



Resources Committee Meeting

Hampstead Parochial Church of England Primary School
Holly Bush Vale, London, NW3 6TX

Tuesday, 10 October 2017
8:00am

Attendees

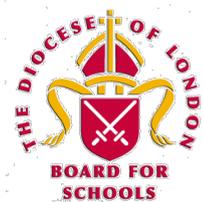
Name	Initials	Category	Attendance
Christine Money	CM	Foundation – PCC of St John at Hampstead	Apologies
Jenny Lupa	JL	Foundation – PCC of St John at Hampstead	Present
Tim Jervis	TJ	Parent Governor	Present
Robert Nesbitt	RN	Parent Governor	Present
Allan McLean	HT	Headteacher	Withdrew at 9:30am
Ciaran Foulkes	CF	Associate Member	Present
Advisors/Others			
Monwara Sikder	SBM	School Business Manager	Present
Ammar Ahmed	AA	Clerk	Arrived at 8:10am

Part one – Public minutes

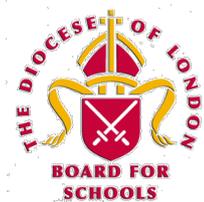
Item	Item title and information	Delegatee	Deadline
001/ 17-18	Opening prayer	Clerk	
1.1	In the absence of Christine Money and the Clerk, it was decided that Robert Nesbitt would Chair the meeting. <i>*Clerk's note - As the Clerk was late, the first 10 minutes of the meeting were voice recorded, from which the Clerk wrote the minutes.</i>		
002	Welcome and introductions	Clerk	
2.1	RN welcomed all governors to the meeting and stated that in the absence of the Clerk, the meeting would be recorded until he arrives.		
003	Apologies and the Governing Body's acceptance or rejection of any absences	Clerk	
3.1	The Committee noted that Christine Money had submitted her apologies for the meeting. The Committee accepted the apologies.		
3.2	There were no other absences to note.		
004	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
4.1	The governors did not declare an interest to any item in the agenda, other than those already recorded within the Governors Register of Business Interests.		



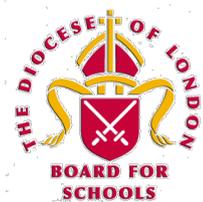
005	Election for the Chair of the Resources Committee of the Governing Body of Hampstead Parochial Church of England Primary School for the Academic Year 2017-18	Clerk	
5.1	RN outlined the procedure for the election of the Chair of the Committee.		
5.2	Prior to the election starting, the governors discussed that the responsibilities contained within the role. RN stated that he would be willing run for the office of the Chair, but conceded that there may be instances where his vocational commitments may intervene in the fulfilment of some of the administrative duties given to the Chair.		
5.3	CF stated that she would be more than happy to support and assist RN in fulfilling the administrative duties should he wish to run for office.		
5.4	Robert Nesbitt was nominated for the office of the Chair by Tim Jervis and seconded by Jenny Lupa. There being no further nominations an election was held.		
5.5	The governors voted unanimously in favour of electing Robert Nesbitt for the position of the Chair of the Resources Committee of the Governing Body of Hampstead Parochial Church of England Primary School for 2017-18.	Clerk	To note
006	Election for the Vice Chair of the Resources Committee of the Governing Body of Hampstead Parochial Church of England Primary School for the Academic Year 2017-18	Clerk	
6.1	Ciaran Foulkes was nominated for the office of Vice Chair by Robert Nesbitt and seconded by Tim Jervis. There being no further nominations an election was held.		
6.2	The governors voted unanimously in favour of electing Ciaran Foulkes for the position of the Vice Chair of the Resources Committee of the Governing Body of Hampstead Parochial Church of England Primary School for 2017-18.	Clerk	To note
007	Approval of the minutes from the previous Resources Committee meeting, held on 25 April 2017, and any matters arising	Chair	
7.1	The governors reviewed the minutes from the previous Resources Committee meeting held on the 25 April 2017 and approved them to be an accurate and true record.		



