

## NORTH EALING PRIMARY SCHOOL

The 1<sup>st</sup> Resources Committee meeting for 2017 - 2018 was held on Wednesday 15 November 2017

<b>Attendees:</b> Andy Akerman (AA) Lynne Dallow (LD) Lutz Johnen (LJ) Shirley Kenworthy - Wright (SKW) Nimo Richmond (NR)  <b>Also in attendance:</b> Michael Belsito (MB) Sarah Gordon (SG)	Actions
<b>1. Welcome</b> In the absence of AD it was agreed that SKW would chair the meeting.	
<b>2. Apologies for absence</b> Andrew Dharman (AD) Sally Flowers (SF) Joanne Gravestock (JG) Usama Siddiqui (US)	
<b>3. Authorised / Unauthorised absence</b> The absences for AD, SF, JG and US were all authorised.	
<b>4. Declaration of Any Other Business (AOB)</b> Guidance on the Management of Redundancies – Agenda item 12 SKW: Ealing Learning Partnership SKW: Funding Consultation SKW: Pupil Premium Report SKW: Sports Premium Report LJ: Thames water sessions for Schools	
<b>5. Declaration of interest in any agenda items</b> There were no declarations of interest in any agenda items.	
<b>6. Election of Committee Chair</b> AD had indicated ahead of the meeting that he would be happy to stand again. <ul style="list-style-type: none"> <li>• AD was proposed by SKW and seconded by NR.</li> <li>• There were no other nominations.</li> <li>• A vote was taken, and AD was elected unanimously.</li> </ul>	
<b>7. Election of Committee Vice Chair</b> AA said that he would be happy to stand. <ul style="list-style-type: none"> <li>• AA was proposed by SKW and seconded by NR.</li> <li>• There were no other nominations.</li> <li>• A vote was taken, and AA was elected unanimously.</li> </ul> <p>It was agreed that SKW would act as mentor to AA for Finance aspects of the role. It was also agreed that LD would act as mentor to AA for Health &amp; Safety aspects of the role.</p>	
<b>8. Agree the minutes of the Resources Committee Meeting on 21/06/2017</b> These were agreed as a true and accurate record of the meeting and were signed	

by SKW.

**9. Matters arising from the Resources Committee Meeting on 21/06/2017**

- a) SKW to prepare a briefing paper for FGB on the 3-year budget.
- Closed.
- b) PPA Model Policy carried forward.
- Closed (Agenda item 12).
- c) Exclusion of Pupils to FGB for adoption.
- Closed.

AA sought an update on Lockdown Procedures.

- SG confirmed that the office staff are aware of procedures.
- MB added that the procedures are ready to roll out once the system has been upgraded.
- SG added that we will need to look at options to upgrade the system as we cannot add additional tones to the existing system.
  - SG said that the cost would be in the region of £10K and proposed that this be reviewed as part of the budget monitoring.

**10. Finance**

- a) Budget Monitoring Report
- The Budget Monitoring Report was pre-circulated.

<b>Governor</b>	<b>Topic / Comments</b>
AA	Asked about the overspend on classroom assistants. <ul style="list-style-type: none"><li>• Additional EHCP agreed after the budget was set.<ul style="list-style-type: none"><li>○ This will be compensated for in additional High Needs Funding.</li><li>○ Additional funding will be drip fed monthly between December and March.<ul style="list-style-type: none"><li>▪ Should have been November but the LA missed the deadline.</li></ul></li></ul></li></ul>
AA	Asked about the variance in Teacher Salaries. <ul style="list-style-type: none"><li>• Staff movement.</li><li>• Includes all increments and the National Award.</li></ul>
AA	Water. <ul style="list-style-type: none"><li>• SG said that she will be looking for alternative suppliers.</li><li>• <b><u>LJ said that he would advise SG on options.</u></b></li></ul>
SKW	Supply Education Support Staff <ul style="list-style-type: none"><li>• Now converted to permanent staff.</li></ul>
SKW	Repairs and Maintenance <ul style="list-style-type: none"><li>• SG anticipate that this will all be spent.</li><li>• SG pointed out that are front end loaded in the summer term.</li></ul>
SKW	Swimming <ul style="list-style-type: none"><li>• Gurnell closes at the end of this year and reopens in 2020?</li><li>• We will be allocated another pool.</li><li>• Additional costs?</li><li>• The focus for the new properties will be on younger people</li></ul>

