



HAMPSTEAD PAROCHIAL
Church of England Primary School



Attendees

Name	Initials	Category	Attendance
Ciaran Foulkes	CF	Foundation – PCC of St John at Hampstead	Present
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
Advisors/Others			
Monwara Sikder	SBM	School Business Manager	Present
Ammar Ahmed	AA	Clerk	Apologies

Part one – Public minutes

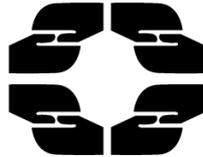
Item	Item title and information	Delegatee	Deadline
020/ 17-18	Opening prayer	Chair	
20.1	* Clerk's note – The Clerk was not able to attend the meeting and the minutes were drafted from a recording of the meeting. The meeting, being quorate, was started by the Chair at 8:00am by requesting Jenny Lupa to offer the opening prayer.		
021	Welcome and introductions	Chair	
21.1	RN welcomed all governors to the meeting.		
022	Apologies and the Governing Body's acceptance or rejection of any absences	Clerk	
22.1	All Committee members were in attendance.		
22.2	The Chair noted that the Clerk had submitted his apologies for being unable to attend the meeting. The Committee noted the apologies.		
023	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
23.1	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.		



024	Approval of the minutes from the previous Resources Committee meeting, held on 10 October 2017, and any matters arising not covered on the agenda for the meeting	Chair	
24.1	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.		
24.2	There were no amendments to note.		
24.3	<u>Matters arising and review of the Actions List</u>		
24.4	Action 16 – The Headteacher informed the Committee that this action was outstanding but this would be covered during the meeting.		
24.5	Action 17 – The Headteacher confirmed that the School had alerted the parents of PP students. The SBM confirmed that eligible children had already applied and the School had agreed to fund their request for Sports Club.		
24.6	Action 18 – The Headteacher and the SBM confirmed that the School’s noticeboards were all up to date. The Headteacher also confirmed that the screens were also working but required a software update.		
24.7	Action 20 – The SBM stated that she had been investigating whether it would be cheaper to purchase a cold-water machine rather than renting on. The SBM had been informed by several companies that there would be an on-going service charge. The alternative solution would be to install a Zip Hydrotap, but that would have an initial cost of approximately £3,500.		
24.8	The SBM suggested that it may be cheaper to continue the current arrangement, which also guarantees service of the machine. The governors agreed with the SBM’s proposal.	SBM	To note
24.9	Action 21 – The Chair and the Vice Chair confirmed that the School Financial Value Standards Form had been completed in November 2017.		
24.10	Action 23 – The SBM stated that she had been continuing to negotiate with the Food Market Coordinator with the finalised rent at £350 per day. The Coordinator had stated that the Market was not doing as well as he had predicted.		



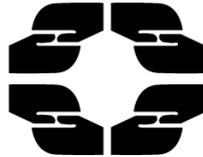
24.11	Action 24 – This Action Point was covered on the agenda of the meeting.		
24.12	Action 25 – The SBM stated that the Committee should meet in April as the Local Authority requests the School Budgets to be submitted in May. The SBM confirmed that she would be able to attend the Committee meeting on 24 April 2018.		
24.13	There were no further outstanding actions .		
025	Finance report (including review of the School Improvement Plan, Budget Monitoring Report, and the Inventory Stock Report)	HT, SBM	
25.1	The SBM delivered the Finance Report which had been circulated with the agenda prior to the meeting.		
25.2	<u>Questions from the governors in relation to the Finance Report</u>		
25.3	In response to a question from the governors regarding the proposed changes in staffing structure, the SBM stated that she had accounted for the changes within the I07-04 ‘SLT Release Income’ heading and the E01-01 ‘Teaching Staff’ heading.		
25.4	In response to a question from the governors regarding the staff member who had left, the SBM stated that the staff member leaving the School was also performing the SENCo role and that the School had subsumed the responsibilities of the SENCo within the current staffing structure.		
25.5	In response to a question from the governors regarding the positive effects of the partnership on the budget. The Headteacher stated that this should become a standing item on the agendas for both Committees. The Clerk was requested to ensure that future Committee meetings contain this item.	Clerk	To note
25.6	The Headteacher also stated that the Religious Education teachers from both schools were meeting and that the Diocese Religious Education advisors would also be assessing the School’s provision of the subject.		
25.7	The Headteacher stated that the School’s new SENCo would also be meeting with the partner school’s SENCo to develop		