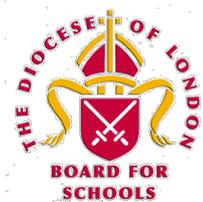
7.2	There were no amendments to note.		
7.3	<u>Matters arising</u>		
7.4	Action 1 – The SBM informed the governors that she liaised with the Chair of the Parent Teacher Association (herein referred to as the “PTA”) regarding the funding for the Sports Clubs at the School. The Chair of the PTA was extremely keen to support the proposal but stated that further details regarding the exact nature of funding required would be needed before it would be approved by the PTA.		
7.5	The governors requested the Headteacher and the SBM to liaise with the Chair of the PTA regarding this matter and report to the Committee.	HT	23/01/18
7.6	Action 2 – JL informed the governors that she has liaised with the Church and that the Church was very keen to assist and support the School. The School will be liaising with the Church in the future regarding the organisation of the Sports Day.		
7.7	Action 3 – The SBM stated that she had circulated a note in the School newsletter informing parents of Pupil Premium (herein referred to as “PP”) students that they would be eligible for Sports Clubs for free.		
7.8	In response to a question from the governors regarding the parents’ response, the SBM stated that there had been a positive initial response from the parents.		
7.9	The SBM stated that as most clubs for the Autumn Term had been filled, the SBM had informed the parents of PP students that this facility would be offered for the Spring Term.		
7.10	The Headteacher stated that it would be effective for the note to be included into the next few School Newsletters. SBM to report regarding the impact of the note at the next Resources Committee meeting.	SBM	23/01/18
7.11	Action 4 – The SBM stated that all notice boards are up to date. The Headteacher was requested to ensure that all the governors pictures are up to date and that the capitation letter is also displayed.	HT	ASAP



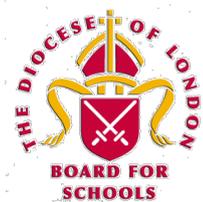
7.12	Action 5 – This action was for notice only and noted as completed.		
008	Finance report (including review of the School Improvement Plan, Budget Monitoring Report, and the Inventory Stock Report)	HT, SBM	
8.1	The SBM delivered the Finance Report which had been circulated with the agenda prior to the meeting.		
8.2	The SBM informed the governors that the School’s predicted carry forward figure was £33,705.50, which included the PP funding from previous term of £24,895.58. The Headteacher informed the governors that the PP funding had already been earmarked for expenditure and was included in the carry forward figure as there is an overlap between the academic year and the financial year.		
8.3	In response to a question from the governors regarding the amount of carry forward, the Headteacher stated that it was slightly less than the prediction, but that it was not an issue for the School. The Headteacher explained that it was common for Schools to carry forward less than 10% of their budget, with most Schools aiming to carry forward 2-5%.		
8.4	The governors pointed out that the current carry forward figure was approximately 2% and inquired whether that was sufficient. The Headteacher stated that given the financial constraints imposed by the budget this was an acceptable carry forward percentage.		
8.5	<u>Teaching staff budget</u>		
8.6	The SBM stated that the School had an overspend in the long-term teaching supply as it was paying for a Reception/Key Stage 1 teacher support. The School had originally planned to end this extra support in July, however the required has continued to provide PP cover and Special Education Needs Coordinator teacher release time.		
8.7	The SBM informed the governors that the School remains in a good position with regards to teaching. The School will have additional capacity in the spring term, but this will be addressed by providing support to PP students and paid through the PP budget.		



8.8	<u>Teaching Staff Pay Rise</u>		
8.9	The SBM informed the governors that the School had received recommendation from the Local Authority to adopt the revised Pay Policy, which would increase the salaries of all main scale teaching staff by 2%. The SBM and the Headteacher clarified that this is an increase in salaries rather than staff members moving up on the pay scale.		
8.10	The School estimates that adopting the new Pay Policy provisions will result in an increase in the main scale teaching staff salary budget of £1,800 until March 2018. The SBM confirmed that the School has the surplus in its teacher salary budget to cover this increase.		
8.11	The Headteacher stated that it was the School's recommendation that the governors adopt the new provisions. The Headteacher stated that if the School did not accept this change it may lose some of the talented staff on its roster.		
8.12	The governors approved the suggested increase in main scale salaries as per the recommendations from the Local Authority.	SBM	To note
8.13	<u>Support staff budget</u>		
8.14	The SBM stated that given the continued absence of the Admin Assistant the School has had additional costs to the amount of £2,000 for admin supply. In response to a question from the governors, the Headteacher stated that the School will be assuming that there is no return from long term sickness for the remainder of the academic year.		
8.15	The SBM stated that the sharing of school business manager position continues to profit the School and will be bringing in additional revenues of approximately £17,000 for the remainder of the current financial year.		
8.16	<u>Premises costs</u>		
8.17	The SBM informed the governors that the School had had a higher than expected expenditure on electricity bills. The SBM stated that she was currently liaising with the electricity provider with a view to review the bills.		



