

## NORTH EALING PRIMARY SCHOOL

The 3<sup>rd</sup> Resources Committee meeting for 2016 - 2017 will be held at **6PM on Wednesday 21 June 2017**

<p><b>Attendees:</b>          Andy Akerman (AA)          Andrew Dharman (AD)          Sally Flowers (SF)          Joanne Gravestock (JG)          Lutz Johnen (LJ)          Shirley Kenworthy - Wright (SKW)          Nimo Richmond (NR)</p> <p><b>Also in attendance:</b>          Sarah Gordon (SG)</p>	
<b>1. Welcome</b>	
<p><b>2. Apologies for absence</b>          Lynne Dallow (LD)          Usama Siddiqui (US)</p>	
<p><b>3. Authorised / Unauthorised absence</b>          The absences for LD and US were both authorised.</p>	
<p><b>4. Declaration of Any Other Business (AOB)</b>          AD: Fundraising.          SF: Security Review / Lockdown.</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 08/03/2017</b>          These were agreed as a true and accurate record of the meeting and were signed by AD.</p>	
<p><b>7. Matters arising from the Resources Committee Meeting on 08/03/2017</b></p> <p>a) SG to benchmark education printing costs against other schools.</p> <ul style="list-style-type: none"> <li>• SG advised that this data is not available from the DfE benchmarking site.</li> <li>• SG managed to get some data from the bursarial officer.             <ul style="list-style-type: none"> <li>○ Costs for 3 form entry schools range between £6K and £10K.</li> <li>○ NEPS cost was £7K.</li> </ul> </li> </ul> <p>b) SG to update the SFVS return.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>c) SFVS to FGB for approval.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>d) Update: Health and Safety carried forward.</p> <ul style="list-style-type: none"> <li>• Closed – see agenda item 9.</li> </ul> <p>e) Charging Policy (Lettings) carried forward.</p> <ul style="list-style-type: none"> <li>• Closed – see agenda item 10.</li> </ul> <p>f) SG to add the Holiday Club charges to the table on page 2 of the Charging</p>	

<p>Policy (Lettings).</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>g) 5 Policies to FGB for adoption.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul> <p>h) AON to update Terms of Reference re End of Journey Statements.</p> <ul style="list-style-type: none"> <li>• Closed.</li> </ul>	
<p><b>8. Finance</b></p> <p>a) Budget Monitoring Report</p> <p>The budget monitoring Report was pre-circulated.</p> <ul style="list-style-type: none"> <li>• Supply Teachers <ul style="list-style-type: none"> <li>○ Budget this year £10K (£68K).</li> <li>○ We will be using HLTA's going forward.</li> <li>○ SF pointed out that as we are not fully staffed there will be a saving on salaries against an increase in agency.</li> </ul> </li> <li>• Supply Education Support Staff. <ul style="list-style-type: none"> <li>○ We are seeing more children with EHCP's (Statements).</li> <li>○ Funding has been agreed but has not yet been received.</li> </ul> </li> <li>• Education Technicians. <ul style="list-style-type: none"> <li>○ Will be leaving this summer (redundancy).</li> </ul> </li> <li>• School Administrators <ul style="list-style-type: none"> <li>○ Impacted by increased pension contributions / increased salaries.</li> <li>○ Overall reduction in hours of 10 per week.</li> </ul> </li> <li>• Classroom support staff <ul style="list-style-type: none"> <li>○ 2 TA's not replaced.</li> <li>○ 3 TA's made redundant – only generates 7 months savings for this year.</li> </ul> </li> <li>• Extended School <ul style="list-style-type: none"> <li>○ We have now removed Big Foot</li> <li>○ The £41.7K is for Fit for Sport.</li> </ul> </li> <li>• SMSA's <ul style="list-style-type: none"> <li>○ We have had to include in the Pension Scheme, although some may opt out.</li> </ul> </li> <li>• Caretakers <ul style="list-style-type: none"> <li>○ Salary and pension increases.</li> </ul> </li> <li>• Cleaners <ul style="list-style-type: none"> <li>○ We will continue to employ in house.</li> </ul> </li> <li>• AA asked if the caretakers / cleaners receive the London Living Wage? <ul style="list-style-type: none"> <li>○ SG confirmed that we pay the LA rates.</li> <li>○ SG added that the cleaners are paid £10 / £11 per hour.</li> </ul> </li> <li>• Teachers' Salaries <ul style="list-style-type: none"> <li>○ Includes 1% pay rise from September and pension increase.</li> <li>○ Potential saving of £25K.</li> </ul> </li> <li>• Redundancy payments <ul style="list-style-type: none"> <li>○ The LA refused to pay these.</li> </ul> </li> <li>• Training <ul style="list-style-type: none"> <li>○ We may need to look at this again during the year in light of overall savings.</li> </ul> </li> <li>• Transport <ul style="list-style-type: none"> <li>○ JG questioned why we coach to Gurnell – could the children not walk?</li> <li>○ SF said that whilst she agreed that they could walk, parents did not agree.</li> </ul> </li> <li>• Premises Related</li> </ul>	