LJ

	<p>rather than families.</p> <ul style="list-style-type: none"> <li>○ 20% will be affordable housing.</li> <li>○ 30% linked to average earnings.</li> </ul>	
AA	<p>School Journeys</p> <ul style="list-style-type: none"> <li>● Monies go initially to the school journey account, they are then transferred to the main account and the suppliers are paid.</li> <li>● The advantage of this process is that we can claim back the VAT.</li> </ul>	
	<p>Projected carry forward</p> <ul style="list-style-type: none"> <li>● The potential carry forward is £111K although SG stressed that there a number of variables.</li> <li>● SKW pointed out that the worst-case scenario for us was to lose £23K next year – this is not as much as we had anticipated.</li> </ul>	
	<p>Income – Pupil Premium</p> <ul style="list-style-type: none"> <li>● There has been an in-year adjustment of £10K due to a reduction in Pupil Premium numbers.</li> </ul>	
	<p>Miscellaneous income</p> <ul style="list-style-type: none"> <li>● This includes grant monies including Tesco, additionally: <ul style="list-style-type: none"> <li>○ The Mound</li> <li>○ Play Equipment</li> <li>○ Sensory Equipment</li> </ul> </li> </ul>	
	<p>Sickness and Maternity Income</p> <ul style="list-style-type: none"> <li>● Any payments in respect of maternity leave will be in the next financial year.</li> <li>● We will receive cover in respect of SF if she is off for more than 2 weeks.</li> </ul>	
	<p>Lockdown</p> <ul style="list-style-type: none"> <li>● There was a discussion about the infrastructure required for us to implement a robust lockdown procedure.</li> <li>● The committee acknowledged the vulnerability of the site.</li> <li>● SG said that she had 3 quotes for between £10K and £11K.</li> </ul> <p>AA: Have we taken advice on what should be done – Yes.  AA: We cannot afford to defer for 3 years.  LD: I think that we should do it.  SKW: I appreciate the need to balance the risks, but we should do it.</p> <p><b><u>It was agreed that SG should forward the quotes together with a recommendation to the committee for approval.</u></b></p>	SG
NR	<p>30 Hour Nursery</p> <ul style="list-style-type: none"> <li>● This will be considered however SG pointed out that there had been low take up elsewhere.</li> <li>● We will be taking a further intake to nursery in January and after Easter.</li> <li>●</li> </ul>	
<p>b) Private Account 2016 – 2017</p> <ul style="list-style-type: none"> <li>● The Bank Reconciliation Report together with the breakdown of income and</li> </ul>		

<p>expenditure were pre-circulated.</p> <p>c) School Journey Account 2016 - 2017</p> <ul style="list-style-type: none"> <li>• The analysis and detailed reports for 2016 / 2017 were pre-circulated. <ul style="list-style-type: none"> <li>○ The payment from Newlands (£1,872) related to a refund after they had ceased trading.</li> </ul> </li> <li>• The committee wished to record their thanks to Tracey Steadman who undertakes the admin in respect of school trips, including chasing outstanding payments; this gets harder every year. <ul style="list-style-type: none"> <li>○ The cost of TS's time is not factored into the cost of trips and is effectively a subsidy by the school to trips.</li> </ul> </li> </ul>	
<p><b>11. Premises</b></p> <p>a) Update - The Mound</p> <ul style="list-style-type: none"> <li>• The Mound is now in use. <ul style="list-style-type: none"> <li>○ It is bug free.</li> <li>○ The tarmac has been laid</li> <li>○ Pupil Voice is very positive about the mound.</li> </ul> </li> </ul> <p>b) Update - Health and Safety</p> <ul style="list-style-type: none"> <li>• The repairs to the wall have been completed; they were paid for by the LA.</li> <li>• The caretakers undertook painting, decorating and general repairs over the summer.</li> </ul>	
<p><b>12. Policies / Documents for Review</b></p> <p>All policies / documents had been pre-circulated.</p> <p>It was agreed that in future policies will be circulated 2 weeks before meetings to allow Governors more time to review them.</p> <p><u>For Noting (Approved by the Headteacher)</u></p> <p>Model Staff Induction Guidance (LA Model Policy)</p> <ul style="list-style-type: none"> <li>• Noted.</li> </ul> <p><u>For Approval</u></p> <p>Best Value Statement</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>Children with Medical Conditions</p> <ul style="list-style-type: none"> <li>• AA asked what the definition of a medical condition was? <ul style="list-style-type: none"> <li>○ As recorded on an EHCP or Care Plan e.g. Asthma.</li> </ul> </li> <li>• AA went on to ask about insurance cover. <ul style="list-style-type: none"> <li>○ This is covered under our insurance through the LA.</li> </ul> </li> <li>• Approved.</li> </ul> <p>Financial Controls</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p>Health and Safety Policy</p> <ul style="list-style-type: none"> <li>• <b><u>Carried forward.</u></b></li> </ul> <p>PPA Model Policy</p> <ul style="list-style-type: none"> <li>• Approved.</li> </ul> <p><u>For Review (Approved by the Full Governing Body)</u></p> <p>Financial administration Policy</p>	<p>Agenda</p>

