



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Christine Money (CHAIR)	CM	Foundation	Present
Jenny Lupa	JL	Foundation	Present
Robert Nesbitt	RN	Parent	Present
Allan McLean	AM	Head Teacher	Present
Ciaran Foulkes	CF	Associate Member	Present
Advisors/Others			
Monwara Sikder	MS	Advisor – School Business Manager	Present
Jo Iwanicki	JI	Advisor – Deputy Head Teacher	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
001/16-17	Opening Prayer	Chair	
1.1	The Chair began the meeting at 08:04 with a prayer, delivered courtesy of Diana Young.		
002	Welcome and introductions	Chair	
2.1	The Chair welcomed all governors to the first meeting of the Resources of Hampstead Parochial Church of England Primary School. The Chair also extended a warm welcome to the new Clerk to the Governing Body, Ammar Ahmed, who was clerking his first Resources Committee meeting at the School.		
003	Apologies and the Governing Body's acceptance or rejection for any absences	Clerk	
3.1	There were no apologies or absences to note, as all governors were in attendance.		
004	Election for the Chair of the Governing Body for the Academic Year 2016-17	Clerk	
4.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk explained that for the purposes of the election, the nomination needs to be seconded. If there are more than one nominees, then a secret ballot is held.		
4.2	For the election of the Chair of the Resources Committee, Jenny Lupa nominated Christine Money. The nomination was seconded by Robert		



	Nesbitt. There being no other nominations, the nominee was unanimously elected as the Chair for the Resources Committee for a period of one-year as per the Committee's Terms of Reference.			
	A1	Christine Money was elected and installed as the Chair of the Governing Body of Hampstead Parochial Church of England Primary School. The nominee was proposed by Jenny Lupa, seconded by Robert Nesbitt and unanimously elected.	Clerk	To note
005	Election for the Vice-Chair of the Governing Body for the Academic Year 2016-17		Clerk	
5.1	The Clerk explained that the procedure for electing a Vice-Chair is exactly the same as that of electing a Chair.			
5.2	The Committee agreed not to elect a Vice Chair due to its small size and instead opted to elect a Chair to lead the meeting on the occasion that Christine Money is unable to attend.			
006	Review and approval of Committee Terms of Reference		Chair	
6.1	The Chair informed the governors that the Terms of Reference had been created and proposed at the last full Governing Body meeting of the Academic Year 2015-16. The governors scrutinised the Terms of Reference and forwarded them to the full Governing Body meeting for ratification.			
6.2	In response to an inquiry from the governors, the Chair and the Head Teacher explained that under the Terms of Reference, the Committee will consider the view of the children at the School as well as the parents.			
	A2	The Committee approved the Terms of Reference and forwarded them to the full Governing Body for ratification.	Clerk	28/11/16
007	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda		Clerk	
7.1	The governors did not declare any conflicts of interest, pecuniary or otherwise, in relation to the items on the agenda for the meeting.			
008	Approval of the minutes from the previous full Governing Body meeting (held on 26th of April 2016) and any matters arising not covered on the agenda for the meeting		Chair	
8.1	The Committee approved and the Chair duly signed the minutes of the previous meeting as an accurate and true record of the meeting, subject to the following amendments.			
8.2	<u>Amendments</u>			
8.3	All amendments are listed below, with the corrections highlighted in red.			



