

NORTH EALING PRIMARY SCHOOL

The 2nd Resources Committee meeting for 2017 - 2018 was held on Wednesday 7 March 2018

<p>Attendees: Andy Akerman (AA) Lynne Dallow (LD) Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Lutz Johnen (LJ) Shirley Kenworthy - Wright (SKW) Usama Siddiqui (US)</p> <p>Also in attendance: Sarah Gordon (SG)</p>	<p>Actions</p>
<p>1. Welcome</p>	
<p>2. Apologies for absence Apologies were received from: Nimo Richmond (NR)</p> <p>All other members were in attendance.</p>	
<p>3. Authorised / Unauthorised absence The absence for NR was authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) SG: Tendering SF: EYFS</p>	
<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 15/11/2017 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 15/11/2017</p> <p>a) LJ to advise SG on options for alternative water suppliers.</p> <ul style="list-style-type: none"> • Carried forward. • LJ has provided details of potential suppliers. <p>b) SG to circulate quotes for Lockdown Procedures.</p> <ul style="list-style-type: none"> • Closed. <p>c) Health & Safety Policy carried forward.</p> <ul style="list-style-type: none"> • Closed. <p>d) 6 Policies / Documents to FGB for adoption.</p> <ul style="list-style-type: none"> • Closed. <p>e) Recommendation to FGB on the ELP.</p> <ul style="list-style-type: none"> • Closed. <p>f) LJ to advise SG on opportunities available from Thames Water.</p>	<p>LJ / SG</p>

<ul style="list-style-type: none"> • Closed. • They have attended school and given presentations on saving water. 	
<p>8. Finance</p> <p>a) Budget Monitoring Report</p> <p>The Budget Monitoring Report was pre-circulated.</p> <ul style="list-style-type: none"> • SKW asked why there were March Accruals? <ul style="list-style-type: none"> ○ This relates to march Salaries which the LA deducts in early April. • SKW pointed out that redundancy costs had been allocated to the budget line based on where staff were allocated to. • AD asked about the Part Time Session Fees (L17). <ul style="list-style-type: none"> ○ This is based on children’s statements / EHCP’s. • AD then asked about photocopying costs. <ul style="list-style-type: none"> ○ SG reminded Governors that this had been flagged previously. ○ Teachers previously had access to colour copying. • AD went on to ask about School Meals. <ul style="list-style-type: none"> ○ This is an in and out transaction. • SKW asked about the “Income from outside the LEA”. <ul style="list-style-type: none"> ○ This relates to the rebate from Harrisons (school meals). ○ The LA told us to post to this line so as not to impact benchmarking. • The outturn forecast is £130K which includes savings in Teacher salaries of £40K. • The additional income to the High Needs Block line relates to additional SEN funding. • The LA have overpaid by £50K to budget line 8012. <ul style="list-style-type: none"> ○ As the LA will not take this back until next year this has been accrued. • AD took the opportunity to thank SG for everything that she had done to manage the budget. <p>b) Budget Planning 2018 – 2019</p> <ul style="list-style-type: none"> • The budget planning meeting has been scheduled for 14 March at 09:30. • As part of the process we will need to look at savings for 2018-2019. • We only received the LA budget spreadsheet yesterday! • SKW suggested that the outlook is not as bleak as we had previously assumed. • The following have been factored into the initial budget: <ul style="list-style-type: none"> ○ 2% increase for support staff G5 and above. ○ 9% increase for support staff G4 and below. <ul style="list-style-type: none"> ▪ We were only told about this today. ▪ This equates to c. £12K. ○ 2% increase for Main Pay Scale Teachers. ○ 1% increase for other Teaching staff. • AA suggested that the reducing numbers in Nursery could have an impact on Reception numbers going forward? • SG advised that the LA have changed the basis of Nursery funding from termly to monthly. 	
<p>9. Premises</p> <p>a) Update - Health and Safety</p> <ul style="list-style-type: none"> • See also Governor Visit report (agenda item 12). <p><u>Lockdown</u></p> <ul style="list-style-type: none"> • Equipment is currently being installed. • The new facilities will be commissioned next Tuesday. • MB confirmed that a plan has been developed for children, although parents will be told before the children. • There will be initial training next week. 	

