

NORTH EALING PRIMARY SCHOOL

The 3rd Resources Committee meeting for 2017 - 2018 was held at 7:15PM on Wednesday 20 June 2018

MINUTES

<p>Attendees: Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Lutz Johnen (LJ) Nimo Richmond (NR) Usama Siddiqui (US)</p> <p>Also in attendance: Sarah Gordon (SG)</p>	
<p>1. Welcome</p>	
<p>2. Apologies for absence Apologies for absence were received from: Joanne Gravestock (JG) Shirley Kenworthy - Wright (SKW)</p>	
<p>3. Authorised / Unauthorised absence The absences for JG and SKW were both authorised.</p>	
<p>4. Declaration of Any Other Business (AOB)</p> <ul style="list-style-type: none"> • CFR • SCR • Purchasing Card • Parental Donations 	
<p>5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.</p>	
<p>6. Agree the minutes of the Resources Committee Meeting on 7 March 2018 These were agreed as a true and accurate record of the meeting and were signed by AD.</p>	
<p>7. Matters arising from the Resources Committee Meeting on 7 March 2018</p> <p>a) SG to follow up on alternative water suppliers.</p> <ul style="list-style-type: none"> • Closed. • SG reported that there would be minimal savings and that this would not be the best use of time. • SG also reported that there has been an audit of water usage (Spring term). <ul style="list-style-type: none"> ○ <u>LJ will follow up with Mark Monger re above audit.</u> • LD suggested water butts for the gardening club. <ul style="list-style-type: none"> ○ LJ pointed out that some water companies provide these for free. ○ <u>LJ will look into the options for water harvesting.</u> <p>b) Nursery Admissions Policy (Carried forward).</p> <ul style="list-style-type: none"> • Closed – see agenda item 10(b). <p>c) Complaints Policy (Carried forward).</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> 	<p>LJ</p> <p>LJ</p> <p>Agenda</p>

<p>d) 5 policies / documents to FGB for adoption.</p> <ul style="list-style-type: none"> • Closed. <p>e) Charging Policy (Carried forward).</p> <ul style="list-style-type: none"> • Closed – see agenda item 10(a). <p>f) Exclusion of Pupils Policy (Carried forward).</p> <ul style="list-style-type: none"> • Closed – see agenda item 10(d). 	
<p>8. Finance</p> <p>a) Budget Monitoring Report</p> <p>The budget monitoring report (period 2) was pre-circulated.</p> <ul style="list-style-type: none"> • Supply costs are up due to a staff accident and a resignation. • AD asked about the Rates. <ul style="list-style-type: none"> ○ These are paid monthly but committed for the rest of the year. • Payments to other establishments relates to the LA Buy Backs. • LD asked about budget line 8162. <ul style="list-style-type: none"> ○ This is a contra to line 3724. 	
<p>9. Premises</p> <p>a) Update - Health and Safety</p> <ul style="list-style-type: none"> • Additional CCTV cabling installed. • Gate for year 1 playground. • After School Club are now using the Hall / Year 1 playground rather than the front playground. <p>b) Summer Works</p> <ul style="list-style-type: none"> • Some carpets to be replaced. • External lighting. • Replace fire seals on some doors. • Painting and decorating. <p>c) Lockdown.</p> <ul style="list-style-type: none"> ○ Lockdown procedures are now in place. ○ We will need to train staff at the September INSET. ○ We have written to the LA about the possibility of moving reception to the house. 	
<p>10. Policies / Documents for Review / Approval / Noting</p> <p><u>For Approval</u></p> <p>a) Charging Policy.</p> <ul style="list-style-type: none"> • SG pointed out that there had been no changes to the policy. • APPROVED. <p>b) Nursery Admissions Policy.</p> <ul style="list-style-type: none"> • SF pointed out that there were only minor changes. • APPROVED – subject to: <ul style="list-style-type: none"> ○ Change “asked” to “required” at the foot of page 3. ○ Moving penultimate paragraph to the front of the document (children with EHCP). • We are currently full for September. • We are also at capacity for 30-hour provision. • Soft Start is 08:45 for 09:00. 	

