

NORTH EALING PRIMARY SCHOOL

The 1st Resources Committee meeting for 2016 - 2017 was held at 6PM on Wednesday 19 October 2016

Attendees:

Lynne Dallow (LD)
Andrew Dharman (AD)
Sally Flowers (SF)
Joanne Gravestock (JG)
Shirley Kenworthy - Wright (SKW)
Nimo Richmond (NR)

Also in attendance:

Sarah Gordon (SG)
Dan Lawrie (DL) - Presentation Online Learning Zone only
Mark Phillips (MP) - Presentation Online Learning Zone only

Presentation: Online Learning Zone

MP introduced himself:

- MP runs a web design company.
- MP is a parent with children at Montpelier.
- MP set out to address the fact that there is limited access to information from schools to help you help your children.

SF pointed out that when we compared the Learning Zone against the Website.

- The two looked so different.
- Mark Monger and MP refreshed the website.
 - The new website has gone live in the last couple of days.

MP gave an update on the development of the NES Learning Zone.

- This has been funded by the PTA.
- The main areas of focus are:
 - Curriculum
 - Online Safety
- MP will be providing support for 12 months (at no cost to the school).
- There are currently 70 pages of information.
 - This will probably increase to 150 / 200 pages.

MP went on to provide a demonstration:

- Homework will be added in due course.
- No separate logins are required
- Curriculum maps are included.
 - These have been moved from the website.
- The school website has all of the documents required by Ofsted.
- It is possible to restrict access to some areas e.g. FGM / Radicalisation.
- Blogs will be added.
 - SF said that she wants teachers to blog.
- A CPD area will be added for staff.
 - MP said that 1 school has 350 pages of resources.

AD asked how this compares to what other local schools have.

- Good
- Easy Access
- MP said that he had worked with a couple of other local schools.

<p>AD observed that it looked much more attractive and easier to use.</p> <p>DL asked what the main driver was for this.</p> <ul style="list-style-type: none"> • Greater Parental Engagement. • SF added that it enables her to see what has been done. <p>LD asked whether if the children wanted to publish a newspaper, could it be hosted?</p> <ul style="list-style-type: none"> • Yes. 	
<p>1. Welcome LD welcomed NR to her first meeting of the Resources Committee.</p>	
<p>2. Apologies for absence Apologies were received from Usama Siddiqui (US)</p>	
<p>3. Authorised / Unauthorised absence The absence for US was authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) SKW: Directors Report SKW: Link Governors SKW: Governor Vacancy</p>	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Election of Committee Chair</p> <ul style="list-style-type: none"> • AD said that he would be happy to stand as Committee Chair. • There were no other nominations. • A vote was taken and AD was elected unanimously. 	
<p>7. Election of Committee Vice Chair</p> <ul style="list-style-type: none"> • LD said that she would be happy to stand as Committee Vice Chair. • There were no other nominations. • A vote was taken and LD was elected unanimously. 	
<p>8. Agree the minutes of the Resources Committee Meeting on 15/06/2016 These were agreed as a true and accurate record of the meeting and were signed by AD.</p>	
<p>9. Matters arising from the Resources Committee Meeting on 15/06/2016</p> <p>a) AON to approach Nimo Richmond about joining the Resources Committee.</p> <ul style="list-style-type: none"> • Closed. <p>b) SKW / SF to consider creating a Hardship Fund.</p> <ul style="list-style-type: none"> • Closed. • This has been arranged through the PTA. <p>c) AON to download the latest version of the Model Policy re Exclusion of Pupils.</p> <ul style="list-style-type: none"> • Closed. <p>d) SG to arrange for the £15K from SEN to go to income and then vired out.</p> <ul style="list-style-type: none"> • Closed. 	

- SG said that she is currently looking at SEND funding due to movements to Special Schools.
- e) SG to chase the LA regarding the work to the wall behind the children's centre.
- Closed.
 - Work has started and the first 4 metres of wall has been taken down.
 - It has been established that the wall is worse than expected.
 - The LA will be visiting to look at the wall again on 31 October.
 - SG added that there is a possibility that the people on Curzon Road have encroached on the school boundary.
 - The LA surveyor will review the plans.
- f) SG to obtain quotes for air conditioning in 2 classrooms.
- **Carried forward.**
 - This will be progressed in the spring term.
 - SF stressed that this is a serious problem.
- g) SF to update the Publication of Equality Information.
- Closed.
 - SF said that this policy had required a major review.
 - SKW had raised a couple of questions - SF will update the policy.
 - **To FGB for adoption.**
- h) SF to thank Mark and Gareth re 100% on the recent Premises Audit.
- Closed.
- i) Residential Trips to next meeting.
- Closed - see agenda item 13.