<p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p> <p>8.8</p> <p>8.9</p> <p>8.10</p> <p>8.11</p> <p>8.12</p> <p>8.13</p> <p>8.14</p> <p>8.15</p> <p>8.16</p>	<p>The word “action” had been misspelled at the top of Page 2.</p> <p>Item 6.7 – “The SBM highlighted that there had been a reduction (overall) in the budget of approx. £44K compared to last year.”</p> <p>Item 6.7.2 – “There was a question about the basis on which the school was funded.”</p> <p>Item 6.7.3 – “She explained that the amount shown was for staffing costs of the existing staff up to August and the new structure from September to March.”</p> <p>Item 6.9 – “However, the School had to pay, from its budget, for those children who qualify (in Key Stage 2) for free school meals.”</p> <p>Item 7.3 – “The Head Teacher reminded the Committee of the agreement by the full Governing Body to the granting of a period of sabbatical leave for a teacher in the Autumn term.”</p> <p>Item 8.2 – “JI gave a presentation and circulated drawings/illustrations of the proposed developments of the Reception external area.”</p> <p>Item 8.3 – “The SBM reported that a that a survey had been requested, the house was in a conservation areas and therefore a planning application to replace the windows would be required and will be made.”</p> <p>Item 11.2 – “She undertook to send a copy to RN.”</p> <p>As a general comment, the governors mentioned that the Governing Body should be capitalised across the entire minutes.</p> <p><u>Matters arising not covered on the agenda for the meeting</u></p> <p>The governors were informed that in relation to Action 2, the School had decided to informed the staff that a member of staff is welcome to attend the Resources Committee. The staff would inform the Senior Leadership Team of their desire to attend prior to the meeting. The Head Teacher informed the governors that Lisa Parmenter had agreed to attend the meeting on this occasion, but may be joining the meeting later on.</p> <p>In relation to the action in Item 6.7.2, RN informed the governors that he had made further inquiries, however, due to the time between previous meeting of the Resources meeting and the current meeting, the information had changed. Therefore, the information obtained by RN was now outdated.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Clerk</p> <p></p> <p></p> <p></p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>ASAP</p> <p></p> <p></p> <p></p> <p></p>
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8.17	In relation to Action 3, the School Business Manager (herein referred to as “the SBM”) mentioned that the new Budget report had been drafted to include details of spend within cost centres.		
8.18	In relation to Action 5, The SBM mentioned that the Budget Plan 2016-17 had been submitted to the Local Authority (herein referred to as “the LA”).		
8.19	In relation to the action in Item 8.1, the SBM mentioned that all remaining funds within the budget from last year had been utilised in the playground refurbishment.		
8.20	In relation to the action in Item 10.1, the Chair informed the governors that the Governing Body’s ADHOC Committee proposal had been mentioned in the full Governing Body meeting. This will be discussed further at a later date.		
	A3 The Clerk to ensure that the phrase, “Governing Body” is capitalised in minutes.	Clerk	ASAP
009	Committee work plan	Chair	
9.1	The Committee work plan had been disseminated to all governors with the agenda prior to the meeting. The governors reviewed the Committee work plan and approved it, subject to the following amendment. The governors requested the Clerk to ensure that the meeting time is updated to 8am in the work plan.	Clerk	ASAP
	A4 The Clerk to update the meeting time in the Committee’s work plan.	Clerk	ASAP
010	Building works update	AM/MS	
10.1	The Head Teacher informed the governors that the School had utilised the remaining funding from last year’s Bulge Fund and the Devolved Formula Capital account to fund the playground refurbishment project.		
10.2	The total cost of the building works was £127,399.64. The works were funded by the Devolved Formula Capital (£14,458.61), the LCVAP Modernisation/Access Programme (£28,000) and the Bulge Fund (£84,941.03). The Head Teacher informed the governors that the Devolved Formula Capital is a fund managed by the LDBS and as the School is the signatory to the LDBS Maintenance Scheme, it only needs to pay the contributions of 10% on any spend from the Devolved Formula Capital.		
10.3	In response to a question from the governors, the Head Teacher stated that the LCVAP funding methodology has been changed. Under the new rules, all funding will be held by the Local Diocese, which will disseminate the funding to the School after reviewing and approving a submitted bid.		
10.4	In terms of the actual project, the Head Teacher stated that the School’s playground refurbishment is nearly completed. All major work has been		



