.</u></b></li> </ul>	SF
<p><b>19. Date and time of next meeting:</b> Wednesday 19 October 2016 at 6PM</p> <p><b><u>Agenda to include:</u></b></p> <ul style="list-style-type: none"> <li>• Residential trips for approval.</li> <li>• End of Journey Statement (including impact statement) for review and approval.</li> </ul>	Agenda