



HAMPSTEAD PAROCHIAL
Church of England Primary School



Meeting of the Resources Committee
Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX
Date and Time: Tuesday, 24 April 2018, 8:00am

Attendees

Name	Reference	Category	Attendance
Tim Jervis	TJ	Elected Parent Governor	Present
Robert Nesbitt	Chair	Elected Parent Governor	Present
Ciaran Foulkes	Vice Chair	Foundation – PCC of St John at Hampstead	Present
Jenny Lupa	JL	Foundation – PCC of St John at Hampstead	Present
Allan McLean	HT	Headteacher	Present
Advisors/Others			
Ammar Ahmed	Clerk	Clerk to the Governing Body	Arrived at 8:15am
Monwara Sikder	SBM	School Business Manager	Present

Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
037/ 17-18	Opening prayer	Chair	
37.1	The meeting, being quorate, was started by the Chair at 8:05am by asking Jenny Lupa to offer the opening prayer. <i>*Clerk's note – The meeting was started in the Clerk's absence as he arrived late. An audio recording of the meeting was made available to the Clerk for the purposes of the minutes.</i>		
038	Welcome and introductions	Chair	
38.1	The Chair welcomed all governors to the meeting.		
039	Apologies and the Governing Body's acceptance or rejection of any absences	Chair	
39.1	The Chair noted that all invitees were present at the meeting, with the exception of the Clerk , who was late .		
39.2	There were no absences to note.		
040	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members	
40.1	No conflicts of interest were declared by the governors in relation to any item on the agenda.		



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041	Approval of the minutes from the previous Resources Committee meeting, held on Tuesday, 23 January 2018, and any matters arising not covered on the agenda for the meeting	Chair	
41.1	The minutes from the previous Resources Committee meeting were held to be an accurate and true representation, subject to the following amendments. The minutes were duly signed and dated by the Chair.		
41.2	<u>Amendments</u> (all amendments highlighted in red)		
41.3	Headers – The governors pointed out that the date in the header was incorrect and requested the Clerk to update the date to 23 January 2018.		
41.4	Item 24.1 – The governors reviewed the minutes from the previous Resources Committee meeting held on the 10 October 2018 and approved them to an accurate and true record.		
41.4	Item 25.22 – The School has 5 vacancies in Year 5, but remains funded for 29 pupils as the relevant census was done in October.		
41.5	<u>Matters arising</u>		
41.6	Standing item on “Outcomes from the Partnership with St Luke’s Church of England Primary School” to be included onto the agenda for the Resources Committee.		
41.7	Extended Services Account reviewed at the end of the year.		
41.8	There were no further matters arising which had not been covered in the agenda for the meeting. <i>*Clerk’s note – The Clerk arrived and joined the meeting at 8:15am.</i>		
41.6a	<i>The Clerk to include “Outcomes from the Partnership with St Luke’s Church of England Primary School” as a standing agenda item on the all future Resources Committee Meetings.</i>	<i>Clerk</i>	<i>To note</i>
042	Finance Report	SBM, HT	
42.1	<u>End of Year Accounts</u>		
42.2	The SBM stated that the Chair had raised a few queries with regards to the financial reports prior to the meeting which she would highlight.		



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42.3	The SBM highlighted that I08-03, 'Lettings Income', looks as if there is £19,200 outstanding. The School has received the monies, which is currently deposited within the Extended Services account.
42.4	The governors commented that all other balances correlated with the expenses and that there were no specific issues.
42.5	The SBM informed the governors that the Pupil Premium funding will be matched to the financial year as opposed to the academic year, which has been the case traditionally at the School. The impact of this decision will be that the carry forward figure will reduce in the future as all pupil premium funding is used during the course of the year, rather than a portion being transferred from one year to the next.
42.6	The SBM stated that due to a member of staff with pupil premium duties being on maternity leave, the school has spent less than it predicted from pupil premium funds so there will be a surplus carried forward.
42.7	In response to a question from the governors regarding the reasons behind the deficit in the premises budget, the SBM and the Headteacher stated that the School has undertaken several repair projects throughout the academic year, which have had a negative impact on the overall budget.
42.8	The SBM stated that the School has a final carry forward figure of £59,386.06 for 2017-18. However, approximately £32,000 has been earmarked for pupil premium expenditure during the course of the next financial year. As a result, the true carry forward figure for 2017-18 is approximately £27,000, which is approximately 2.5% of the overall budget and a healthy carry forward.
42.9	The governors approved the End of Year Accounts for 2017-18 and requested the SBM to ensure that they are filed with Camden, Local Authority.
42.10	<u>Indicative Budget 2018-19</u>
42.11	The Indicative Budget for next year had been circulated with the agenda prior to the meeting. The Headteacher highlighted that the percentage of budget used for salary costs had increased slightly amounting to nearly 80% of the overall budget. The Headteacher explained that the percentage had increased as the School was using several agency staff members to ensure that it has the flexibility to react to a constricting budget. Additionally, the Headteacher explained that all staff have had an increase of 2% in salaries in addition to moving up the pay scale, while the School's overall income has remained stagnant.