SG

To FGB

10. Finance

a) Budget Monitoring Report September 2016
The Budget Monitoring Report was pre circulated.

Code	Comments
0070	<u>Agency Supply</u> <ul style="list-style-type: none"> • SG said that this was OK for the time being. • SF assured Governors that we are covering internally where we can.
0075	<u>Supply Education Support</u> <ul style="list-style-type: none"> • This is due to the number of new children with severe needs. <ul style="list-style-type: none"> ○ This is exacerbated by the fact that they are joining at year 1 with e.g. Autism, ADHD etc. ○ We are regularly not told about the needs before they join. ○ There are big issues with engaging the LA despite regular chasers. ○ Even when the paperwork is submitted we are told that processing will still take a minimum of 20 weeks. ○ It was agreed to vire £5K from 0190 (Pupil Focus Extended School) - savings from ending the Big Foot contract.
0077	<u>Supply Caretakers / Cleaners</u> <ul style="list-style-type: none"> • It was agreed to vire £3K from Wages - Cleaners.

0081	<u>Course Fees</u> <ul style="list-style-type: none"> It was agreed to vire £2K from 0190 (Pupil Focus Extended School) rather than from the surplus. 	
0120	<u>Welfare and NN</u> <ul style="list-style-type: none"> No major savings are anticipated. 	
3850	<u>Education Printing</u> <ul style="list-style-type: none"> We are currently locked into a contract to 2018 for copiers. It was agreed that this contract needs to be reviewed. <u>SF asked if we can benchmark against other schools.</u> 	SG
<ul style="list-style-type: none"> The income figures are to be reviewed with the Bursarial Officer. SF reported that as of the October Census we had 10 spaces across the school. <ul style="list-style-type: none"> We are now almost full. <p>b) Implications of the West London Teaching School Alliance</p> <ul style="list-style-type: none"> SF reported that she had attended another WL TSA meeting recently. <ul style="list-style-type: none"> The areas of focus are: <ul style="list-style-type: none"> Reading Recruiting High Quality EYFS Teachers Business Manager training NQT conference Headteacher conference <ul style="list-style-type: none"> The LA is passing out roles to both the WL TSA and the EPTSA. SF said that she had also visited a member school to discuss training opportunities (NEPS to deliver). 		
<p>11. Premises Update</p> <p>a) KS1 Boys Toilets</p> <ul style="list-style-type: none"> These works were completed over the summer. <p>b) The Mound</p> <ul style="list-style-type: none"> This is an ongoing project, £10K matched funding has been obtained from the PTA. <p>c) Wall behind the Children’s Centre</p> <ul style="list-style-type: none"> See above - agenda item 9(e). <p>d) Site Security</p> <ul style="list-style-type: none"> These works were completed over the summer. It was agreed that the site is now as safe as it can be. The committee thanked SG for getting the LA to fund this work. <p>e) Health and Safety Update</p> <ul style="list-style-type: none"> There have been no reportable incidents. <p><u>After School Clubs</u></p> <ul style="list-style-type: none"> <u>SG to remind the after school club providers that they need to have a first aider and first aid kit.</u> 		SG

12. Policies / Documents for Review

All policies / documents were pre circulated.

- a) Application Form - Offsite use of school property - For approval
 - Approved.
- b) Best Value Statement - For approval
 - Approved - subject to minor changes.
- c) Children with Medical Conditions - For approval
 - Approved.
- d) Financial Administration Policy - For Review (and approval by the FGB)
 - Approved.
 - **To FGB for adoption.**
- e) Financial Controls Policy - For approval
 - Approved.
- f) Health and Safety Policy - For approval
 - Approved.
- g) Insurance - For approval
 - Approved.
- h) Lettings - For approval
 - Approved.
- i) Overtime and Additional Hours - For approval
 - Approved.
- j) Publication of Equality Information - For approval
 - Approved - see agenda item 9 (g).
- k) Scheme of Delegation - For approval
 - Approved.
- l) Statement of Control - School Journey & Private Account - For Review (and approval by the FGB)
 - Approved.
 - **To FGB for adoption.**
- m) Terms of Reference - For Review (and approval by the FGB)
 - Approved.
 - **To FGB for adoption.**
- n) School Journey Account - For approval
The accounts were approved.
- o) Private Account - For approval
 - Approved.

