

NORTH EALING PRIMARY SCHOOL

The 2nd Resources Committee meeting for 2016 - 2017 was held at 7PM on Wednesday 8 March 2017

Attendees: Andrew Dharman (AD) Sally Flowers (SF) Shirley Kenworthy - Wright (SKW) Usama Siddiqui (US) Also in attendance: Sarah Gordon (SG) Lutz Johnen (LJ)	Actions
1. Welcome AD welcomed LJ to his first meeting of the Resources Committee.	
2. Apologies for absence Apologies were received from: Andy Akerman (AA) Lynne Dallow (LD) Joanne Gravestock (JG) Nimo Richmond (NR) All other members were in attendance.	
3. Authorised / Unauthorised absence The absences for AA, LD, JG and NR were all authorised.	
4. Declaration of Any Other Business (AOB) There were no declarations of other business.	
5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.	
6. Agree the minutes of the Resources Committee Meeting on 19/10/2016 These were agreed as a true record of the meeting and were signed by AD.	
7. Matters arising from the Resources Committee Meeting on 19/10/2016 a) SG to obtain quotes for Air Conditioning in 2 classrooms. • Closed. • SG confirmed that she had obtained 3 quotes that ranged between £6K and £11K. • It was agreed that this would be considered as part of the 2017 - 2018. • SKW suggested that we could use Devolved Capital to fund this. b) Publication of Equality Information Policy to FGB for adoption. • Closed. c) SG to benchmark Education Printing against other schools. • <u>Carried forward.</u> d) SG to remind after school club providers that they must have a trained first aider and first aid kit. • Closed. e) Financial Administration Policy to FGB for adoption.	SG

<ul style="list-style-type: none"> • Closed. <p>f) Statement of Control (School Journey & Private account) to FGB for review and approval.</p> <ul style="list-style-type: none"> • Closed. <p>g) Terms of Reference to FGB for adoption.</p> <ul style="list-style-type: none"> • Closed. <p>h) JG to follow up with a prospective Governor.</p> <ul style="list-style-type: none"> • Closed. 	
<p>8. Healthy Eating Strategy</p> <ul style="list-style-type: none"> • SF reported that she had sent out a survey to parents about packed lunches. <ul style="list-style-type: none"> ○ A new policy is now being developed. ○ SF is meeting with Harrison's (caterers) to make sure that the school lunches meet the requirements of the packed lunch policy. ○ Children will only be allowed to bring water in with their packed lunch. <ul style="list-style-type: none"> ▪ Water is always available on the tables at lunchtime. ○ If the contents of a packed lunch are "bad" there will be a slip in the box at the end of the day. ○ AD said that he would be happy to support discussions with parents as the new policy is launched. • SF also pointed out that obesity levels are going up again at NEPS. 	
<p>9. Finance</p> <p>a) Budget Monitoring Report The Budget monitoring report had been pre circulated.</p> <ul style="list-style-type: none"> • SG confirmed that all figures are based on a "worst case scenario". • There are under spends on most lines with the main savings coming from staffing. • The savings on "Pupil Focused Staff Cost" are as a result of cancelling the Big Foot contract. <ul style="list-style-type: none"> ○ We now have 2 specialist music teachers instead. • Network Savings are as a result of a new 3 year deal at a lower cost. • Savings on School Meals are as a result of the contract being cheaper than anticipated. • SKW asked what the position was with consultants. <ul style="list-style-type: none"> ○ SG confirmed that all invoices for Consultants have been received and paid. • The increase to Supply Education Support Staff was due to: <ul style="list-style-type: none"> ○ £13K - children we are waiting for funding for. ○ LSA sickness cover (e x LSA's) <ul style="list-style-type: none"> ▪ It was acknowledged that this was a very difficult role and that some LSA's have been with the same child for a long time. • SG advised that she was awaiting clarification of the High Needs Top Up. <ul style="list-style-type: none"> ○ SG added that when the March allocation was advised she queried the basis of the allocation and that she had been advised verbally that her "appeal" had been upheld, although we do not know the exact amount yet. This should be known any day now. • The High Needs Top Up is currently allocated in October and March. <ul style="list-style-type: none"> ○ From next year this will be allocated termly. • SKW asked about the variation in the Rates. <ul style="list-style-type: none"> ○ SG also advised that there is an issue with Rates where we were allocated £64,625 and the Rates bill was only £40,917.50. ○ SG will discuss this with the Bursarial Officer later this week. 	

- This may be a “rebate” as a result of a previous revaluation?
- SG was congratulated on the close monitoring of the budget and the potential carry forward of £106K (includes the £37K from last year.
- SKW advised that the impact of the new funding formula would be in the region of £40K per annum.
 - This however is only part of the real impact on budgets as increases in salaries (1% award), pensions etc are not funded by the LA / Central Government The impact in real terms could be c. £350K over 3 years.

b) SFVS

The draft SFVS return was pre circulated.

- This needs to be sent to the LA by 31 March 2017.
- The document was reviewed by SF, MB and SG last week.
- **SKW asked** SG to add an **additional action point “To use the new DfE Financial Effectiveness Website. Additionally to explore the options for collaboration through the SBM network and the Teaching School Alliances”.**
- **US sought clarification** on action 3 (To reduce the % spent on staffing)
 - SKW pointed out that our staffing costs are c.89% and that they should be nearer to 85%. The 89% does however include cleaners.
- The dates for action 3 should be Summer 2017/ Autumn 2017 / Spring 2018.
 - **SG to update.**
- With the above changes the SFVS return was approved.

