



Attendees

Name	Initials	Category of Governor/Advisor	Attendance
Christine Money (CHAIR)	CM	Foundation	Present
Jenny Lupa	JL	Foundation	Arrived 8:30am
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	Jl	Advisor – Deputy Head Teacher	Present
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
024/ 16-17	Opening Prayer	Chair	
24.1	The Chair began the meeting at 8:10am with a prayer, delivered courtesy of Diana Young.		
025	Welcome and introductions	Chair	
25.1	The Chair welcomed all governors to the meeting.		
026	Apologies and the Governing Body's acceptance or rejection for any absences	Clerk	
26.1	There were no apologies or absences to note, as all governors were in attendance.		
027	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda	Clerk	
27.1	The governors did not declare any conflicts of interest, pecuniary or otherwise, in relation to the items on the agenda for the meeting.		
028	Approval of the minutes from the previous full Governing Body meeting (held on 11 October 2016) and any matters arising not covered on the agenda for the meeting	Chair	
28.1	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.		



28.2	<u>Amendments</u>		
28.3	All amendments are listed below, with the corrections highlighted in red.		
28.4	Item 4.1 – The Clerk explained that for the purposes of the election, the nomination needs to be seconded.		
28.5	Action 1 – Christine Money was elected and installed as the Chair of the Governing Body Resources Committee of Hampstead Parochial Church of England Primary School.		
28.6	Item 8.15 – The governors were informed that in relation to Action 2, the School had decided to inform the staff that a member of staff is welcome to attend the Resources Committee. The staff member would inform the Senior Leadership Team of their desire to attend prior to the meeting.		
28.7	Item 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 school has also got additional support in Year 1 and Reception.		
28.8	Item 13.4 – The Head Teacher’s 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.		
28.9	Action 9 – The governors appointed Robert Nesbitt, Diana Young and Jenny Lupa to the Head Teacher Recruitment Panel, which will be supported by Monwara Sikder, the School Business Manager, and Helen Riddings, the LDBS Representative.		
28.10	Item 23 – The above listed amendments to Actions 1 and 9 to be reflected in Item 23.		
28.11	<u>Matters arising not covered on the agenda for the meeting</u>		
28.12	There were no matters arising that were not already covered on the agenda for the meeting.		
029	Budget monitoring update	MS/AM	
29.1	<u>Budget Monitoring Report</u>		
29.2	The Budget Monitoring Report had been circulated to all governors prior to the meeting with the agenda. The School Business Manager (herein referred to as “SBM”) invited governors to raise questions in relation to the report.		



29.3	In response to a question from the governors, the SBM stated that the variances present in the budget are a result of the School tailoring the use of its resources to each class and addressing the specific needs of the student. As these requirements are unpredictable, variances develop and arise in the plan.		
29.4	In response to a question from the governors, the SBM stated that the School had an underspend in full time teaching staff budget this year, however, this is reflected in an overspend in the supply staff budget. The School's overall salary budget remains healthy.		
29.5	In response to a question from the governors, the Head Teacher stated that the School required additional support in Reception and Years 3 and 4, which is reflected in increased supply staff cost. In the long term, the School would need to consider appointing an additional teaching in Early Years Foundation Stage (herein referred to as "EYFS"). This is because the current staff member is also the School's Special Education Needs Coordinator (herein referred to as "SENCo"), so extra cover would help the SENCo allocate more time to her additional duties.		
29.6	<u>Support Staff Budget monitoring</u>		
29.7	The Support Staff budget had been included in the main Budget Report. The SBM invited governors to raise questions in relation to the Support Staff budget.		
29.8	In response to a question from the governors, the Head Teacher stated that the School has a high degree of turnover in Support Staff. This has had an effect on the School's budget.		
29.9	The Head Teacher drew the attention of the governors to the additional income received by the School from loaning out the services of the SBM and the cost-effective nature of the Premises Manager, who has resolved several minor issues which would have otherwise required the School to hire a contractor.		
29.10	<u>Recruitment</u>		
29.11	In response to a question from the governors, the Head Teacher stated that the School's long term aim goal is to appoint permanent staff members rather than using supply staff members.		



29.12	<u>Pupil Premium</u>		
29.13	In response to a question from the governors, the SBM stated that in relation to pupil premium (herein referred to as “PP”) the School’s long term plan is to appoint a staff member for three days to provide dedicated support to PP students.		
29.14	The Head Teacher also clarified that the PP Support Teachers help all students and not just the PP students. This is a practice common to all schools and can be observed in the PP statement of other schools. <i>JL arrived at 8:30am.</i>		
29.15	In response to a question from the governors, the SBM stated that supply teachers had to be appointed in the current academic year to support the PP students. Furthermore, the School continues to fund the extra-curricular activities of PP students to ensure that all students have access to the same opportunities at the School.		
29.16	The Head Teacher stated that the School should plan its budget to ensure that all the PP funding is spent appropriately to support the PP students. The Head Teacher highlighted that historically this had not happened, which had resulted in the School being able to provide an increased provision in the current academic year.		
29.17	The School will also be utilising the remaining £15,000 PP budget over the remaining academic year. The SBM highlighted to the governors the difference between the financial year (which runs from April to March) and the School year (which runs from September to August). The overlap means that the School has to plan its budget to ensure it has enough remaining to cover the remaining academic year at the end of the financial year.		
29.18	In response to a question from the governors, the SBM agreed to remove the E26-07 category from the Budget monitoring report. This was due to the fact that it is a defunct category.	SBM	To note
29.19	<u>General questions regarding the budget</u>		
29.20	In response to a question from the governors, the SBM stated that the School had to invest in new learning equipment, which is reflected in the budget.		
29.21	In response to a question from the governors, the Head Teacher stated that the School was quite proud to note an increase in the expenditure under “General Resources”, which indicates that the teaching style has become more interactive.		