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42.12	In response to a question from the Headteacher regarding whether the expenditure of the School on staff salaries was normal, the Clerk responded that most single form entry primary schools were spending approximately 80% of their annual budget on salaries.
42.13	In response to a question from the governors regarding whether there was a reason for the provision for certain categories (i.e. licencing for software) to be nil or lower than last year, the SBM and the Headteacher stated that several of the expenses incurred in those categories last year were one-off expenses. Furthermore, the Headteacher stated that the School was able to gain access through their IT SLA with Camden, Local Authority, for free which under the previous contractor was not possible.
42.14	In response to a question from the governors regarding the school meals income and expenditure, the SBM stated that the money is spent as it is received.
42.15	In response to a question from the governors regarding the amount expected from lettings income considering that the School has lost the Farmers' Market contract, the SBM stated that the School will initially fund the lettings expense through Extended Services Account, but that the School generally generates £15,000 through lettings as all the afterschool clubs and sports clubs pay a small letting fee. The Headteacher stated that the effect of this will be that the School will not be able to build further funds in its Extended Services Account, but rather maintain it.
42.16	In response to a question from the governors regarding the use of the money from the Extended Services Account, the Headteacher stated that £52,000 will be used as contribution towards the staffing cost, £15,000 will be used for lettings.
42.17	In response to a question from the governors regarding how the School has made the budget operate given that the salaries of staff have increased, the Headteacher stated that the School will not be recruiting for the two teaching assistants that are leaving during the summer holidays. The Headteacher stated that further staffing issues will be discussed under the confidential part of the meeting.
42.18	The Committee approved the Indicative Budget for next year and forwarded it to the Full Governing Body for ratification. In response to a question from the SBM, the Clerk stated that once the School has finalised the Indicative Budget, he will draft a written resolution to have the budget approved prior to the next Full Governing Body meeting. This is because the budget needs to be approved in May 2018, whereas the next Full Governing Body meeting is in July 2018.



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42.19	<u>Review of Service Level Agreements for 2018-19</u>		
42.20	The Headteacher informed the governors that the School had benefitted from its partnership with St Luke's Church of England Primary School ('SLS') as it had been able to secure more favourable terms on its Service Level Agreements ('SLAs').		
42.21	The Headteacher stated that the School had obtained the GDPR Package offered by Grow Partners Ltd for £1,000 for the two schools, which meant that the School got it for 50% its market price. The School's Data Protection Officer will be Grow Partners Ltd.		
42.22	The Headteacher has also negotiated a better deal for the Grow Package that they obtained from Grow Partners Ltd for the two schools.		
42.23	The Headteacher is currently in negotiations with Camden Learning Support to have a package for the two schools, which will also result in slight savings.		
42.24	Altogether, being in a partnership has allowed the School to save approximately £3,500 on the GDPR Package, the Grow Package, and the Camden Learning Support Package.		
42.25	The School has also benefitted financial as the SBM has taken over as the Business Manager at SLS, which means that SLS will be paying the School for her services.		
42.26	The Headteacher reiterated that the move from Levestock to Camden IT had been very good value for money, as the School has access to several softwares without having to pay extra licence fees as they are included into the Camden IT SLA.		
42.27	The governors approved the School's SLAs for 2018-19.		
42.28	<u>Review School Insurance</u>		
42.29	The SBM stated that the School will be shifting to Camden for building insurance as it was better value for money. The SBM also stated that the School will not be obtaining staff absence insurance, as the insurance only covered first instance of sickness and excluded repeated sickness and it did not cover maternity unless the School had been a part of the insurance scheme for three years prior to that staff member taking maternity leave.		
42.30	As a result, the School will be making provisions within its Indicative Budget of £8,000 to cover any instances of staff sickness rather than obtain insurance, which it feels is a sufficient amount to cover most staff sickness issues.		
42.9a	<i>The Resources Committee approved the End of Year Accounts and requested the SBM to submit them to Camden, Local Authority.</i>	<i>SBM</i>	<i>ASAP</i>



