



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
Ammar Ahmed	AA	Clerk	Present

Part One – Public Minutes

Item		Led by	When
039/16-17	Opening Prayer	Chair	
39.1	The Chair began the meeting at 7:30am with a prayer, delivered courtesy of Diana Young.		
040	Welcome and introductions	Chair	
40.1	The Chair welcomed all governors to the meeting.		
041	Apologies and the Governing Body's acceptance or rejection for any absences	Clerk	
41.1	There were no apologies or absences to note, as all governors were in attendance.		
042	Declaration of interests, pecuniary or otherwise, in any items appearing on the agenda	Clerk	
42.1	The governors did not declare any conflicts of interest, pecuniary or otherwise, in relation to the items on the agenda for the meeting.		
043	Approval of the minutes from the previous Resources Committee meeting (held on 24 January 2017) and any matters arising not covered on the agenda for the meeting	Chair	
43.1	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.		



43.2	<u>Amendments</u> (<i>Amendments are highlighted in red</i>)		
43.3	Item 29.23 – The School is now assisting dyslexic children internally and will be reviewing the impact later.		
43.4	Action 1 – The SBM to remove the E26-07 category from the Budget Monitoring Report		
43.5	<u>Review of actions arising</u>		
43.6	Action 1 = The SBM stated that the category will still be listed within the 2016-17 Budget, however, it has been removed from the 2017-18 Budget.		
43.7	Action 2 = The Head Teacher informed the governors that the School had liaised with the Local Authority of Camden (herein referred to as “LA”) regarding the Behavioural Support Package. The School will be receiving additional support from the LA in the coming months.		
43.8	Action 3 = JL stated that she will upload the Health & Safety Walk Report for the Spring and Summer at the same time to the Governors Virtual Office (herein referred to as the “GVO”).		
43.9	Actions 4, 5 and 6 = These actions related to the building works proposals and are covered in Item.		
43.10	Action 7, 8, 9 and 11 = These actions were reported as completed.		
43.11	Action 10 = The governors decided to drop this action after discussing the merits of the proposal.		
044	Budget monitoring update	MS/AM	
44.1	The School Business Manager (herein referred to as “SBM”) had supplied the Budget Monitoring Report and the Draft 2017-18 Budget with the agenda prior to the meeting.		
44.2	<u>Budget Monitoring Report 2016-17</u>		
44.3	The governors had supplied questions to the SBM in advance of the meeting, which were addressed at the meeting.		
44.4	In response to a question from the governors regarding an underspend in the Pupil Premium (herein referred to as “PP”) spending, the SBM stated that the School calculates how to utilise the PP funding on an academic year basis. As a result, the School will have as a carry forward amount in the budget to cover the expenses for the Summer Term.		



44.5	The Head Teacher and the SMB stated that the carry forward PP budget will be spent on staffing costs for this year. The Head Teacher also informed the governors that the School had received extra PP funding as the School had more PP students.		
44.6	The Head Teacher stated that the any remaining money from this year's PP budget will be utilised next year to fund the costs for the dedicated PP staff member.		
44.7	In response to a question from the governors regarding the expenditure of the extra Special Education Needs (herein referred to as "SEN") funding received by the School, the SBM stated that the extra funding (to the amount of £9,976.28) has been utilised to meet the overspend in E27-05 (to the amount of £11,372).		
44.8	In response to a general question from the governors regarding the SEN funding, the Head Teacher and the SBM clarified that the I03-02: SEN High Needs funding should be assessed against the SEN expenditure. Whereas, the I03-03: SEN Delegated funding is included into the School's general budget and provides the School with flexibility when accommodating the individual requirements of SEN students.		
44.9	In response to a question from the governors regarding I01-06: Bulge class income, the SBM stated that the School had an agreement with the LA whereby it would receive the full funding for the bulge class. As a result, the School received an extra £10,000, which it has utilised on general staffing costs for the class.		
44.10	The SBM clarified that the School has already paid the catering costs for 9 months, which come to the amount of £21,000. The SBM stated that the money is transferred from the Extended Services account to cover the disbursement cost.		
44.11	In response to a question from the governors regarding the cost of meals, the SBM stated that the cost of meals covers all costs related to staffing as well.		
44.12	<u>Draft Budget 2017-18</u>		
44.13	The governors had supplied questions to the SBM in advance of the meeting, which were addressed at the meeting.		
44.14	In response to a question from the governors regarding the budget allocated towards recruitment, the SBM stated that the budget had been carefully calculated based on the expenditure in previous years. The SBM stated that		