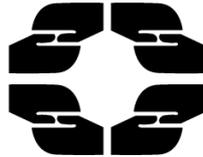
	<p>good practices and support in creation of an Education Healthcare Plan.</p>		
25.8	<p>In response to a question from the governors regarding sharing inset days, the Headteacher stated that the schools were not sharing inset days in the Spring Term as they had already been planned, but that the schools will be sharing an inset day at the start of Summer Term in April.</p>		
25.9	<p>The Headteacher informed the governors that the Years 3 and 4 teachers from both schools had met to discuss good practices. The Safeguarding handover had been quite detailed and the Reception teachers had also planned to meet with each other.</p>		
25.10	<p>The Chair acknowledged that even though it is difficult to estimate a cost benefit at this stage of the partnership, but requested the School to provide a short paragraph explaining the benefits from the partnership and sharing resources.</p>		
25.11	<p>In response to a question from the governors regarding the handover between the Year 6 teachers the Headteacher stated that he was confident that the handover was progressing positively with the new Assistant Headteacher settling into the role efficiently.</p> <p><u>* Clerk's note – The meeting was adjourned at 8:14am.</u></p> <p><u>* Clerk's note – The meeting was resumed at 8:18am.</u></p>		
25.12	<p>In response to a question from the governors regarding 'waiting payment from other schools', the SBM stated that she had invoiced the school, but that the invoices had been created a little bit late. The SBM stated that it is likely that the invoices would be settled prior to the end of the financial year.</p>		
25.13	<p>In response to a question from the governors regarding the expenditure of Pupil Premium, the Headteacher and the SBM stated that it would be possible to have an agenda item for the next Resources Committee meeting to detail the expenditure. The Headteacher stated that the School produces an extremely detailed annual report which will be brought to the next Committee meeting.</p>		



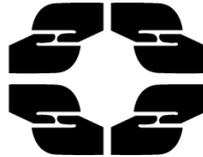
25.14	<u>Budget Monitoring Report</u>		
25.15	The SBM stated that the School's estimated carry forward for the year is £52,931.30, of which £42,462 has been earmarked for the Pupil Premium and PE costs. The actual carry forward is £10,468.		
25.16	The SBM stated that the reason the Pupil Premium funding is being earmarked is to ensure that going forwards the Pupil Premium expenditure is aligned with the financial year rather than the academic year.		
25.17	The SBM stated that if the Pupil Premium funding (which was traditionally being spent across two financial years) was inflating the carry forward, but historically the carry forward is around 1%.		
25.18	In response to a question from the governors regarding areas of concern in relation to staff, the SBM stated that the School is currently staffed at full capacity with the ability to reduce. There will be no further staffing appointments.		
25.19	The SBM stated that the School would traditionally buy the Camden teaching and learning courses services level agreement. As the School was not utilising the provision fully so made a decision to fund individual requests for training.		
25.20	In response to a question from the governors regarding whether the School's staff is adequately gaining new training, the Headteacher stated that the School's middle and senior leaders were continuing to develop themselves and undertake new training courses.		
25.21	In response to a question from the governors regarding whether the School would look into buying the service level agreement with Camden, the Headteacher stated that other boroughs were offering the same courses for better value and that the Headteacher had spoken to the Local Authority's new Director of Teaching and Learning to increase the value offered to schools for purchasing the service level agreement.		
25.22	In response to a question from the governors regarding the School roll, the Headteacher stated that the School currently had 221 pupils, but had capacity for 240 pupils. The School is full in Reception, Year 1, Year 2 and Year 4. The School is		