42.18a	<i>The Resources Committee approved the Indicative Budget 2018-19, subject to final amendments by the School.</i>	<i>SBM HT</i>	<i>ASAP</i>
42.18b	<i>The Clerk to draft a written resolution to seek approval of the Indicative Budget from the full Governing Body once the School supplies the finalised Indicative Budget to the Clerk.</i>	<i>Clerk</i>	<i>To do once 42.18a is complete</i>
42.27a	<i>The Resources Committee approved the School's Service Level Agreements for 2018-19.</i>	<i>SBM HT</i>	<i>To note</i>
043	School Journey Accounts signing off	SBM	
43.1	The Headteacher stated that the School's Journey Accounts have not yet been completed but can be signed off using the Board's Chair's Action prior to the next Full Governing Body meeting.		
43.1a	<i>The Headteacher to seek a Chair's Action to approve the School Journey Accounts prior to the next Full Governing Body meeting.</i>	<i>HT</i>	<i>02/07/18</i>
044	Pupil Premium and Sports Funding Update	SBM	
44.1	The Headteacher stated that a written update will be provided to the governors at the next meeting of the Resources Committee. The Clerk was requested to ensure that this is included as an item on the agenda for the next Resources Committee meeting.		
44.1a	<i>The Clerk to include "Pupil Premium and Sports Funding Update" as an agenda item on the next Resources Committee Meeting.</i>	<i>Clerk</i>	<i>30/10/18</i>
045	Staff Survey Report	HT	
45.1	The Headteacher stated that this had not been completed and will be conducted at the end of the academic year. The Headteacher stated that the results from the survey will be shared with the governors at the first Resources Committee meeting of next academic year.		
45.1a	<i>The Clerk to include "Staff Survey Report" as an agenda item on the next Resources Committee Meeting.</i>	<i>Clerk</i>	<i>30/10/18</i>
046	Premises Report	HT	
46.1	The Headteacher stated that the School's Devolved Formula contribution money was £14,193.72 for 2018-19. The School has not submitted a bid for the Devolved Formula Capital grant during 2017-18.		



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46.2	The Headteacher stated that the School was advised, through the Annual Conditions Survey that it needed to refurbish the stone masonry in the House, which it was able to do for £250 using the Site Manager. The School was also able to resolve the boiler renewal adjacent to Holly Bush library using the School's Extended Services Account.		
46.3	The Headteacher stated that by resolving the above issues the School was able to concentrate on the two big projects, which were to renew the windows and / or secure the entrance lobby to main reception and upgrade the appearance at the same time. The Headteacher stated that the School would need to contribute towards the capital costs of both projects and that is another reason why it had explored alternative and more cost effective ways of resolving the boiler and masonry issues.		
46.4	The School will apply for the LCVAP funding next year and will hope to secure it as it had not applied in the current academic year. The Headteacher stated that he will invite the School's Building Consultant over the summer holidays to arrange a plan of action for 2018-19. The Headteacher will report on this matter at the next Resources Committee meeting.		
46.5	In response to a question from the governors, the Headteacher stated that the School did not have any other premises projects which required completion urgently.		
46.4a	<i>The Headteacher to report on proposed building projects for 2018-19 at the next Resources Committee meeting.</i>	HT	30/10/18
047	Policies for review and approval	HT, SBM	
47.1	<u>Appraisal Policy</u>		
47.2	A governor stated the Policy should be updated to reflect that the School does not have an Interim Executive Board anymore. The Policy should also update the Headteacher's Appraisal Panel to include two governors as it currently states three.		
47.3	The governors approved the Policy subject to the amendments and forwarded it to the Full Governing Body for ratification.		
47.4	<u>Freedom of Information Policy</u>		
47.5	The governors requested the SBM to remove Article 2.7 from the policy as it was not necessary.		
47.6	The governors approved the policy subject to the amendment and forwarded it to the Full Governing Body for ratification.		