<p>10. Policies / Documents for Review / Approval / Noting <u>For Noting (Approved by the Headteacher)</u> None</p> <p><u>For Approval</u></p> <ul style="list-style-type: none"> • Charging and Remissions Policy <ul style="list-style-type: none"> ○ The policy was pre-circulated. ○ AA asked how many children do not pay for trips? <ul style="list-style-type: none"> ▪ 8/10 of 180. ▪ The PTA hardship fund will pick up 50% of the costs ▪ It was stressed that no child is excluded. ○ AA also asked about the charge for materials? <ul style="list-style-type: none"> ▪ These are very rarely implemented. ○ Charges are only intended to cover costs. ○ Approved. • Nursery Admissions <ul style="list-style-type: none"> ○ <u>Carried forward.</u> <p><u>For Review (Approved by the Full Governing Body)</u></p> <ul style="list-style-type: none"> • Complaints Policy <ul style="list-style-type: none"> ○ <u>Carried forward.</u> • DBS Policy <ul style="list-style-type: none"> ○ The policy was pre-circulated. ○ Approved. ○ JG asked if there was any requirement to renew a DBS check? <ul style="list-style-type: none"> ▪ No. ○ <u>To FGB for adoption.</u> • FOIA Policy <ul style="list-style-type: none"> ○ <u>Carried forward.</u> • Governor Allowances <ul style="list-style-type: none"> ○ The policy was pre-circulated. ○ Approved. ○ <u>To FGB for adoption.</u> • Harassment and Bullying Policy <ul style="list-style-type: none"> ○ The guidelines were pre-circulated. ○ Approved. ○ <u>To FGB for adoption.</u> • SFVS <ul style="list-style-type: none"> ○ This was pre-circulated. ○ Approved. ○ <u>To FGB for adoption.</u> 	<p>Agenda</p> <p>Agenda</p> <p>To FGB</p> <p>Agenda</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p>
<p>11. Policies / Documents for Review / Approval / Noting at the next meeting a) Charging Policy (for approval) b) Exclusion of Pupils (for review)</p>	<p>Agenda Agenda</p>
<p>12. Governor Visit Reports AA's Governor Visit Report was pre-circulated.</p> <ul style="list-style-type: none"> • AA commented on the enthusiasm shown by staff. 	

<p>13. Staffing Update</p> <ul style="list-style-type: none"> • Our new NQT is doing really well. • There have been no resignations – the deadline for Teachers to resign is the end of May. • 2 staff have applied to join the Schools Direct programme. <ul style="list-style-type: none"> ○ 1 was not successful. ○ 1 is still going through the process. 	
<p>14. Any Other Business (as agreed above)</p> <p><u>GDPR</u></p> <p>SG provided an update on preparations:</p> <ul style="list-style-type: none"> • A task force has been formed. • Training is scheduled for the end of March. • C. 35 schools have expressed an interest in appointing a 3rd party company (Judicium) as their DPO (Data Protection Officer). <ul style="list-style-type: none"> ○ The reason for outsourcing is that the recommendations are that the DPO does not handle data. <ul style="list-style-type: none"> ▪ At NEPS, and other schools, everyone does handle data. • We are required to have an action plan in place by 25 May 2018. <p><u>Tendering</u></p> <p>SG sought guidance from Governors on the tender process for:</p> <ul style="list-style-type: none"> • Fit for Sport <ul style="list-style-type: none"> ○ There is not really a credible alternative to Fit for Sport who are used in a significant number of Schools in Ealing. ○ Fit for Sport are stable and provide a good quality service. ○ Governors agreed that it was not appropriate to go out for competitive tender in view of the lack of credible alternative suppliers. • Place2Be <ul style="list-style-type: none"> ○ The only alternative is CLIPS which it was considered was a poor alternative. ○ SKW, JG, LD all agreed that Place2Be was a very valuable service. ○ SF added that we have a very good Counsellor. ○ Governors also agreed that it was not appropriate to go out for competitive tender in view of the lack of credible alternative suppliers. 	
<p>15. Date and time of next meeting: Wednesday 20 June 2018 at 7:15PM</p>	

Meeting closed at 20:23