	not full in Year 3, with two vacancies in each of the bulge classes, however the School is fully funded for the bulge class. The School has 5 vacancies in Year 5, but remains funded for 29 as the relevant consensus was done in October.		
25.23	<u>Premises report</u>		
25.24	The SBM stated that the School has had a lot of work carried out since last April, the total cost has been £26,000 and the School still has another outstanding expense of £3,000.		
25.25	The School is over budget by £14,000 and the School may need to transfer money from Extended Services to cover the expenditures.		
25.26	The School has an IT project coming up, and plans to utilise the £9,000 in the budget heading to update the IT Suite and the iPads at the School. The School had budgeted £10,000 under the heading, but had only spent a few hundred, which has given it the ability to utilise the funds to update the IT Suite.		
25.27	The Headteacher stated that the School's current IT Suite computers have reached the end of their shelf life. The Headteacher is currently liaising with the Local Authority regarding procuring a Mac Suite to develop a more multimedia rich curriculum. The Headteacher was requested to report to the Committee once a clear figure has been determined.	HT	To note
25.28	The Headteacher confirmed that the project was affordable and would report to the Governing Body once a finalised price had been generated by the Local Authority. The Headteacher stated that the Mac Suite would give the School the opportunity to develop more cross-curricular links.		
026	Sports funding update	HT, SBM	
26.1	The Headteacher stated that the School's Sports Funding is going to be increased by almost 100%, and the School will be receiving £18,000. Which it would be using to fund sports coaches and promote access to the sporting tournaments. The number of sports offered by the School has increased exponentially. The School's PTA will be funding new sports kits, sponsored by Frankie's & Benny's.		



027	Plans to utilise funds from PTA and Extended Services Account	HT	
27.1	The Headteacher stated that this item had been covered at the previous meeting.		
27.2	In response to a question from the governors regarding how much funds should be kept in the bank account, the Headteacher stated that there were no specific guidelines about how much funds should be kept within the bank account.		
27.3	The governors discussed the challenges regarding the expenses related to building projects.		
27.4	The Headteacher stated that the School is considering renovating and increasing the size of the Reception area of the School among several others. The Headteacher stated that if the School is considering major projects, the Diocese is more likely to grant funding if the School can provide a good proportion.		
27.5	In response to another question from the governors regarding how much funds the School would want to keep in the Extended Services Account, the SBM stated that it would be useful to have approximately £150,000 to cover staffing and any immediate remedial works.		
27.6	At the moment, the SBM stated that the total funds in the Extended Services Account were not substantial to put towards a big project. Unless the School has a major project for which it is saving money for, the Headteacher stated that it will continue to spend money to improve the children's experience.		
27.7	The Committee requested the SBM to provide an update on the funds in the Extended Services Account with the Quarterly Report.	SBM	To note
028	Premises Report	HT, SBM	
28.1	<u>Annual Conditions Survey Report</u>		
28.2	The Headteacher informed the governors that the key priority for improvement was to check the integrity of the key stone		



	<p>ridge above the old school house and replace if necessary. The project was quoted to cost the School £23,760. However, the School's Premises Manager had provided a contact who would be able to resolve the issue for approximately £1,100, but this was not for replacing the stone, rather it was for ensuring integrity and putting the stone back if it is safe. This is being done at the moment.</p>		
28.3	<p>The Headteacher stated that the School will have to replace the boiler which continues to malfunction, the total cost will be £3,300. The School needs to be aware of this, the boiler is working at the moment, but it may need to be replaced when it stops working.</p>		
28.4	<p>The SBM stated that the School needs to look at changing the layout of the Reception area to address potential safeguarding issues relating to access to premises. The idea would be to add a third level of security to allow visitors a safe space to enter prior to entering into the main school. The Headteacher stated that the School may explore the cost of remodelling the Reception area at the same time.</p>		
28.5	<p>The fourth priority was highlighted as replacing the school house windows with double glazed windows. The fifth priority was to resolve the leaky rook in the Reception Shed Store. The sixth priority was the refurbishment for the boys' playground toilets. The seventh priority was related to internal decorations. The eighth priority was related to the replacement of old doors and windows across the school.</p>		
28.6	<p>The Headteacher emphasised that for the majority of the priorities the order did not hold significance and that the order may change following a meeting of the Headteacher with the School's Building Consultant. The Committee requested the Headteacher to report on this matter at the next Resources Committee Meeting in April 2018.</p>		
28.7	<p><u>COS – Fire Marshall and Health & Safety Visits</u></p>		
28.8	<p>The Headteacher stated that the entire staff would be trained to be fire marshals at the last day of the term in March.</p>		
28.9	<p>The Chair of Governors, JL, stated that she had conducted a Health & Safety Walk last term, but had not organised one this</p>		