29.22	<u>Dyslexia Clinic</u>		
29.23	In response to a question from the governors, the Head Teacher and the SBM confirmed that the dyslexia clinic had been discontinued. This was in response to a detailed analysis undertaken by the School which showed that it was not good value for money. The School is now assisting dyslexic children internally, which is showing better results.		
29.24	<u>Extended Services for Support Staff</u>		
29.25	In response to a question from the governors, the SBM stated that the School had an overspend for support staff in order to arrange cover for a member of staff. The SBM clarified that the School will be able to obtain insurance but there will still be a slight overspend.		
29.26	<u>Behaviour Support</u>		
29.27	Following an in-depth discussion, the governors requested the School to explore whether there is any way that it can make efficient use of the Behaviour Support package, which is included within the Service Level Agreement with Camden Local Authority.		
29.28	Overall, the SBM informed the governors that the School had a healthy carry forward figure of £43,812. The governors commended the SBM for her excellent work and thanked the School for preparing diligently for the meeting.		
29.29	<u>Benchmarking Report</u>		
29.30	The Benchmarking Report had been circulated prior to the meeting with the agenda and supporting papers.		
29.31	The SBM informed the governors that all the relevant points for discussion had been covered in the analysis of the budget.		
	A1 The SBM to remove the E27-07 category from the Budget Monitoring Report.	SBM	To note
030	School Improvement Plan	AM	
30.1	The Head Teacher stated that the governors had been presented with a detailed School Improvement Plan at the previous Full Governing Body meeting.		



30.2	Since the meeting, the School has been implementing the actions identified. The Head Teacher confirmed that all other relevant issues have been discussed under the Budget Monitoring Report.		
031	Health and Safety Inspection	JL	
31.1	JL informed the governors that she had completed the Health and Safety Governors Report and agreed to circulate it to the governors following the meeting.	JL	ASAP
	A2 JL to circulate the Health & Safety Report after the meeting.	JL	ASAP
032	Premises Report	AM	
32.1	<u>Window refurbishment</u>		
32.2	The Head Teacher informed the governors that the School had been liaising with the LDBS Representative Mr Brown, who manages building proposals for the LDBS. The School has already obtained planning permission and the LDBS Representative will be submitting the LCVAP application to the Local Authority.		
32.3	<u>Hall refurbishment</u>		
32.4	The Head Teacher stated that the School is planning to refurbish the Hall during the summer. The School will obtain three quotes and present them to the Committee for approval.		
32.5	<u>Carpeting project</u>		
32.6	The Head Teacher stated that following an analysis of the current carpets, the School will be replacing them. The School is planning on replacing the carpets during the summer. The School will obtain three quotes and present them to the Committee for approval.		
32.7	<u>Smart Screen's in classrooms</u>		
32.8	The Head Teacher stated that the School wished to ensure that a Smart Screen was installed in all classrooms that do not currently have one. The School is exploring this project and will report to the Committee at the next meeting.		
32.9	<u>Annual Conditions Survey</u>		
32.10	The SBM informed the governors that the Conditions Survey had been completed. The School had identified the windows as a top priority.		



32.11	The Head Teacher stated that the School had also identified that some doors did not have a glass panel, which is a safeguarding requirement. As a result, the School will be obtaining quotes and presenting the proposals to the Committee for approval.			
A3	The School to obtain quotes for the Hall refurbishment project and the Carpeting project. These proposals to be presented to the Committee for approval.		AM	25/04/17
A4	The School to obtain quotes for the new doors with glass panels to comply with safeguarding requirements.		AM	25/04/17
A5	The School to provide an update on the Smart Screen proposal and the Window refurbishment project.		AM	25/04/17
033	Staffing		AM	
33.1	The Head Teacher informed the governors that the School's overall attendance was very good for teaching and support staff.			
33.2	The Head Teacher pointed out that there were two members of staff that have triggered the first stage of the School's Attendance Policy and will be subject to a formal Absence Management Meeting. The Head Teacher explained that this was because the members of staff had been off for 10 days each.			
33.3	<u>Staff Absence & Special Leave Policy</u>			
33.4	The Head Teacher presented the Staff Absence & Special Leave Policy which had been drafted based on the Local Authority's model policy and those adopted by other schools.			
33.5	The Head Teacher stated that this would be the School's personal policy and is not a statutory requirement. The School, however, feels that it is important to clarify the process around this area and make it easier for staff to follow.			
33.6	The SBM agreed to upload the policy on the Governors Virtual Office to all the governors to post their comments following the meeting. The Committee approved the Policy and forwarded it to the Full Governing Body for ratification subject to the amendments.			
A6	The SBM to upload the Staff Absence & Special Leave Policy to the Governors Virtual Office for governors to review and post comments and amendments.		SBM	ASAP
A7	The governors approved the Staff Absence & Special Leave Policy and forwarded it to the Full Governing Body for ratification subject to the amendments.		Clerk	To note



