



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, 16 October 2018, 8:00am

## Attendees

Name	Reference	Category	Attendance
Tim Jervis	TJ	Elected Parent Governor	Present
Robert Nesbitt	RN / Chair	Elected Parent Governor	Present
Ciaran Foulkes	CF / V.Chair	Foundation – PCC of St John at Hampstead	Present
Jenny Lupa	JL	Foundation – PCC of St John at Hampstead	Apologies
Anne Diack	AD	Foundation – North Camden Deanery Synod	Absent
Allan McLean	HT	Headteacher	Present
Advisors			
Katy Theobald	KT	Foundation – London Diocesan Board for Schools	Present
Monwara Sikder	SBM	School Business Manager	Present
Alice Riley	AHT	Assistant Headteacher	Present
Ammar Ahmed	Clerk	Clerk to the Governing Body	Present
Zeeshan Ahmad	ZA	Trainee Clerk	Present

## Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
<b>001/ 18-19</b>	<b>Opening prayer</b>	<b>Clerk</b>	
1.1	The meeting, being quorate, was started by the Clerk at 8:00am by asking the Headteacher to offer the opening prayer.		
<b>002</b>	<b>Welcome and introductions</b>	<b>Clerk</b>	
2.1	The Clerk welcomed all governors to the meeting.		
2.2	The Clerk introduced ZA as the Trainee Clerk. The Clerk notified the Committee that from January 2019, ZA would be appointed as the Clerk to the Governing Body for Hampstead Parochial Church of England Primary School.		
2.3	A round of introductions was held for the benefit of ZA.		
<b>003</b>	<b>Apologies and the Governing Body's acceptance or rejection of any absences</b>	<b>Clerk</b>	
3.1	The Clerk noted that <b>apologies</b> had been received from Jenny Lupa, which were <b>accepted</b> by the Committee.		
3.2	The Committee noted the <b>absence</b> of Anne Diack.		

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004	<b>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</b>	<b>All members</b>	
4.1	No conflicts of interest were declared by the governors in relation to any item on the agenda that were not already noted within the Register of Business Interests.		
005	<b>Election for the Chair of the Resources Committee for the Academic Year 2018-19</b>	<b>Clerk</b>	
5.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Chair to be held, namely that at least three members of the Committee were present.		
5.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Chair of the Committee, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot, or a vote by show of hands, will be held to elect the Chair.		
5.3	The Clerk received a <b>nomination for Robert Nesbitt</b> , who was <b>proposed by Tim Jervis</b> and <b>seconded by Ciaran Foulkes</b> . There were no further nominations.		
5.4	The Clerk held a vote by show of hands, through which <b>Robert Nesbitt was elected unanimously</b> as the Chair of the Resources Committee for the Academic Year 2018-19.		
5.4a	<i>The Clerk noted that Robert Nesbitt was elected as the Chair of the Resources Committee for the Academic Year 2018-19.</i>	<i>Clerk</i>	<i>To note</i>
006	<b>Election for the Vice-Chair of the Resources Committee for the Academic Year 2018-19</b>	<b>Clerk</b>	
6.1	The Clerk clarified the procedure for election in instances where no prior nominations had been received. The Clerk ensured that the meeting was properly quorate for the election of the Vice-Chair to be held, namely that at least three members of the Committee were present.		
6.2	The Clerk explained that for the purposes of the election, all governors are able to nominate another governor, or self-nominate themselves, for the position of the Vice-Chair of the Committee, unless they are employed by the School as teachers or as another member of staff. The nomination then needs to be seconded. Once all nominations are properly submitted, a secret ballot, or a vote by show of hands, will be held to elect the Vice-Chair.		
6.3	The Clerk received a <b>nomination for Ciaran Foulkes</b> , who was <b>proposed by Robert Nesbitt</b> and <b>seconded by Tim Jervis</b> . There were no further nominations.		