<p><u>For Review (Approved by the Full Governing Body)</u></p> <p>c) Complaints Procedure.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>d) Exclusion of Pupils.</p> <ul style="list-style-type: none"> • Approved. • <u>To FGB for adoption.</u> <p>e) Freedom of Information Act Publication Scheme</p> <ul style="list-style-type: none"> • Carried forward. • To be updated following the GDPR audit. <ul style="list-style-type: none"> ○ GDPR audit to be completed next Monday by Judicium. ○ We have signed up to Judicium for 2 years - £1,400 per annum. 	<p>Agenda</p> <p>To FGB</p>
<p>11. Policies / Documents for Review / Approval / Noting at the next meeting</p> <p>a) Application for the use of school Premises (For approval)</p> <p>b) Best Value Statement (For approval)</p> <p>c) Children with Medical Conditions Policy (For approval)</p> <p>d) Debt Write Off Policy (For approval)</p> <p>e) Expenses Policy (For approval)</p> <p>f) Extended Schools Policy (For approval)</p> <p>g) Financial Administration Policy (For review)</p> <p>h) Financial Controls Policy (For approval)</p> <p>i) Health & Safety Policy (For approval)</p> <p>j) Purchasing Policy (For approval)</p> <p>k) Safety Procedures for Hirers (For approval)</p> <p>l) Terms of Reference (for review)</p>	<p>Agenda</p>
<p>12. Governor Visit Reports</p> <ul style="list-style-type: none"> • AD has reviewed the Single Central Record – <u>Report to follow.</u> • AD has observed Place2Be – <u>Report to follow.</u> • AD has undertaken a Safeguarding review – <u>Report to follow.</u> • Governor Visit Day <u>report to follow.</u> 	<p>AD</p> <p>AD</p> <p>AD</p> <p>Agenda</p>
<p>13. Staffing Update</p> <ul style="list-style-type: none"> • New DHT appointed. • AD observed that there had been significant progress on recruitment since the Governor day. <ul style="list-style-type: none"> ○ Specifically by SF, SG and MB. • SF pointed out that the agency fees were typically £5K. • LD asked if there were any trends with the resignations? <ul style="list-style-type: none"> ○ No. • US asked SF if she had flexibility with where / how she advertises? <ul style="list-style-type: none"> ○ Yes. 	
<p>14. Any Other Business (as agreed above)</p> <ul style="list-style-type: none"> • CFR <ul style="list-style-type: none"> • The CFR was pre-circulated. • SG pointed out that this had been sent to the DfE. <ul style="list-style-type: none"> • This provides input for the Benchmarking database. • AGREED. • SCR <ul style="list-style-type: none"> • See above(12). 	

<ul style="list-style-type: none"> • Purchasing Card <ul style="list-style-type: none"> • SG reported that she had spoken to the LA regarding a purchasing card. • This needs to be approved by the Resources committee and the FGB. • APPROVED. • <u>To FGB for final approval.</u> • Parental Donations <p><u>It was agreed that this needed to be discussed at the July FGB.</u></p> <ul style="list-style-type: none"> • The initial views of the Resources committee were: <ul style="list-style-type: none"> ○ LD was concerned that parents may expect that the money they “donate” should be spent where their child is. ○ There are possibly 2 main options: <ul style="list-style-type: none"> ▪ Annual (or monthly) donation. ▪ Specific fundraising target. ○ AD stressed that we needed to take this forward in a positive way. ○ LJ questioned which projects we may wish to fundraise for? <ul style="list-style-type: none"> ▪ ICT – at least £30K. ▪ SF added that we could state what we specifically need. ○ It was agreed that AD should facilitate the discussion at FGB. <ul style="list-style-type: none"> ▪ AD to meet with SF / SG before the FGB. ○ AD reported that the whole PTA committee have resigned. 	<p>To FGB</p>
<p>15. Date and time of next meeting: Wednesday 14 November 2018 at 6PM</p>	