- Rates have increased from £48K to £74K.
- We have assumed this will now increase by 1.5% per annum.
- Universal Free School Meals
  - To continue – per the Queens Speech.
- Pupil Premium Grant
  - Will possibly increase by 2 or 3.
  - We will lose overall as Years 5 and 6 leave as they are Pupil Premium heavy.
- High Needs Block
  - This should increase this year and be sustained.
- SG will be having a follow up meeting with the Bursarial Officer on 10 July.
- 4 Teachers have applied to progress from MP6 to UPS 1.
- We had forecast to recruit an MP6.

b) 3 Year Forecast

- We have bought into the new system from the LA.
  - There have been teething issues!
  - A new version of the software is due in the next couple of weeks.
  - For the time being we will be relying on SKW's spreadsheet.
- Sports Grant
  - We have assumed that this continues as this year.
- Universal Free School Meals
  - Assumes an increase of 1.5% per annum.
- Per Pupil (Schools Block)
  - Assumes that the National Funding Formula goes ahead.
  - Assumes 5 additional pupils.
  - SF pointed out that lots of families are looking to move out of London if they can sell their properties.
- We have a projected shortfall by year 3.
  - We will need to look at natural wastage / short term contracts.
  - We will also need to look at how we cover PPA time.
- We will need to review this again when the LA spreadsheet when it is working properly.
- **AA suggested a briefing paper for FGB.**

SKW

Ealing Learning Partnership

- The LA are now using a consultancy group and whilst they say that they are listening Headteachers views are not being reflected.

Number on Roll

- 719 / 720
- No scope to increase – no space.

Pupil Premium

- We did a stall at the fete.
- SG advised that we have very tight procedures.
- SG advised that the process had changed recently and we can now do the checks.
- SKW pointed out that it was important to check regularly as parents' circumstances could change.
  - We run surgeries for parents in case their circumstances change.
  - Parents can also come into school and get some help filling out the forms.

<p><b>9. Premises</b></p> <p>a) Update - The Mound</p> <ul style="list-style-type: none"> <li>• The PTA have provided £24K for phase 1.</li> <li>• Unfortunately, we are currently unable to use the mound due to the caterpillars of the Oak Processionary Moth. <ul style="list-style-type: none"> <li>○ The area has been fumigated.</li> <li>○ There will be another fumigation next week.</li> <li>○ The LA say that this is our responsibility as these are our trees.</li> </ul> </li> </ul> <p>b) Update - Wall behind the Children’s Centre</p> <ul style="list-style-type: none"> <li>• The work is ongoing.</li> </ul> <p>c) Update - Health and Safety</p> <ul style="list-style-type: none"> <li>• Report circulated.</li> </ul>	
<p><b>10. Policies / Documents for Review</b></p> <p><u>For Noting (Approved by the Headteacher)</u></p> <p>None</p> <p><u>For Approval</u></p> <p>Charging Policy (Lettings)</p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• We generate c. £34K per annum from lettings.</li> <li>• Private Hire = Money making organisations.</li> <li>• There are not many private lettings.</li> <li>• Holiday clubs use then hall.</li> <li>• SG collated comparative data for 2 other schools and 1 church.</li> <li>• It was agreed not to change the letting rates this year.</li> </ul> <p>PPA Model Policy</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p><u>For Review (Approved by the Full Governing Body)</u></p> <p>Exclusion of Pupils (LA Model Policy)</p> <ul style="list-style-type: none"> <li>• Approved.</li> <li>• <b><u>To FGB for adoption.</u></b></li> </ul>	<p>SF</p> <p>To FGB</p>
<p><b>11. Residential Trips</b></p> <p>a) For approval</p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p>b) End of Journey Statements (Autumn Term)</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p>SF updated Governors on plans for next year.</p> <p><u>Year 5</u></p> <ul style="list-style-type: none"> <li>• Year 5 will go to the Isle of Wight again next year.</li> <li>• They will stay at a hotel in Sandown.</li> <li>• They want to visit more places of interest.</li> <li>• The Isle of Wight Experience will arrange all of the activities.</li> </ul> <p><u>Year 6</u></p> <ul style="list-style-type: none"> <li>• 85 children (out of 90) went this year.</li> <li>• We need to identify a venue for next year.</li> </ul>	