8.18	<p>In response to a question from the governors about what sort of extra work the School had undertaken with regards to premises, the SBM stated that the School had had to replace four stopcocks (which had been budgeted last year, but the invoice has been received this year). The School has also installed double glazed windows in Year 5 classroom and installed new carpets, both of these were budget expenses.</p>		
8.19	<p>The SBM stated that following the School's Fire Risk Assessment, it had received recommendations to replace the fire doors in the kitchen, which had cost the School £6314.50. This was an unbudgeted expense.</p>		
8.20	<p>In response to a question from the governors regarding additional income for the improvement of premises, the SBM stated that the School would be liaising with the London Diocesan Board for Schools (herein referred to as "the LDBS") to seek devolved formula capital funding for the phased planned improvement project to replace the windows in the School with double glazed windows.</p>		
8.21	<p>In response to a question from the governors regarding the impact from the improvements carried out following the Fire Risk Assessment, the SBM stated that the School had a follow-up inspection in which its rating had been improved.</p>		
8.22	<p>In response to a question from the governors regarding the expenditure of the School on renting the cold-water machine, the SBM stated that within the £500 price the machine was serviced twice a year. The governors requested the SBM to investigate whether it would be more effective for the School to purchase its own cold-water machine rather than rent one.</p>	SBM	23/01/18
8.23	<p><u>ICT learning resources</u></p>		
8.24	<p>The SBM stated that the School had incurred an overspend in its ICT budget since rescinding the ICT support contract with the previous provider. The extra expense related to the purchase of the wireless routers. The School expects to make annual savings of approximately £1,800 from next year due to this purchase.</p>		
8.25	<p><u>School Financial Value Standards</u></p>		



8.26	The SBM disseminated the School Financial Value Standards (herein referred to as the “SFVS”). The governors agreed that Robert Nesbitt and Ciaran Foulkes will review the SFVS and pass their comments to the SBM.	Chair, CF	ASAP
8.27	The SFVS will then be brought to the Full Governing Body meeting in November 2017 for ratification.		
8.28	<u>Senior Leadership Team Restructure</u>		
8.29	The Headteacher informed the governors that the current Senior Leadership Team (herein referred to as “SLT”) structure consisted of a part-time Headteacher, supported by one Deputy Headteacher and one Assistant Headteacher.		
8.30	The Headteacher stated that this SLT structure was adequate at meeting the needs of the School as it was a single-form entry.		
8.31	The Headteacher stated that since the Assistant Headteacher had gone on maternity leave, the School had appointed a new temporary Assistant Headteacher, who was already a staff member at the School.		
8.32	Given the imminent return of the Assistant Headteacher from maternity leave, the Headteacher informed the governors that they needed to consider whether the School should restructure the SLT. The Headteacher stated that this restructure could take the form of two options, the first option would be to have one part-time Headteacher, supported by one Deputy Headteacher, and two Assistant Headteachers. The second option would be to have one part-time Headteacher, two Deputy Headteachers and one Assistant Headteacher.		
8.33	In response to a question from the governors regarding whether the School required additional capacity within the SLT, the Headteacher stated that the current SLT structure was more than effective at managing the needs of the School, given its size and the fact that it is a single form entry.		
8.34	The governors considered the proposals in great depth and discussed the possible impacts of adopting either of the proposals on the staff. the finances and the needs of the School. The governors determined that it was not necessary to change the current SLT structure.	HT	To note