SG

SG

The Governor Skills Review is being completed by SKW / AD / LD.

- SG pointed out that our last audit was 3 years ago (9/14) and that we could have another audit in September this year.

c) Premises Management Contract

A paper detailing the options was circulated.

- SG explained the reasons for her recommendation that we stay with Ealing FM despite that on the face of it this was the most expensive option:
 - We have no experience of either Hemlow or G20.
 - Both Hemlow and G20 would charge for call outs.
 - Both Hemlow and G” would charge for materials.
 - In both cases this would make their contracts significantly more expensive than Ealing FM.
 - Ealing FM:
 - Are the existing supplier.
 - Know our building.
 - It is usually the same core team that attend.
 - Rapid response times.
 - Will now include the Emergency lighting review which neither Hemlow or G20 include.
 -

The committee supported the recommendation and this will now go to FGB for ratification - this is a 3 year contract.

To FGB

d) ICT Provider

Again a paper detailing the options was circulated.

- SG pointed out that it had been difficult to obtain 3 quotes as a number of potential suppliers had not responded.
- **SKW pointed out** that some Primary Schools are using High Schools for ICT support.
- Yosabe are the current supplier.
 - We have a good relationship with Yosabe.
 - The proposed contract is for 1 year.

<ul style="list-style-type: none"> ○ The contract with Yosabe was approved. 	
<p>10. Premises</p> <p>a) Update - The Mound</p> <ul style="list-style-type: none"> • The PTA has agreed to provide £24K for Phase 1 which includes the artificial grass and seating. • SG has also been able to obtain a grant from Santander for £5K for equipment. • Phase 2 will be to replace the tarmac. <ul style="list-style-type: none"> ○ Devolved capital? <p>b) Update - Wall behind the Children’s Centre.</p> <ul style="list-style-type: none"> • SG reported that Dave Morgan from the LA had raised the Purchase Order for rebuilding the wall. <ul style="list-style-type: none"> ○ We are now awaiting confirmation of the funding. <p>c) Update - Health and Safety</p> <ul style="list-style-type: none"> • Carried Forward 	LD
<p>11. Policies / Documents for Review <u>For Noting (Approved by the Headteacher)</u> There were none.</p> <p><u>For Approval</u> All policies were pre circulated.</p> <p>Charging Policy (Lettings)</p> <ul style="list-style-type: none"> • Carried forward. • SF pointed out that there was little capacity to increase lettings other than possibly during the holidays. • SG had included benchmarking data for other local venues. <ul style="list-style-type: none"> ○ SG pointed out that whilst St Barnabus was more expensive they offered kitchen facilities which we did not. • <u>SG was asked to include the holiday club charges to the table on page 2.</u> <p>Charging and Remissions Policy</p> <ul style="list-style-type: none"> • Approved. <p>Data Protection Policy</p> <ul style="list-style-type: none"> • Approved. • AD questioned off site use by staff. <ul style="list-style-type: none"> ○ There is a separate policy regarding the offsite use of equipment. Additionally all staff are required to sign an AUP agreement regarding the use of technology. <p><u>For Review (Approved by the Full Governing Body)</u> Again all policies were pre circulated.</p> <p>Disciplinary Procedure.</p> <ul style="list-style-type: none"> • LA Model Policy - Approved - to FGB for adoption. <p>Governors Allowances</p> <ul style="list-style-type: none"> • No changes proposed - Approved - to FGB for adoption. <p>Grievance Procedures</p> <ul style="list-style-type: none"> • LA Model Policy - Approved - to FGB for adoption. <p>Medical Capability Procedures</p>	<p>Agenda</p> <p>SG</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p>

<ul style="list-style-type: none"> LA Model Policy - Approved - to FGB for adoption. 	To FGB
<p>Recruitment, Retention and Induction Policy</p> <ul style="list-style-type: none"> LA Model Policy - Approved - to FGB for adoption. 	To FGB
<p>12. Residential Trips</p> <p>a) For approval</p> <p>Year 5</p> <ul style="list-style-type: none"> Year 5 will be going to the Isle of Wight again this year. There has been positive feedback with 79 out of 89 children going. We will be going during SATS week which whilst making staffing more difficult has enabled us to reduce costs. <p>Year 6</p> <ul style="list-style-type: none"> We will be using a new venue this year - Osmington Bay. We have been able to negotiate a significant discount for this year. <p>SKW asked if the Risk Assessments had been completed.</p> <ul style="list-style-type: none"> Yes. <p>BOTH TRIPS WERE APPROVED.</p> <p>b) End of Journey Statements</p> <p>It was agreed that these be reported to the Resources Committee in the Autumn term.</p> <ul style="list-style-type: none"> <u>SG suggested that this be added to the Terms of Reference.</u> 	AON
<p>13. Governor Visit Reports</p> <p>Another Governor Visit day will be arranged for the summer term.</p>	
<p>14. Staffing Update</p> <ul style="list-style-type: none"> 1 member of staff will be going on paternity leave later this week. 1 member of staff is on long term sick leave. SF is aware that 2 members of staff are looking for other jobs, primarily due to the cost of living in London. Teachers have until June half term to resign. SF said that she had shown 8 NQT's around the school and that they were all impressed. 	
<p>15. Any Other Business (as agreed above)</p> <p>LJ said that he would like to join the Resources Committee.</p>	
<p>16. Date and time of next meeting:</p> <p>Wednesday 21 June 2017 at PM</p>	

Meeting closed at 8:15PM