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47.7	<u>Data Protection Policy (and Subject Access Request Form for Parents)</u>
47.8	The governors were informed that the School had used Camden, Local Authority's model policy to draft this Policy. The governors stated that as the School was obtaining the GDPR Package from Grow Partners Ltd, it should also base its Data Protection Policy upon the model policy created by the London Diocesan Board for Schools.
47.9	The SBM was requested to draft a Data Protection Policy based on the London Diocesan Board for School's model policy, which would be approved using a written resolution by the Committee, via email, following the meeting.
47.10	The governors considered whether the effects of the GDPR would require the governors to use school email addresses for all communications. The Clerk advocated that this was the best practice which was being recommended to all schools by the Data Protection Officer at the London Diocesan Board for Schools.
47.11	The governors also considered that having school email addresses would allow the school to process data more efficiently as all trails will be held internally on school servers. The governors felt that this was an important reason to adopt school email addresses. In response to a question from the governors, the Headteacher and the SBM stated that the School had the facility to provide all governors with school email addresses.
47.12	The governors requested the SBM to create school email accounts for all governors and requested the Clerk to ensure that all Governing Body registers are updated and all communications are carried out through official school email addresses.
47.13	<u>Privacy Notice</u>
47.14	The governors were informed that the School had used Camden, Local Authority's model policy to draft the Privacy Notice. The governors stated that as the School was obtaining the GDPR Package from Grow Partners Ltd, it should also base its Privacy Notice upon the model Notice created by the London Diocesan Board for Schools.
47.15	The SBM stated that the Data Protection Officer for the School, appointed by Grow Partners Ltd, had already reviewed the Privacy Notice and submitted his amendments.
47.16	The governors requested the SBM to circulate the Privacy Notice with the Data Protection Policy after the meeting. The governors stated that both the Data Protection Policy and the Privacy Notice would be approved at the same time, via a written resolution electronically, following the meeting.



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47.17	<u>School Financial Regulations</u>		
47.18	The governors reviewed and approved the School Financial Regulations (including the financial approval powers delegated to the Committee and the Headteacher) and forwarded it to the Full Governing Body for ratification.		
47.3a 47.6a	<i>The Resources Committee approved the Appraisal Policy and the Freedom of Information Policy, subject to amendments, and forwarded them to the Full Governing Body for ratification.</i>	<i>SBM Clerk</i>	<i>02/07/18</i>
47.9a 47.16a	<i>The SBM to draft the Data Protection Policy based on the model created by the LDBS and forward it to the Clerk with the Privacy Notice so that it can be circulated to the Committee for approval via a written resolution.</i>	<i>SBM Clerk</i>	<i>ASAP</i>
47.12a	<i>The governors requested the SBM to create school email accounts for all governors and requested the Clerk to ensure that all Governing Body registers are updated and all communications are carried out through official school email addresses.</i>	<i>SBM Clerk</i>	<i>ASAP</i>
47.18a	<i>The Resources Committee approved the School Financial Regulations and forwarded them to the Full Governing Body for ratification.</i>	<i>Clerk</i>	<i>02/07/18</i>
048	Self-reflection and impact	All members	
48.1	The Headteacher praised the Chair of the Resources Committee for reviewing the materials prior to the meeting and submitted specific questions which guided the discussion on those items, positively impacting the meeting.		
48.2	The governors also noted that the approval of the End of Year Accounts and the Indicative Budget were both significant matters for the School. These are one of the core areas of governance and the governors were satisfied that the School had conducted all due diligence to performed its job with financial probity.		
48.3	The Committee also reflected that it was able to increase its efficiency at dealing with matters delegated to it by the Full Governing Body due to the experience it had built up over the past few years where the membership of the Board had remained constant.		
049	Items for the next agenda	All members	
49.1	There were no specific items raised for discussion at the next meeting.		



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050	Any other business for consideration	All members	
50.1	JL informed the governors that she had completed her Health & Safety Walk and will be submitting her report to the next Resources Committee.		
051	Meeting schedule for 2018-19 Academic Year	For information	
51.1	The Committee reviewed its meeting schedule for the next academic year and determined that it will meet at the following times next year:		
	51.1.1 – The first meeting will occur at 5:30pm on Tuesday, 30 October 2018 .		
	51.1.2 – The second meeting will occur at 5:30pm on Tuesday, 29 January 2019 .		
	51.1.3 – The third meeting will occur at 5:30pm on Tuesday, 23 April 2019 .		
51.2	The Clerk was requested to circulate the dates to all members via the GovernorHub.		
51.2	<i>The Clerk was requested to circulate the agreed dates for the Resources Committee meeting for the Academic Year 2018-19 to the members via GovernorHub.</i>	<i>Clerk</i>	<i>ASAP</i>

The meeting finished at 9:30am.

Approval of the minutes by the 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 **Tuesday, 24 April 2018** at Hampstead Parochial Church of England Primary School, 2A Holly Bush Vale, London, NW3 6TX at 8:00am on Tuesday, 24 April 2018.

Signed: _____

Date: _____

Robert Nesbitt

Chair of the **Resources Committee**,
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