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6.4	The Clerk held a vote by show of hands, through which <b>Ciaran Foulkes was elected unanimously</b> as the Chair of the Resources Committee for the Academic Year 2018-19.		
6.4a	<i>The Clerk noted that Ciaran Foulkes was elected as the Vice-Chair of the Resources Committee for the Academic Year 2018-19.</i>	<i>Clerk</i>	<i>To note</i>
<b>007</b>	<b>Approval of the minutes from the previous Resources Committee meeting, held on Tuesday, 24 April 2018, and any matters arising not covered on the agenda for the meeting</b>	<b>Chair</b>	
7.1	The minutes from the previous Resources Committee meeting were <b>held to be an accurate and true</b> representation, subject to the following amendments. The minutes were <b>duly signed and dated</b> by the Chair.		
7.2	<u>Amendments</u> (all amendments highlighted in red)		
7.3	There were <b>no amendments</b> to note.		
7.4	<u>Matters arising</u>		
7.5	There were <b>no matters arising</b> which had not been covered in the agenda for the meeting.		
<b>008</b>	<b>Finance Report</b>	<b>SBM, HT</b>	
8.1	<u>Budget Monitoring Report</u>		
8.2	The Budget Monitoring Report had been circulated with the agenda prior to the meeting. The SBM asked governors to raise any specific questions.		
8.3	In <b>response to a question</b> from the governors in relation to the overspend in category E01-01 'Teaching Staff', the SBM stated that the Head of School for St Luke's Church of England Primary School, with whom the School has a partnership, was still listed on the School's pay roll. The SBM further highlighted that the overspend is offset by the additional income received by the School in category I07-04 'SLT Release Income'.		
8.4	The SBM and the Headteacher confirmed that the School had additional capacity within the Budget of £69,670.63. The Headteacher stated that the School may utilise the additional funds to appoint an additional staff member to provide Special Educational Needs & Disability ('SEND') support. The School will also have to utilise the additional capacity to find a new Teaching Assistant as one Teaching Assistant is leaving the School after Christmas.		

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Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

8.5	In <b>response to a question</b> from the governors regarding the impact of the proposed uplifts to teaching staff salaries, the SBM stated that the School expects an increase in teaching staff salaries of 3.5%, with a further increase of 3.5% predicted for next year.
8.6	In <b>response to a question</b> from the governors regarding the additional capacity within the budget for 2018-19, the SBM confirmed that it includes the carry forward from 2017-18. The SBM also confirmed that the carry forward limit is 10% of the annual budget and that the School is within this limit.
8.7	The SBM thanked the Parent-Teacher Association ('PTA') for their support. The PTA have contributed approximately £22,000 to the School's budget, of which the School has spent £16,000.
8.8	<u>Extended Services Account Report</u>
8.9	The Extended Services Account ('ESA') Report had been circulated prior to the meeting with the agenda. The SBM informed the governors that the ESA had £25,000 difference between in-year income and expenditure. The difference was boosted this year with the additional of £12,000 from lettings.
8.10	The total balance in the ESA is approximately £250,000, of which approximately £61,000 will be transferred to the School's main account to cover the cost of school club staff. The School has not yet decided on proposals to spend the additional money.
8.11	In <b>response to a question</b> from the governors regarding the ESA, the Headteacher confirmed that this was a separate bank account to the School's main account and was audited separately on an annual basis. The funds within the ESA can be used for a range of purposes, such as covering the expense of school journeys.
8.12	<u>CFR Data 2017-18</u>
8.13	The CFR Data Report had been circulated with agenda prior to the meeting. The SBM invited governors to raise any specific queries.
8.14	In <b>response to a question</b> from the governors regarding the income received by the School under I-07, 'Other Grants and Payments', the SBM stated that this was related to the income received by other schools to cover the salaries of the SBM (£17,000) and previous Deputy Headteacher of the School, Ms Jo Iwanicki (£19,000).
8.15	In <b>response to a question</b> from the governors regarding the income received by the School under I-15, 'Focused extended school funding', the SBM stated that the income had been transferred from the ESA to cover the costs of school club staff.