	<p>finished, the only outstanding issues relate to markings which will be completed by the next of next week. The playgrounds renovated include the Early Years playground, the Main playground and the Key Stage 1 playground.</p>		
10.5	The Head Teacher stated that the contractors had worked really well with the School, causing minimum interference with the community and the locals.		
10.6	<u>Potential issue with the Church fence</u>		
10.7	The SBM and the Head Teacher highlighted that the School had identified that the fence between the School and the Church was a health and safety issue. The fence is bearing the weights of the trees which are leaning against it. The School has liaised with the Church and the plan of action has been decided. The School will conduct the work and pay the bill, passing the invoice to the Trustees of the Local Church to settle. The total cost has been estimated at £950.		
10.8	<u>Planned redecoration work</u>		
10.9	The Head Teacher informed the governors that the School was planning to redecorate the Office and the Reception area over the summer holidays. In response to a question , the Head Teacher stated that the School would be funding the work via the Bulge Fund and Devolved Formula Capital.		
011	Budget update	MS	
11.1	<u>School Budget</u>		
11.2	The School Budget report had been circulated with the agenda prior to the meeting. The governors were requested to ask specific questions in relation to the report.		
11.3	The SBM mentioned that the School will be receiving an extra £10,000 as the School has been allocated a new SEN child. The extra funding will be used to appoint a new teaching assistant to provide one-to-one support.		
11.4	In response to a question , the SBM said that the balance left over for teaching is £38,834. The School's position in terms of teaching is safe. The has also got additional support in Year 1 and Reception.		
11.5	In response to a question , the SBM informed the governors that the "current budget" tracks the live budget throughout the year, whereas the "fixed budget" refers to the initial starting amount. The variance calculated in the budget is in reference to the fixed budget.		



11.6	The SBM mentioned that the School has had to make several changes to the support staff salaries, as certain staff members were not accounted for in the initial budget. The budget report presented represents all the changes. The School has a higher than anticipated cost for support staff as specific staff have been recruited to meet the needs of the students and offer one-to-one student support.		
11.7	The Head Teacher informed the governors that the School has prioritised to review its support staff requirements. The governors will be presented with a proposal at the next Resources Committee Meeting.		
11.8	In response to a question , the SBM mentioned that the School continues to spend more than the allocated Pupil Premium amount and the positive effects of this expenditure are noted in the results the School has achieved.		
11.9	In response to a question , the SBM informed the governors that the School had been charged a large amount for its gas bill as the gas company had not charged the School anything for the past two years. The SBM has ensured that this will not happen in the future and is currently monitoring the gas expenditure closely.		
11.10	In response to a question , the SMB mentioned that the School's expenditure on school meals is primarily for catering costs (£700). In terms of the actual meal, the income from the sale of the school meal equals the expenditure incurred.		
11.11	In response to a question , the SBM mentioned that the foundation equipment expense will be reimbursed.		
11.12	The governors inquired whether the School has reviewed its service level agreement (herein referred to as "the SLA") with the ICT services provider, Leverstock. The Head Teacher stated that the School continuously reviews the SLA to ensure that the School gets the best deal, however, changing the SLA is not a priority for the School at the moment.		
11.13	In response to a question , the SBM informed the governors that the current predicted carry forward figure is £29,185.83, which is significantly lower than the final carry forward figure from last year (£60,000). The reason for this is because the School aims to spend all the budget improving the teaching given to its students and the final carry forward figure is only clear at the end of the financial year. Currently the contingency budget is £5,000, which is listed under the Head Teacher's grants in the budget.		
11.14	In response to a question , the Head Teacher stated that the School almost always spend the entire budget. However, due to exceptional circumstances		