To FGB

To FGB

To FGB

13. Residential Trips

- a) For approval

<ul style="list-style-type: none"> • The <u>Newlands Park</u> residential has been cancelled as the venue has closed down. <ul style="list-style-type: none"> ○ The deposit of £1,540 has been returned - Thanks to Tracy Steadman. • An alternative venue has been arranged at <u>PGL - Osmington Bay</u>, Dorset. <ul style="list-style-type: none"> ○ 83 children have signed up which is the best for several years. ○ The cost is £360 for the week. ○ This was approved subject to completion of a Risk Assessment; this will be the first time that we have used this venue. <ul style="list-style-type: none"> ▪ It was also agreed that the cost of undertaking the risk assessment should come from the School Journey Account. • It was pointed out that families who live in Hanwell may be able to apply to the William Hobbayne Trust for financial assistance. • JG said that she would be happy to talk to parents who have reservations about their children going on the trip (first time away from home etc.) <ul style="list-style-type: none"> ○ SF asked JG to liaise with Louise Housego. <p>b) End of Journey Statements There were none.</p> <ul style="list-style-type: none"> • SKW suggested that there should be an impact statement for the main journeys. 	
<p>14. Governor Visit Reports There were none.</p>	
<p>15. Children’s Centre Update We are chasing the LA for an update - the centre is “ticking along”.</p> <p>We are now using the centre for interventions on Monday, Thursday & Friday afternoons and all day Wednesday.</p>	
<p>16. Update on the new High School SF reported that Alice Hudson (AH) had approached us and Montpelier about hosting meetings for patents about the proposed High School.</p> <ul style="list-style-type: none"> • It was decided that it was not appropriate to host these meetings in view of the potential reputational risk due to the fact that there is still no confirmed site. <ul style="list-style-type: none"> ○ The meeting will now be held at the church which is the Nodal Point anyway. • AH asked NEPS to lobby - we will not do this. • JG said that the PTA has also said that they would not lobby. • JG pointed out that the compulsory purchase of the Park View Road site would only protract things. 	
<p>17. Staffing Update SF gave an update:</p> <ul style="list-style-type: none"> • Our 2 NQT’s are doing well. • We have a new teacher in year 6 on a job share basis; the other half of the job share will be starting in January. <ul style="list-style-type: none"> ○ Year 6 is really good this year. • ELA support is now provided by an HLTA (Teacher). • We will have a new MFL teacher from after half term. • We now have our new Admin Assistant. <ul style="list-style-type: none"> ○ It is a big job taking over from CC. 	

18. Any Other Business (as agreed above)

Directors Report

Item 1 - New National Funding Formula

- The school improvement grant (£3.6M) which the LA currently receive will end in August 2017.
- SF said that she will be going to a quadrant meeting / Headteacher briefing in November.
 - Schools will need to focus on which services we need and how we get them.

Item 12 - Finance Health check

- Noted.

Item 18 - 30 Hour Childcare

- Noted

Item

- There are some really good training courses planned, including:
 - RAISEonline
 - Finance
 - SEN Inclusion

Link Governors

The Link Governor responsibilities are linked to the School Self Evaluation:

- NR: Equality
- NR: Pupil Premium
- JG: Sports Premium
- JG: Training Link

Governor Vacancy - Citizen Governor

- AON has written to 7 local businesses
 - Only one response received so far.
 - AON to follow up.
- JG said that her next door neighbour who is a retired accountant may be interested in becoming a School Governor.
 - **JG to follow up.**

JG

Governor Training - FGB

AD proposed the following training for the next FGB:

- Governor Room (AON)
- Learning Zone (SF)

19. Date and time of next meeting:

Wednesday 8 March 2017 at 7PM

Meeting closed at 8:11PM