HAMPSTEAD PAROCHIAL  
Church of England Primary School



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Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

8.16	In <b>response to a question</b> from the governors regarding why the ESA account for 2017-18 showed an expenditure of £61,000 on school clubs, the SBM stated that the actual cost of staff was approximately £50,000 and the cost of lettings was approximately £11,000.
8.17	In <b>response to a question</b> from the governors regarding the absence of ESA account data on CFR, the Headteacher emphasised that not all schools have a separate ESA account. The School is quite rare to have such an account set up to support the school. The ESA contains money which is generated by the School as opposed to money the School has received from the London Borough of Camden ('Local Authority'). In <b>response to a further question</b> , the SBM clarified that if the ESA did not exist, the income received under I-08, 'Income from Facilities and Services', would have been higher to reflect the lettings income.
8.18	In <b>response to a question</b> from the governors regarding the lettings income received by the School, the SBM stated that it was a singular occurrence and unlikely to happen again.
8.19	<u>Pupil Premium Funding Report 2017-18</u>
8.20	The Pupil Premium Funding Report 2017-18 had been circulated with the agenda prior to the meeting.
8.21	The SBM informed the Committee that from next year the Pupil Premium support should be managed 'in-house' by the School. This will be facilitated by relieving additional capacity for the Assistant Headteacher. Currently, the support is provided by a dedicated teacher and the Assistant Headteacher.
8.22	In <b>response to a question</b> from the governors regarding the possibility of having additional support for Pupil Premium children, the Headteachers said that the additional capacity within the School's budget could be reallocated for this purpose.
8.23	The Headteacher also highlighted that the Pupil Premium funding being received by the School was dropping, which was a consequence of several factors, such as the introduction of the Universal Free School Meals (which meant fewer parents would declare whether their child was eligible to receive Free School Meals) and a changing demographic in the area (which meant that there were very few people who would be able to qualify for the additional funding).
8.24	In <b>response to a question</b> from the governors regarding whether Pupil Premium funding could be used to cover the costs of the Breakfast Club, the Headteacher stated that the Breakfast Club was purely a welfare provision provided by the School, which would not qualify for Pupil Premium funds as Pupil Premium funds need to be spend on teaching and learning.

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Church of England Primary School



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Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

8.25	The Headteacher asked the Committee whether or not it would like to extend the Pupil Premium funding to cover the Breakfast Club. The Committee unanimously decided not to extend the Pupil Premium funding to cover the Breakfast Club.	
8.26	<u>Sports Premium Funding Report 2017-18</u>	
8.27	The Sports Premium Funding Report 2017-18 had been circulated with the agenda prior to the meeting. The SBM asked governors to raise any specific questions.	
8.28	In <b>response to a question</b> from the governors, the Headteacher stated that there had been a complete and thorough handover between the previous Sports Coordinator and the current Sports Coordinator (Emma Inglis), which will ensure that the School will continue to participate and offer the full catalogue of events and sports that it had offered last academic year.	
8.29	<u>School Journey Reconciliation Report 2017-18</u>	
8.30	The School Journey Reconciliation Report 2017-18 had been circulated with the agenda prior to the meeting. The SBM <b>proposed</b> that the £368.19 outstanding in the School Journey account should be absorbed into the budget. The governors <b>agreed</b> that the balance should be absorbed.	
<b>009</b>	<b>Premises Report</b>	<b>SBM</b>
9.1	The SBM and the Headteacher informed the governors that the School's Building Consultant had completed his visit and provided his list of proposed projects that the School should complete.	
9.2	<p>In order of priority, the Building Consultant had stated:</p> <ol style="list-style-type: none"> <li>(1) That the flat roof to Year 1 was leaking and required renewal or repairing, as well as, the reception shed required re-decking / re felting.</li> <li>(2) The wooden floor of the School Hall required replacing.</li> <li>(3) The emergency and external School lights require renewal due to failures.</li> <li>(4) The Modern School building required some repair works as specific surfaces had cracked and needed to be replaced.</li> <li>(5) The School to install new lights to improve the lux levels.</li> <li>(6) The play-ground toilets for boys required refurbishing.</li> <li>(7) The Key Stage 1 toilets for boys and girls required refurbishing.</li> <li>(8) The improvement to security and staff office facilities by securing the main entrance and extending office to create sufficient space for the SBM to relocate near to the Headteacher.</li> </ol> <p><i>*Clerk's note – The AHT withdrew from the meeting at 8:50am.</i></p>	

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HAMPSTEAD PAROCHIAL  
Church of England Primary School