	it was able to carry forward £60,000 last year. The Head Teacher stressed that the governors should not be expecting the carry forward to be the same this year.		
11.15	<u>School Financial Value Standard Review</u>		
11.16	The SBM stated that the School Financial Value Standard (herein referred to as “the SFVS”) from last year will be circulated to the Chair of Governors and the wider Governing Body. The Head Teacher informed the governors that he had additionally circulated the document with the agenda for the meeting outlining the appropriate questions that the governors should be asking the School in relation to the SFVS.		
11.17	The Resources Committee decided to create a sub-Committee to review the SFVS. The sub-Committee would consist of Robert Nesbitt and Ciaran Foulkes.	RN & CF	ASAP
11.18	The School will present the final report to the Full Governing Body meeting in November.	AM	28/11/16
11.19	<u>Inventory stock</u>		
11.20	The SBM informed the governors that the inventory is checked on an annual basis by an external company which conducts its check over a period of three days. The Head Teacher and the SBM confirmed that this would be a responsibility that will be delegated to the newly appointed Premises Manager. The Premises Manager will be reviewing the inventory regularly throughout the year.		
11.21	In response to a question from the governors, the SBM mentioned that the minimum requirement for conducting an inventory check is on an annual basis.		
11.22	<u>Extended services account</u>		
11.23	In response to a question , the SBM informed the governors that the Extended Services Account is managed by the School to receive any money raised via lettings or other means. The money is deposited directly into the account and acts as a contingency.		
11.24	<u>Half-Yearly Financial Report</u>		
11.25	The SBM informed the governors that the School does not set a budget for the School trips. As a result, the income is taken directly from the parents and usually covers the expense incurred. At this point in the year, the School trips fund is less than the final amount deposited and spent last year. However, the		



11.26	School expects this fund to increase throughout the year as more trips are undertaken.		
	In response to a question from the governors, the Head Teacher stated that the Year 6 students will be visiting Little Canada.		
A5	The Resources Committee created a sub-Committee, consisting of Robert Nesbitt and Ciaran Foulkes, to review the SFVS.	RN & CF	ASAP
A6	The School to present a report on the findings from SFVS to the full Governing Body meeting in November.	AM	28/11/16
012	Pupil Premium Statement	AM/SBM	
12.1	The Head Teacher informed the governors that the Pupil Premium report covered the breakdown of Pupil Premium expenditure from last year.		
12.2	The Head Teachers stated that the School had employed an additional teacher to provide extra support for Pupil Premium students in class.		
12.3	In response to a question from the governors, the Head Teacher stated that the School had received the data which would allow it to compare the performance of Pupil Premium students to non-Pupil Premium students, but that this data had not yet been reviewed. The final results and recommendations will be presented to the next Curriculum, Progress & Outcomes Committee for scrutiny.	AM	14/11/16
12.4	The Head Teacher stressed that Pupil Premium funding remains a vital source of income for the School. The Head Teacher pointed out that 12% of the students at the School were Pupil Premium students.		
12.5	In response to a question , the Head Teachers stated that the School regularly engages with parents to complete the Free School Meal forms, however, with the introduction of the Universal Free Meal for students the levels of Pupil Premium students have stayed the same.		
A6	The School to present a breakdown of the progress made Pupil Premium student compared to non-Pupil Premium students at the next Curriculum, Progress & Outcomes Committee.	AM	14/11/16
013	Head Teacher and Staff Appraisal	Chair/AM	
13.1	The Head Teacher informed the governors that the staff appraisals will be held in the next week, conducted by himself and the Deputy Head Teacher, JI.		
13.2	The School is aiming to complete all teaching staff appraisals by the beginning of half term. The support staff appraisals will be held after the half term.		
13.3	All salary recommendations will be made to the Pay Panel for approval. The Chair of Governors mentioned that the Pay Panel was yet to agree a date for	AM	TBC