<ul style="list-style-type: none"> <li>○ We would like to have gone back to Osmington Bay however the cost is prohibitive: <ul style="list-style-type: none"> <li>▪ £400 + VAT + Coach for 4 nights.</li> </ul> </li> <li>○ The Year 6 team have been asked to get a quote for 3 nights.</li> <li>○ JG suggested that 3 nights would be fine.</li> </ul> <p>AA asked how trips are risk assessed.</p> <ul style="list-style-type: none"> <li>• SG advised that we have a standard proforma to complete.</li> <li>• For a new venue, we create a new a new proforma and staff visit the venue in advance.</li> <li>• The Risk Assessments are reviewed regularly including by Ofsted in January 2017.</li> </ul>	
<p><b>12. Governor Visit Reports</b></p> <p>Health &amp; Safety: The Governor visit report was pre-circulated.</p>	
<p><b>13. Staffing Update</b></p> <ul style="list-style-type: none"> <li>• There were 2 voluntary redundancies.</li> <li>• 3 staff were redeployed.</li> <li>• The SEN admin post was made redundant (10 hours per week).</li> <li>• The IT Technician was made redundant.</li> <li>• We had representation from Unison.</li> <li>• The pre-meetings really helped the process.</li>   <li>• 4 Teachers are leaving. <ul style="list-style-type: none"> <li>○ 1 x cost of housing.</li> <li>○ 1 x Private Sector (class of 8 for PE).</li> <li>○ 1 x Moving to Germany.</li> <li>○ 1 x AHT role in another Ealing School.</li> </ul> </li>   <li>• We are advertising for 4 x LSA.</li> </ul>	
<p><b>14. Any Other Business (as agreed above)</b></p> <p><u>Security / Office Lockdown</u></p> <ul style="list-style-type: none"> <li>• SF reminded Governors that security has always been an issue for us.</li> <li>• In light of recent issues, we need to review security / lockdown procedures.</li> <li>• Our current alarm system only has a single tone which makes it impossible to differentiate the type of incident. <ul style="list-style-type: none"> <li>○ We are looking at a system with different sounds.</li> <li>○ One option we have looked at would cost £15K which was considered by the school to be too expensive.</li> </ul> </li> <li>• We also need a lockdown procedure.</li> <li>• Options were considered: <ul style="list-style-type: none"> <li>○ System of communication to classrooms – Walkie Talkies?</li> <li>○ The ability to lock down the school office as the centre of operations.</li> <li>○ Alternative sound systems.</li> </ul> </li> <li>• We are currently awaiting a report from a consultant. <ul style="list-style-type: none"> <li>○ On receipt of the report we will review the way forward.</li> </ul> </li> </ul> <p><u>Fundraising</u></p> <ul style="list-style-type: none"> <li>• AD led a discussion on fundraising following the initial discussions at the last FGB.</li> <li>• AD posed the question “how can we increase income”. One suggestion</li> </ul>	

was an annual giving program. To move forward we would need to:

- Consult the PTA.
- Consult parents.
- Discuss at FGB.
- Funds could be raised via the PTA but earmarked for the curriculum.
- JG suggested that parents tend to have a set amount that they would spend on an event.
- JG also suggested that this could have a negative impact on the PTA.
  - SF pointed out that this does not appear to have been the case in other schools.
- SKW asked JG how much PTA income comes from regular giving.
  - Not a lot.
- LJ stressed the importance of telling people why we are doing this.
- SF acknowledged that some parents will say why should we have to contribute – state education.
- SF reported that she had been approached by some parents who have said that I cannot give my time but I can give money.
- JG pointed out that it is getting harder to get people to help organise events e.g. the summer fete and the Christmas fair.
- JG added that not every class has a class representative.
- SF stressed that this needs to be a whole school approach.
  
- SKW said that we need to inform our parents of the financial pressures, this should be on a drip feed basis:
  - Chairs Report – 3-year picture.
  - Parent letter at the start of the autumn term – asking them to lobby their MP etc.
- We will also consult with parents in the autumn term.
  
- JG also suggested that it would be helpful if the school could give parents a view about the role of the PTA.
  
- JG outlined the benefits of Easy Fundraising and how simple this is.
- It was agreed that this needs to be promoted to:
  - New Parents (at the New Parents Evening).
  - Staff.
  - Governors.
- It was also suggested providing an explanation on the website – possibly a short video clip showing the simplicity of using Easy Fundraising.

#### School Trips

- LJ expressed surprise / concern about parental contributions for trips.
  - Charges can be between £1.80 and £3.00.
  - LJ suggested that it cannot be cost effective to collect these minimal amounts.
  - SG explained the way that trips are costed and how we collect monies.

#### **15. Date and time of next meeting:**

To be agreed