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Hampstead Parochial Church of England Primary School

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

9.3	The governors discussed the priority list as presented by the Building Consultant in depth.		
9.4	The governors felt that Priority 8 was quite important as it concerned safeguarding of the pupils at the School. The governors <b>inquired</b> whether it would be possible to ensure safeguarding needs of the pupils were met using alternative measures, such as the installation of a new secure barrier and also to make the door into the School reception a coded-entry door to prevent access of visitors to the School's playgrounds. The Headteacher stated that the School would seek quotes independently and judge whether the funds from the ESA could be used to complete this work. The quotes would be presented to the Full Governing Body for approval.		
9.5	In terms of Priorities 3 and 5, the Headteacher <b>proposed</b> that the School may be able to complete both works by applying for LCVAP funding through the London Diocesan Board for Schools ('LDBS'). The Headteacher confirmed that the Building Consultant felt that this proposal had a high chance of being approved by the LDBS. The governors <b>agreed</b> with the Headteacher's proposal, but <b>requested</b> that accurate estimates of the entire project are obtained prior to the commencement of the work, which would need to be submitted to the Full Governing Body for ratification.  <i>*Clerk's note – The AHT was readmitted to the Committee meeting at 9:00am.</i>		
9.6	In <b>response to a question</b> from the governors concerning Priority 1, the Headteacher confirmed that the School would have the capacity within its budget and within the ESA funds to complete the works by itself. The governors <b>requested</b> the Headteacher to seek accurate quotes and submit them to the Full Governing Body for approval.		
9.7	The Headteacher stated that the Building Consultant had agreed that the remaining priorities were not extremely urgent and could be postponed till next academic year.		
9.4a	<i>The School to obtain quotes for the installation of a taller wooden fence to prevent access of visitors to the School's playgrounds and present them to the Full Governing Body for approval.</i>	<i>HT, SBM</i>	<i>03/12/18</i>
9.5a	<i>The Committee agreed to recommend to the Full Governing Body that the Headteacher's proposal to seek LCVAP funding to improve the lighting across the school to improve the lux levels and renew emergency and external School lights should be approved.  The governors requested the Headteacher to seek accurate quotes prior to the Full Governing Body meeting where the proposal would be formally approved.</i>	<i>HT, SBM</i>	<i>03/12/18</i>

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Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

9.6a	<i>The School to obtain accurate quotes in relation to renewing / repairing the leak in the flat roof and submit them to the Full Governing Body for approval.</i>	HT, SBM	03/12/18
<b>010</b>	<b>Outcomes form the partnership with St Luke's Church of England Primary School</b>	<b>HT</b>	
10.1	The Headteacher informed the governors that the School had saved almost £5,000 in service level agreements as a result of the partnership. The School has also received reimbursement from St Luke's to cover the costs of the SBM, who has agreed to be the Business Manager for St Luke's, and Ms Jo Iwanicki, who is the Head of School for St Luke's.		
10.2	The Headteacher informed the Committee that the SBM is currently working 0.5 days per week for St Luke's as per the recommendation of the previous Business Manager for the School. The Headteacher stated that after consultation with the SBM and the Head of School for St Luke's, it was felt that St Luke's needs were not being met over 0.5 days per week and that the time needed to be increased. In <b>response to a question</b> from the governors regarding the adequate amount of time required to meet the needs of St Luke's, the Headteacher stated that the SBM should ideally be spending 1 day per week at St Luke's.		
10.4	The governors <b>inquired</b> whether the loss of another 0.5 days of the SBM's time would have a detrimental impact on the School. The Headteacher and the SBM confirmed that they are of the opinion that there would not be any impact to the service that the SBM is giving the School with the loss of another 0.5 days.		
10.5	The governors stated that they were happy to <b>recommend</b> the Headteacher's proposal to reduce the SBM's time spent at the School by 0.5 days, so that the SBM's time spent at St Luke's could be increased by 0.5 days to the Full Governing Body. The Headteacher confirmed that St Luke's would also increase their remuneration to cover the additional time the SBM spends at St Luke's.		
10.5a	<i>The governors stated that they were happy to recommend the Headteacher's proposal to reduce the SBM's time spent at the School by 0.5 days, so that the SBM's time spent at St Luke's could be increased by 0.5 days to the Full Governing Body for approval.</i>	HT, SBM	03/12/18
<b>011</b>	<b>Staff Survey Report</b>	<b>HT</b>	
11.1	The Headteacher confirmed that the Staff Survey Report had been circulated to all the staff at the School and that the results will be collected after the half-term holidays and compiled. The outcomes from the Staff Survey will be shared at the Full Governing Body.		