	meeting. However, the meeting will be held prior to the Full Governing Body meeting in November as all recommendations need to be signed off at the Full Governing Body meeting.	AM	28/11/16
13.4	The Head Teachers appraisal has not yet been set. The Chair of Governors will liaise with the Local Authority Representative to discuss a potential date to appraise the Head Teacher prior to the end of the year.		
A7	The School to present all salary recommendations to the Pay Committee for approval.	AM	TBC
A8	The School to present the approved salary recommendations to the Full Governing Body meeting for ratification.	AM	28/11/16
014	Head Teacher Recruitment Panel	JL	
14.1	The Chair informed the governors that the Committee needed to appoint the Head Teacher Recruitment Panel to start the recruitment process.		
14.2	Robert Nesbitt, Diana Young and Jenny Lupa were appointed to the Head Teacher Recruitment Panel by the governors after deliberation. The SBM was asked to provide support. The Chair of Governors informed the Committee that Helen Riddings, the LDBS Representative, will also be supporting the process.	RN, DY & JL	ASAP
14.3	The Head Teacher Recruitment Panel's first task will be to select the desirable qualities for the candidate, which will be used to create the recruitment pack. The Panel will report to the next Full Governing Body meeting. The aim is to post the advertisement for the new Head Teacher in January.		
A9	The governors appointed Robert Nesbitt, Diana Young and Jenny Lupe to the Head Teacher Recruitment Panel, which will be supported by Monwara Sikder, the School Business Manager, and Helen Riddings, the LDBS Representative.	RN, DY & JL	ASAP
015	Premises report	AM	
15.1	<u>Update on the School's Condition Survey & Premises Plan</u>		
15.2	The Head Teacher informed the governors that the survey was last completed in September 2015 and the building work carried out over the summer was a direct result of the survey. The School will be completing the survey for this year in the upcoming couple of weeks. Once the survey has been completed the project will be submitted to the LDBS for approval.		
15.3	In response to a question from the governors, the Head Teacher stated that the School had two potential ideas, renovation of Years 2, 3, 4 & 5 classrooms or refurbishments of the windows of the School.		



15.4	The governors stated that they felt that the windows were a higher priority as they would ensure that the School is more energy efficient and the student's learning is less disrupted by outside noise. The SBM mentioned that an initial quote for replacing all windows at the School with double glazed windows would amount to approximately £288,000. The governors recommended that the School should stagger the project as they investigate the proposal.		
15.5	The Head Teacher stated that the School's long term renovation plans included replacing the flooring and carpets in the School.		
016	Staffing update	AM	
16.1	<u>Premises Manager</u>		
16.2	The Head Teacher informed the governors that the School had appointed a new Premises Manager at the beginning of the academic year. The School had been extremely pleased and impressed with the appointment. The new Premises Manager was extremely proactive and had extremely good interpersonal skills. Moreover, the Premises Manager was extremely capable at resolving small jobs around the School.		
16.3	<u>Teaching Assistants</u>		
16.4	The Head Teacher informed the governors that a Teaching Assistant from Year 2 had resigned from the School.		
16.5	The School has recruited a new Teaching Assistant in Reception to help with a SEN student.		
16.6	<u>School Business Manager</u>		
16.7	The Head Teacher informed the governors that the SBM had taken on additional duties at another primary school, Holy Trinity, for two days every week. The School is paid for her services by invoicing Holy Trinity.		
017	Staff survey review	AM	
17.1	The Head Teacher informed the governors that the staff survey review was conducted last week and the head Teacher will produce a summary to disseminate to the Committee.	AM	ASAP
17.2	The Head Teacher stated that the School was making a shift in leadership styles as it moved from last year into the current year. The Head Teacher and the Senior Leadership Team will be incorporating more individual feedback from the teachers. The aim is to have leadership responsibilities disseminated across a greater proportion of staff.		