034	Policies for ratification	AM	
34.1	The Head Teacher informed the governors that there were two policies for review and approval.		
34.2	<u>Code of Conduct Policy</u>		
34.3	The Head Teacher informed the governors that this policy had not changed from last year except a change in the dates. The governors approved the policy and forwarded it to the Full Governing Body for ratification.		
34.4	<u>Absence Management Policy</u>		
34.5	The Head Teacher stated that the policy was based on the model policy created by the LDBS. In response to a question from the governors, the Head Teacher stated that the Policy was used regularly by the School and was very effective.		
34.6	The governors requested the Head Teacher to attach a cover sheet to the Policy containing the School's logo and date of review and next review.		
34.7	The governors approved the policy and forwarded it to the Full Governing Body for ratification.		
A8	The governors approved the Code of Conduct Policy and the Absence Management Policy and forwarded them to the Full Governing Body for ratification.	Clerk	To note
035	Any other business	All	
35.1	<u>Creation of a trust for the School</u>		
35.2	JL inquired whether there are any issues preventing the parents and governors from opening a trust for the School. The reasoning behind this would be to assist the School as it tackles a reduction in budget. JL pointed out that the PTA Fund can only provide contributions to specific causes, whereas the trust would be able to fund all School undertakings.		
35.3	The governors agreed to continue the discussion and requested JL to start a thread on the Governors Virtual Office.	JL	ASAP
35.4	<u>Food Market</u>		
35.5	The Head Teacher informed the governors that the foot-fall at the market had been poor in January.		



35.6	In response to a question from the governors, the Head Teacher stated that the company organising the Food Market does its own promotion; however, the School would also promote the Market in the School Newsletter.			
35.7	The governors also agreed to promote the Market at the Local Church.			
35.8	<u>Term Dates</u>			
35.9	The Head Teacher informed the governors that the School had determined its term dates for the next year. The Head Teacher pointed out to the governors that there was a slight difference between the School's term dates and the Local Authority proposed term dates as the School in relation to Christmas and New Year Holidays.			
35.10	Specifically, the School will be reopening on 8 January 2018 as opposed to the 4 January 2018.			
35.11	The governors approved the Term Dates unanimously.	AM	To note	
35.12	<u>Budget reduction</u>			
35.13	The Head Teacher stated that the Local Authority had confirmed that the School's budget will be reducing by 1.5% next year. The Head Teacher stated that the reduction in the budget was better than the School had predicted. However, the School will have to re-evaluate its expenditure and ensure that all money is spent efficiently.			
35.14	<u>Pupil Premium Report</u>			
35.16	The Head Teacher disseminated a Pupil Premium report for the benefit of the governors.			
	A9	JL to start a thread on the Governors' Virtual Office to discuss the proposal regarding setting up a trust for the School.	JL	ASAP
	A10	The governors unanimously approved the Term Dates for the next academic year.	AM	To note
036	Items for the next agenda	All		
36.1	The governors requested the Clerk to remove the "staff survey" item from the next agenda.			
36.2	The Head Teacher informed the governors that Data Protection Policy and Freedom of Information Policy will be brought to the Committee for approval at the next meeting.			



037	Action points		
	<p>A1. The SBM to remove the E27-07 category from the Budget Monitoring Report.</p> <p>A2. JL to circulate the Health & Safety Report after the meeting.</p> <p>A3. The School to obtain quotes for Hall refurbishment project and the Carpeting project and present them to the Committee for approval.</p> <p>A4. The School to obtain quotes for the new doors with glass panels to comply with safeguarding requirements.</p> <p>A5. The School to provide an update on the Smart Screen proposal and the Window refurbishment project.</p> <p>A6. The SBM to upload the Staff Absence & Special Leave Policy to the Governors Virtual Office for governors to review and post comments and amendments.</p> <p>A7. The governors approved the Staff Absence & Special Leave Policy and forwarded it to the Full Governing Body for ratification subject to the amendments.</p> <p>A8. The governors approved the Code of Conduct Policy and the Absence Management Policy and forwarded them to the Full Governing Body for ratification.</p> <p>A9. JL to start a thread on the Governors' Virtual Office to discuss the proposal regarding setting up a trust for the School.</p> <p>A10. The governors unanimously approved the Term Dates for the next academic year.</p>		
038	Dates for the remaining meetings of the Resources Committee	To note	
38.1	The Resources Committee final meeting of 2016-17 will be held on 25 April 2017.		
38.2	All meetings held at 8am unless otherwise specified.		

The meeting finished at 9:45am.



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, 24 January 2017**

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 **24 January 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