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Hampstead Parochial Church of England Primary School

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Date and Time: Tuesday, 16 October 2018, 8:00am

11.1a	The Headteacher to share the outcomes from the Staff Survey at the next Full Governing Body meeting.	HT	03/12/18
<b>012</b>	<b>Policies for review and approval</b>	<b>HT, SBM</b>	
12.1	There were three policies and documents brought to the Committee for approval, (1) the Pay Policy, (2) the Health and Safety Policy, and (3) the School Financial Value Standards ('SFVS') Review.		
12.2	<u>Pay Policy</u>		
12.3	The SBM informed the governors that the School had adopted the Local Authority's model Pay Policy, which was based on the new guidance issued by the Department for Education in the School Teachers Pay and Conditions Document. Under the Policy, all teaching staff on the main pay scale would have a salary uplift of 3.5%, all staff on the upper pay scale would have an uplift of 2% and all staff on the senior leadership pay scale would have an uplift of 1.5%.		
12.4	The Headteacher further confirmed that the Department for Education has agreed to give additional funding per pupil to accommodate the uplifts in staff salary with further increase to per pupil funding in 2019/20 to accommodate the proposed uplift to teaching staff salaries in 2019/20. In <b>response to a question</b> from the governors regarding whether the increase in per pupil funding was adequate to cover the increase in staffing costs, the Headteacher stated that the increase did contribute to the School's budget positively but it was not enough to cover the uplifts as the School was quite small. The increase in per pupil funding would benefit larger schools more.		
12.5	The SBM also highlighted that the School had further amended the Local Authority's model Pay Policy to increase clarity around the processes by which staff can apply for time off in lieu of participating in residential trips or conducting morning revision sessions. The amendments clarify that for each 2/3 day residential trip a staff member would be given 0.5 days off in lieu and for every two morning revision sessions the staff member would be given 1 day off in lieu.		
12.6	The Headteacher confirmed that this amendment was in line with current school practice and also consistent with the practices adopted by the local schools in the area.		
12.7	The Committee <b>approved</b> the Pay Policy, including the proposed uplifts to teaching staff salaries and the amendments to time off in lieu procedures, and forwarded the Policy to the Full Governing Body for ratification.		

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Church of England Primary School



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12.8	<u>Health &amp; Safety Policy</u>		
12.9	The SBM informed the governors that the Policy had been updated to reflect the new staff, but did not have any other significant changes. The governors <b>approved</b> the Policy and forwarded it to the Full Governing Body for ratification.		
12.10	<u>School Financial Value Standards Review</u>		
12.11	The <b>Chair stated that he would review and update the SFVS with the Vice Chair</b> prior to the next Full Governing Body.  <i>*Clerk's note – The AHT withdrew from the meeting at 9:25am.</i>		
12.7a	<i>The governors approved the Pay Policy and forwarded it to the Full Governing Body for ratification.</i>	<i>Clerk</i>	<i>03/12/18</i>
12.9a	<i>The governors approved the Health &amp; Safety Policy and forwarded it to the Full Governing Body for ratification.</i>	<i>Clerk</i>	<i>03/12/18</i>
12.11a	<i>The Chair and the Vice Chair to review and update the School Financial Value Standards and present it to the Full Governing Body for approval.</i>	<i>RN, CF</i>	<i>03/12/18</i>
<b>013</b>	<b>Any other business for consideration</b>	<b>All members</b>	
13.1	<u>The Data Protection Officer's Report</u>		
13.2	The Headteacher informed the governors that the School's Data Protection Officer had submitted their GDPR Report and that it was good. The Report had been circulated with the agenda prior to the meeting.		
13.3	There were no significant actions arising from the report.  <i>*Clerk's note – The AHT was re-admitted to the meeting at 9:27am.</i>		
13.4	<u>The outcome of the letter to parents who had violated the Admissions Policy</u>		
13.5	In response to a question from the governors regarding the outcome of the letter sent by the School in response to the parents who had not sent their child following his admission till the child turned 5 years old, the Headteacher stated that the parents had apologised and informed the school that the reason for not sending the child to school was based on advice received from the child's nursery staff.		