17.3	The School has already initiated plans to involve staff members into the Senior Leadership Team meetings. Furthermore, the Head Teacher informed the governors that the School had organised external training courses for the teaching assistants at the School, as they were mostly aspiring to become teachers. The first external course will be on first aid and will be held in November.			
	A10	The Head Teacher to disseminate a summary of the findings from the Staff Survey to the Resources Committee.	AM	ASAP
019	Update on Market		AM	
19.1	The Head Teacher informed the governors that all issues following the market being held at the School had been resolved. The complaints were related to the cleaning and setting up. As a result, the School has arranged for all cleaning to be completed on Saturday, rather than run into Sunday. Furthermore, the School has informed the market vendors that the stalls cannot be set up prior to 8am in the morning to ensure that the noise levels are kept in check.			
19.2	In response to a question , the Head Teacher stated that the Public Liability Insurance is covered by the company that organises the market at the School. The School has also liaised with the Local Authority to ensure that the School can be utilised for the purpose of hosting a Farmer's Market.			
19.3	The Chair of Governors and the Chair of Committee stated that they will place an update on the Market in the Church Magazine.		JL & CM	ASAP
19.4	The Chair also informed the School to ensure that the market organisers are informed that the Christmas Fair will clash with the Market.			
	A11	The Chair of Governors and the Chair of Committee stated that they will place an update on the Farmer's Market in the Church Magazine.	JL & CM	ASAP
020	Policies for ratification		AM	
20.1	The Head Teacher and the SBM informed the governors that there were seven policies for review and approval.			
20.2	The SBM clarified that no changes had been made to the policies since they were last reviewed.			
20.3	<u>Teachers' Pay and Conditions</u>			
20.4	The governors approved this policy and forwarded it to the full Governing Body for ratification.			



20.5	<u>Health and Safety</u>		
20.6	The governors approved this policy and forwarded it to the full Governing Body for ratification.		
20.7	In response to a question , the School informed the governors that there was very little amount of asbestos in the School buildings, which had been reviewed by the experts and concluded to not pose any implications to health or safety of students.		
20.8	The Chair of Governors stated that she would organise her visit as the Health and Safety governor shortly.		
20.9	<u>Child Protection and Access Arrangements</u>		
20.10	The governors approved this policy and forwarded it to the full Governing Body for ratification.		
20.11	The Chair informed the School that the gates in the School fence need to be locked properly. The Head Teacher informed the governors that the Premises Manager would be asked to look into it.		
20.12	The School asked the Chair to inform the Trustees of the Church that leases were not properly keeping the garden tidy, which was posing safety hazards to the Students at the School.		
20.13	<u>Pay Policy</u>		
20.14	The governors approved this policy and forwarded it to the full Governing Body for ratification.		
20.15	<u>First Aid</u>		
20.16	The governors approved this policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.		
20.17	In response to a question from the governors, the Head Teacher mentioned that the risk assessments needed to be conducted as they were currently outstanding.		



20.18	<u>School uniform</u>		
20.19	The governors approved this policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.		
20.20	In response to a question from the governors, the Head Teacher stated that watches did not qualify as jewellery and were allowed at the School. The governors stated that this should be clarified within the policy.		
20.21	<u>Redundancy Policy</u>		
20.22	The governors approved this policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.		
A12	The governors approved the Teachers' Pay and Conditions policy and forwarded it to the full Governing Body for ratification.	School	ASAP
A13	The governors approved the Health & Safety policy and forwarded it to the full Governing Body for ratification.	School	ASAP
A14	The governors approved the Child Protection & Access Arrangements policy and forwarded it to the full Governing Body for ratification.	School	ASAP
A15	The governors approved the Pay policy and forwarded it to the full Governing Body for ratification.	School	ASAP
A16	The governors approved the First Aid policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.	School	ASAP
A17	The governors approved the School Uniform policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.	School	ASAP
A18	The governors approved the Redundancy policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.	School	ASAP
021	Any other business for consideration	All	
21.1	<u>The School's Budget comparison with other local schools</u>	RN	
21.2	The School informed the governors that it had received data of expenditures incurred by other local schools. The governors agreed that RN should liaise with the School and develop the best strategy of presented this data to the governors once the SFVS has been completed.	RN & MS	24/01/17