	<p>the School had earmarked £3,000 for recruitment in the next year's budget, which was a decrease of £2,000 from the current year. The SBM pointed to the fact that the School had only spent £1,462 in 2016-17 on recruitment.</p>		
44.15	<p>The governors inquired whether a budget of £3,000 would be sufficient to accommodate the requirements of recruiting for a Head Teacher. The governors explored the potential costs of engaging a recruitment agency.</p>		
44.16	<p>The Head Teacher stated that the LDBS Advisory Team is more adequately placed to assist in recruitment as it is aware of all the potential applicants and does not make unsolicited approaches, which may adversely impact the reputation of the School. Furthermore, the cost of placing an advert in the Teaching and Education Jobs website is roughly £1,200 for four weeks.</p>		
44.17	<p>The governors agreed that the School should engage with the LDBS and utilise the Teaching and Education Jobs website in the first instance when recruiting for the new Head Teacher.</p>		
44.18	<p>In response to a question from the governors regarding the training and development budget, the Head Teacher stated that the School had increased the allowance to allow for adequate training for staff as it brings more services in-house. The Head Teacher stated that the School encourages new teachers and support staff members to engage in training and professional development. The School has also organised training sessions in collaboration with other local schools and possesses a pay-as-you-go arrangement with the LA allowing it to send staff of specific courses if required.</p>		
44.19	<p>The SBM clarified that as the School shifts more services in-house, the budget allocation to categories E27-06 and E28-06 have been reduced to nil.</p>		
44.20	<p>In response to a question regarding the variances in the E19 category, which deals with the money allocated to each subject, the SBM stated that this is an extremely unpredictable part of the budget. The Head Teacher stated that due to the budget constraints, he had held meetings with subject and class leaders to develop a curriculum year plan, which would allow more predictable spending. However, the Head Teacher stressed that the budget for each subject is open to change as they react to new projects and adapt the curriculum to ensure the students at the School receive the best education.</p>		
44.21	<p>The Head Teacher also drew the attention of the governors to the fact that the School had allocated 81% of the budget to cover the cost of staffing. The Head Teacher stated that ideally the School should be aiming for 78-79%. The School has had to plan the budget extremely carefully in order to meet the challenge of increase in staffing costs against the reduction in budget.</p>		



44.22	The Head Teacher stated that the School had recruited two new staff members on 12-month contracts to provide the School with flexibility when planning 2018-19 Budget.		
44.23	The SBM stated that the 2017-18 Budget was still in a draft form and will be finalised by the middle of May.		
045	Staffing	AM	
45.1	The Head Teacher informed the governors that the School had recruited two new teachers on 12-month contracts, both with five years of post-qualification experience. Both teachers will be starting in September 2017.		
45.2	The Head Teacher stated that the School was quite fortunate to recruit two strong members of staff.		
45.3	The Head Teacher informed the governors that no additional teaching assistant would be hired for Reception, following the natural wastage in staff member.		
45.4	In response to a question from the governors regarding any potential resignations, the Head Teacher stated that he had conducted staff interviews and no staff movement was predicted. However, the Head Teacher cautioned the governors that resignations cannot be predicted.		
45.5	In response to a question from the governors regarding the allocation of duties during the maternity leave of a staff member, the Head Teacher stated that the School would be covering the responsibilities internally by delegating it to different staff members and some being delegated to the new incoming staff members.		
046	Review of Pupil Premium & Sports Funding	MS/AM	
46.1	The SBM informed the governors that the School reviews its Pupil Premium funding on an academic basis as was discussed in Item 44. In response to a question from the governors regarding the annual report, the Head Teacher stated that the annual report will be released by the Deputy Head Teacher once completed, prior to the end of the academic year.		
46.	<u>Sports funding</u>		
46.	In response to a question from the governors regarding the funding, the SBM stated that the PTA is not currently involved in funding sports. The governors requested the SBM to approach the PTA and see whether they can be involved.	SBM	09/17