<ul style="list-style-type: none"> <li>• Approved.</li> <li>• <b><u>To FGB for adoption.</u></b></li> </ul> <p>Guidance on Management of Absence (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>Guidance on Management of Redundancies in Schools (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>Probation Policy and Procedure for School Staff (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>Terms of reference</p> <ul style="list-style-type: none"> <li>• AA questioned whether we needed to undertake the benchmarking review annually? <ul style="list-style-type: none"> <li>○ SG said that we did as this helps to inform the budget.</li> </ul> </li> <li>• Approved.</li> <li>• <b><u>To FGB for adoption.</u></b></li> </ul> <p>Whistleblowing Policy (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>To FGB</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p>
<p><b>13. Governor Visit Reports</b></p> <p>There have been no Governor visits so far this term.</p> <p>A Governor visit day will be organised for Spring 1.</p>	
<p><b>14. Staffing Update</b></p> <p>We have offered an NQT a Maternity Cover post in year 4.</p> <ul style="list-style-type: none"> <li>• If there were a subsequent vacancy we would offer a permanent post.</li> </ul>	
<p><b>15. Any Other Business (as agreed above)</b></p> <p><u>Ealing Learning Partnership</u></p> <ul style="list-style-type: none"> <li>• The LA are looking for a commitment in principle in the short term and a formal commitment by 10 January.</li> <li>• <b><u>It was agreed that either MB or SF plus SKW and AA would aim to get together before the FGB, and provide a brief update to FGB with a recommended way forward.</u></b></li> </ul> <p><u>Funding Consultation</u></p> <p>SKW provided a brief update:</p> <ul style="list-style-type: none"> <li>• From 2020 schools will receive their funding direct from the EFA, rather than via the Local Authority.</li> <li>• For the next two years funding allocations will be decided by the LA.</li> <li>• SKW, SG, SF attended a briefing by the LA recently.</li> <li>• The LA have also consulted with schools on how the allocations should be addressed over the next 2 years. <ul style="list-style-type: none"> <li>○ We responded to the consultation.</li> <li>○ A key thing for us was the level of the Minimum Funding Guarantee (MFG). <ul style="list-style-type: none"> <li>▪ The LA proposed plus or minus 1.5% i.e. no one should be</li> </ul> </li> </ul> </li> </ul>	<p>SF (MB), SKW, AA</p>

<p>more than 1.5% better off or more than 1.55 worse off.</p> <ul style="list-style-type: none"> <li>▪ We responded stating that no school should be worse off and that no school should be more than 0.5% better off.</li> </ul> <ul style="list-style-type: none"> <li>• The outcome of the consultation / way forward will be agreed by Schools Forum.</li> </ul> <p><u>Pupil Premium Report</u></p> <ul style="list-style-type: none"> <li>• The impact / expenditure report has been updated and is on the website.</li> <li>• NR will be undertaking a Pupil Premium Visit as part of her link Governor role.</li> </ul> <p><u>Sports Premium Report</u></p> <ul style="list-style-type: none"> <li>• The impact / expenditure report has been updated and is on the website.</li> </ul> <p><u>Thames water sessions for Schools</u></p> <ul style="list-style-type: none"> <li>• <b><u>It was agreed that LJ should liaise with SG regarding the opportunities offered by Thames Water.</u></b></li> </ul>	<p>LJ</p>
<p><b>16. Date and time of next meeting:</b> Wednesday 7 March 2018 at 7:15 PM</p> <p>It was agreed to defer the start time to 7:15PM to allow more time for the Curriculum and Standards Committee a little more time for discussion.</p>	