21.3	The review of expenditure will allow the School to carry out a thorough benchmarking exercise and create plans to make sure that its budget is more efficient.		
21.4	In response to a question from the governors, the School stated that the cost of agency staff will be lower this year as the School has appointed several new staff members. The Head Teacher clarified that last year was not fully representative as some staff members had to leave part way through the year and others had medical issues.		
A19	Robert Nesbitt to liaise with the School to produce a report on comparison of School expenditure against other schools in the area.	RN & MS	24/01/17
022	Items for the next agenda	All	
22.1	There were no extra items for next meeting except those already included in the Committee Work Planner.		
023	Action points		
	<p>A1. Christine Money was elected and installed as the Chair of the Governing Body of Hampstead Parochial Church of England Primary School. The nominee was proposed by Jenny Lupa, seconded by Robert Nesbitt and unanimously elected.</p> <p>A2. The Committee approved the Terms of Reference and forwarded them to the full Governing Body for ratification.</p> <p>A3. The Clerk to ensure that the phrase, "Governing Body" is capitalised in minutes.</p> <p>A4. The Resources Committee created a sub-Committee, consisting of Robert Nesbitt and Ciaran Foulkes, to review the SFVS.</p> <p>A5. The School to present a report on the findings from SFVS to the full Governing Body meeting in November.</p> <p>A6. The School to present a breakdown of the progress made Pupil Premium student compared to non-Pupil Premium students at the next Curriculum, Progress & Outcomes Committee.</p> <p>A7. The School to present all salary recommendations to the Pay Committee for approval.</p> <p>A8. The School to present the approved salary recommendations to the Full Governing Body meeting for ratification.</p> <p>A9. The governors appointed Robert Nesbitt, Diana Young and Jenny Lupe to the Head Teacher Recruitment Panel, which will be supported by Monwara Sikder, the School Business Manager, and Helen Riddings, the LDBS Representative.</p>		



	<p>A10. The Head Teacher to disseminate a summary of the findings from the Staff Survey to the Resources Committee.</p> <p>A11. The Chair of Governors and the Chair of Committee stated that they will place an update on the Farmer’s Market in the Church Magazine.</p> <p>A12. The governors approved the Teachers’ Pay and Conditions policy and forwarded it to the full Governing Body for ratification.</p> <p>A13. The governors approved the Health & Safety policy and forwarded it to the full Governing Body for ratification.</p> <p>A14. The governors approved the Child Protection & Access Arrangements policy and forwarded it to the full Governing Body for ratification.</p> <p>A15. The governors approved the Pay policy and forwarded it to the full Governing Body for ratification.</p> <p>A16. The governors approved the First Aid policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.</p> <p>A17. The governors approved the School Uniform policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.</p> <p>A18. The governors approved the Redundancy policy and forwarded it to the full Governing Body for ratification, subject to amendments which will be emailed to the School.</p> <p>A19. Robert Nesbitt to liaise with the School to produce a report on comparison of School expenditure against other schools in the area.</p>		
023	Dates for the remaining meetings of the Resources Committee	To note	
23.1	<p>The Resources Committee will meet on the following dates in the academic year 2016-17:</p> <ul style="list-style-type: none"> • 24th of January 2017 • 25th of April 2017 <p>All meetings held at 8am unless otherwise specified.</p>		

The meeting finished at 10:05.



Minutes of the **Resources Committee Meeting**
of Hampstead Parochial Church of England Primary School
held at the School, Holly Bush Vale, London, NW3 6TX
at 8am on **Tuesday, 11th of October 2016**

APPROVAL OF MINUTES BY CHAIR OF RESOURCES COMMITTEE

I, Chair of the Resources Committee, approve these minutes as an accurate representation of the Resources Committee Meeting, which took place on **11th of October 2016** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 08:00.

Signed: _____

Date: _____

Christine Money
Chair of the **Resources Committee**,
Hampstead Parochial Church of England Primary School