46.	The governors also suggested that the Church could be approached to see whether they may be able to assist the School in the organisation of Sports Day.	JL, CM	ASAP
46.	In response to a question from the governors regarding the number of pupil premium students applying for clubs, the SBM stated that she was unaware of a specific reason for the reduction in applications other than seasonal effects. The SBM stated that the number of students applying for sports clubs in the summer term was always higher.		
46.	The governors requested the SBM to remind parents through the School newsletter that pupil premium students have free access to all clubs at the School.	SBM	ASAP
A1	The SBM to liaise with the PTA and inquire whether they would be interested in funding some of the extra curriculum clubs at the School.	SBM	09/17
A2	JL and CM to liaise with the Church to inquire whether they would be able to assist the School in the organisation of the Sports Day.	JL, CM	ASAP
A3	SBM to publish a note in the School newsletter informing parents of Pupil Premium students that extra-curricular clubs were available to Pupil Premium students for free.	SBM	ASAP
047	School Improvement Plan	AM	
47.1	The Head Teacher stated that there was no specific update on the School Improvement Plan to report. The Head Teacher confirmed that the School was continuing to work towards achieving the targets outlined within the School Improvement Plan.		
048	School Journey Account	MS/AM	
48.1	The governors reviewed the School Journey account. In response to a question from the governors, the SBM stated that the income and expense balance out in the account as the School charges exactly what the journey costs.		
48.2	The SBM stated that there were £129 left in the account.		
049	Premises report	MS/AM	
49.1	<u>Windows' refurbishment</u>		
49.2	The Head Teacher informed the governors that the School will be going ahead with its Year 5 window refurbishment project, which is expected to cost £8,000. The Head Teacher stated that the work will be carried out over the May half-term.		



49.3	The Head Teacher stated that the School is still in the process of obtaining quotes for the replacement of classroom doors without windows. This was a matter highlighted in the Safeguarding Audit conducted by the LDBS Safeguarding Advisor. The School will report back to the Committee once it has obtained quotes.		
49.4	<u>Hall refurbishment</u>		
49.5	The Head Teacher and the SBM stated that the School had obtained five separate quotes for the refurbishment project. The School had decided to agree terms with a contractor who offered to complete the project for £7,000. This was because the contractor had offered the most detailed plans and clearest specifications.		
49.6	The Head Teacher informed the governors that the PTA had agreed to fund the expenses. The project will commence and finish during the summer holidays and the contractor estimates that the project will take approximately three weeks to complete.		
49.7	In response to a question from the governors regarding further work carried out in the hall, the Head Teacher stated that the School will be reviewing whether to upgrade the lights and the sound system as well.		
49.8	The SBM also alerted the governors that the Hall floor has been sanded down to the minimum accepted thickness. As a result, the School anticipates that it would need to be changed in the next couple of years.		
49.9	<u>Carpet refurbishment</u>		
49.10	The SBM stated that the School had obtained some quotes for the project, but none had fitted the specification of the School. The School is continuing to investigate and will report back to the Committee.		
49.11	The Head Teacher brought the exemplary work carried out by the Premises Manager to the attention of the governors. The governors commended the Premises Manager and thanked him for his hard work.		
49.12	The governors requested the School to review the notice boards in front of the School as they had become out-dated.	AM, SBM	ASAP
A4	The School to review the notice boards to ensure that they are not out of date.	AM, SBM	ASAP



050	Policies for approval	AM	
50.1	The following policies were approved at the meeting, (1) Data Protection Policy and (2) Freedom of Information Policy. Both policies were forwarded to the Full Governing Body for ratification.		
A5	The governors approved the Data Protection Policy and the Freedom of Information Policy.	SBM, Clerk	To note
051	Any other business	All	
51.1	<u>Service Level Agreement</u>		
51.2	The Head Teacher informed the governors that the School was reviewing its service level agreement with the IT provider, as it was not good value for money. The Head Teacher stated that the School was also investigating alternative providers.		
51.3	In response to a question from the governors regarding the notice periods, the Head Teacher stated that the School needed to provide a two-month notice to its current IT provider in order to cancel the contract.		
052	Items for the next agenda	All	
52.1	The items for the next agenda will be reviewed along with the Year Planner.		
053	Approval of Confidential Minutes	Chair	
53.1	The Committee approved and the Chair duly signed the minutes of the previous meeting as an accurate and true record of the meeting.		
054	Any confidential items for discussion	All	
54.1	There were no further confidential items for discussion.		
055	Action points		
A1.	The SBM to liaise with the PTA and inquire whether they would be interested in funding some of the extra curriculum clubs at the School.		
A2.	JL and CM to liaise with the Church to inquire whether they would be able to assist the School in the organisation of the Sports Day.		
A3.	SBM to publish a note in the School newsletter informing parents of Pupil Premium students that extra-curricular clubs were available to Pupil Premium students for free.		
A4.	The School to review the notice boards to ensure that they are not out of date.		



	A5. The governors approved the Data Protection Policy and the Freedom of Information Policy.		
056	Final meeting of the Resources Committee for the academic year 2016-17	To note	
56.1	The dates of next year's meetings will be released after confirmation by the Full Governing Body.		

The meeting finished at 9:02am.

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 **25 April 2017** at Hampstead Parochial Church of England Primary School, Holly Bush Vale, London, NW3 6TX at 07:30.

Signed: _____

Date: _____

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