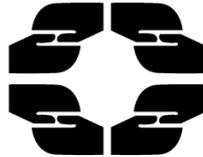
	term. JL stated that she would organise a Health & Safety walk before the next Resources Committee meeting.		
029	Update on Staff Performance Review and Development Meetings	HT	
29.1	The Headteacher stated that the meetings had been completed.		
29.2	In response to a question from the governors regarding how the teachers are graded, the Headteacher stated that to obtain the outstanding grading, the teacher must be able to demonstrate excellent behaviour and engagement from the children in their class.		
29.3	In response to a question from the governors regarding movement to the upper pay scale, the Headteacher stated that in order to move up the teacher must demonstrate that they have had an impact across the entire school rather than only on their class.		
030	Staff attendance report	SBM	
30.1	The staff attendance report from September till December 2017 was tabled at the meeting. The SBM stated that the total number of sickness days for teaching staff was 50 and the total number of sickness days for support staff was 127.		
30.2	In response to a question from the governors regarding any concerns with attendance, the SBM stated that the new absence management plan had not been initiated with the staff members at the moment as there were genuine reasons. The Headteacher stated that the School had liaised with the Occupational Health Therapist to ensure that the staff were reintegrated successfully.		
031	Staffing structure 17/18 and plans for 2018-19 (changes arising from the partnership with St Luke's)	SBM/HT	
31.1	The SBM tabled the current staffing structure.		
31.2	The Headteacher stated that there is currently no need for the School to change the staffing structure at the School.		



31.3	The Headteacher stated that the three Assistant Headteacher model at the School has given the staff members greater scope to develop and progress their careers.		
31.4	The Headteacher stated that the three AHT model has also allowed greater devolution of authority. The governors complimented the Headteacher on how the staff had been structure.		
31.5	The Headteacher stated that all three AHT's have been given adequate non-teaching time, specific to their role to ensure that all the administrative and managerial duties are also complied with.		
31.6	The Headteacher commended the new AHT on bedding into the School community efficiently.		
31.7	In response to a question from the governors regarding the days the Headteacher is not present at the School, the Headteacher stated that the three AHT's are able to resolve the issues. The Headteacher stated that he is always available even when he is offsite. <i>* Clerk's note – The Headteacher withdrew from the meeting at 9:30am.</i>		
032	Policies for review and approval	Chair	
32.1	There were no policies for review and approval at the meeting.		
034	Any other business for consideration	All members	
34.1	<u>PTA Elections</u>		
34.2	The Headteacher stated that the PTA is currently trying to appoint a new Chair for the PTA. The governors discussed opportunities for the Governing Body to support the PTA during the election. The Headteacher stated that the School will publish an article through the School Newsletter to promote the PTA and highlight the vacancy.	HT	ASAP
34.3	The Headteacher will continue to support the PTA through this period and report on the progress made at the next Resources Committee.		



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035	Items for the next agenda	All members	
35.1	There were no specific items raised in relation to the agenda for the next meeting other than those already in the Year Planner.		
036	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		
36.1	The Resources Committee meetings will be convened on the following dates: <ul style="list-style-type: none"> • 24 April 2018 All meetings to commence at 8:00am.		

The meeting finished at 9:35am.

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 **23 January 2018** 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