8.35	<u>Food Market</u>		
8.36	The SBM informed the governors that the School had received an email from the Food Market organiser that the market was not generating the income that he had predicted and, as a result, the organiser was struggling to meet the lettings costs. The organiser had requested the School to reduce the lettings fee from £500.		
8.37	In response to a question from the governors, the SBM stated that she would circulate a report on the income being generated by the School through lettings.		
8.38	In response to a question from the governors, the SBM stated that running the market from the School's premises incurred minimal costs to the School as the organiser did not use large amounts of utilities.		
8.39	The governors considered the positive impact of the market and its value to the promotion of the School as a community hub. The governors informed the SBM that the School should look to negotiate with the Food Market organiser to find a mutually agreeable position which benefits both parties.	SBM	ASAP
009	Sports funding update	HT, SBM	
9.1	The Headteacher informed the governors the Sports Funding had been increased to £8,800 and the School will be utilising this money to offer more extracurricular clubs and sports clubs for the students.		
010	ICT Support	HT	
10.1	This item was covered under Item 8.		
011	Extended Services Account	HT, SBM	
11.1	The governors had already submitted some questions regarding this item prior to the meeting via email and these were addressed by the SBM.		
11.2	In response to a question from the governors regarding the income to the account, the SBM stated that the income into the Extended Services Account comes from parents and lettings. The income from parents is to fund the expenditure of the School on School Clubs and organisation of the tutors. The annual registration fee is also deposited into the account.		

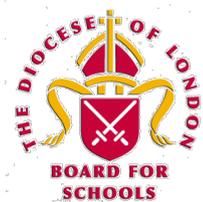


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11.3	The SBM stated that when she was appointed to the School, the total value of the Extended Services Account was approximately £80,000. The current value of the Extended Services Account was £126,637.66.		
11.4	The Headteacher stated that even though the value of the account seemed large, it was not significant given the amount of building work which needs to be carried out in the School. The School will be using the Extended Services Account money when it submits bids for capital funding for large building projects.		
11.5	The governors encouraged the School to develop a detailed plan of action on how the funds contained in the Extended Services Account will be utilised by the School over the coming years. <i>*Clerk's note – The Headteacher exited the meeting at 9:30am.</i>	SBM	23/01/18
012	Headteacher and teaching staff appraisal	Chair	
12.1	The SBM informed the governors that this item had been covered as part of her presentation in Item 8.		
013	Premises Report	HT	
13.1	The Committee agreed to defer this item till the next meeting as the Headteacher had retired from the meeting.		
13.2	The SBM informed the governors that the annual inventory stock report had been completed by an external consultant.		
014	School Financial Value Standards Review	HT	
14.1	This item had been covered under Item 8.		
015	Policies for review and approval	Chair	
15.1	The governors approved the following policies and forwarded them to the Full Governing Body for ratification, (1) Charging Policy, (2) Complaints Procedure, (3) Health & Safety Policy, (4) Lockdown Policy, (5) Pay Policy and the (6) Accessibility Plan 2017-20.		



016	Self-reflection and impact	All members	
16.1	The governors reflected over the impact made by the decisions taken in the meeting. The governors agreed that approval of the Pay Policy, namely the increase of 2% in main scale salaries, and the discussion surrounding the SLT structure were incredibly important decisions that would have a profound effect on the future of the School.		
16.2	The governors also discussed the need to be more efficient with how much time is spent on the discussion of each item on the agenda to ensure that adequate time is given to the most important discussions with an impact on the School's future development.		
16.3	The governors stated that from next academic year the October meeting should be shifted to the end of the month, rather than being held at the beginning of October.		
16.4	The governors also agreed with SBM's recommendation that the April meeting should be moved to the beginning of May. The governors requested the SBM to liaise with the Clerk to discuss this matter further and determine a date for the meeting.	SBM, Clerk	ASAP
017	Any other business for consideration	All members	
17.1	The Chair thanked Christine Money for her service to the School and the dedication with which she performed her duties as the Chair of the Resources Committee.		
018	Items for the next agenda	All members	
18.1	There were no specific items for the next agenda.		
019	The remaining meeting dates for the meeting of the Resources Committee of the Full Governing Body of the Hampstead Parochial Church of England Primary School for the academic year 2017-18		
19.1	The Resources Committee meetings will be convened on the following dates: <ul style="list-style-type: none"> • 23 January 2018 • 24 April 2018 <p>All meetings to commence at 8:00am.</p>		



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The meeting finished at 10:45am.

APPROVAL OF MINUTES BY CHAIR OF THE RESOURCES COMMITTEE

I, Chair of the Resources Committee, approve these minutes as an accurate representation of the Resources Committee meeting, which took place on **10 October 2017** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 8:00am.

Signed: _____

Date: _____

Robert Nesbitt
Chair of the **Resources Committee**,
Hampstead Parochial Church of England Primary School