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13.6	The Headteacher stated that the nursery staff had informed the parents that the child was not ready to transition to the Primary School. The parents had visited the Headteacher to inform him, but had not submitted any evidence.		
13.7	The governors <b>agreed</b> that the School should write another letter to the parents to inform them that their actions fell below the standard required within the Admissions Policy and that they should submit any supporting evidence as soon as possible. The Headteacher highlighted that the child would have to catch up with all the other children in Reception.		
13.8	The Chair <b>agreed</b> to draft a letter to be sent to the parents.		
13.9	<u>Governor Visit Reports</u>		
13.10	TJ informed the governors that he had carried out a check of the Single Central Record.		
13.11	The governors discussed the importance of having a designated governor to conduct the Health & Safety Walks around the School, which are useful at identifying hazards. The <b>Vice Chair agreed</b> to follow up with JL whether she still wanted to continue being the Health & Safety Link Governor and, if so, whether JL, or JL and the Vice Chair, could do a Health & Safety Walk soon.		
13.8a	<i>The Chair to assist the Headteacher in drafting a letter to be sent to the parents of the child in question in Paragraphs 13.4-13.8/18-19.</i>	<i>RN, HT</i>	<i>ASAP</i>
13.11a	<i>CF agreed to follow up with JL whether she still wanted to continue being the Health &amp; Safety Link Governor and, if so, whether JL, or JL and the Vice Chair, could do a Health &amp; Safety Walk soon.</i>	<i>CF</i>	<i>To note</i>
<b>014</b>	<b>Self-reflection and impact</b>	<b>All members</b>	
14.1	The governors reviewed and evaluated the impact they had made in the meeting and determined that the decisions taken in relation to funding the next premises projects were very important for the School's long term future.		
14.2	The governors also considered the benefit of raising questions prior to the meeting, as had been done by the Chair, which meant that the School was able to deliver more focused presentations and the Committee was able to make more informed decisions.		
<b>015</b>	<b>Items for the next agendas of upcoming meetings</b>	<b>All members</b>	
	Curriculum, Progress & Outcomes Committee Meeting (12 November 2018) <ul style="list-style-type: none"> <li>• Election of Chair and Vice Chair of the Committee</li> <li>• Review of Pupil Progress over the preceding Summer Term</li> </ul>		

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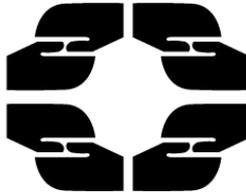
HAMPSTEAD PAROCHIAL  
Church of England Primary School



	<ul style="list-style-type: none"> <li>• Attendance and Exclusions Data</li> <li>• Teaching and Learning Review</li> <li>• Admissions Policy</li> <li>• Behaviour Policy</li> <li>• Home School Agreement</li> <li>• Equality Policy</li> <li>• Radicalisation &amp; Extremism Policy</li> <li>• Marking and Feedback Policy</li> </ul> <p>Full Governing Body Meeting (03 December 2018)</p> <ul style="list-style-type: none"> <li>• Headteacher’s Report</li> <li>• Review of Results</li> <li>• Approval of School Journeys</li> <li>• Finance Report</li> <li>• Ratification of policies from Committees</li> </ul> <p>Resources Committee Meeting (29 January 2019)</p> <ul style="list-style-type: none"> <li>• Budget Monitoring Report</li> <li>• Proposed Building Works</li> <li>• Staff Attendance</li> <li>• Staff Appraisal</li> <li>• Parent Survey</li> <li>• Self-Reflection</li> <li>• Annual Conditions Survey</li> <li>• Health &amp; Safety Inspection Report</li> <li>• Incidents, Accidents &amp; Security Report</li> </ul>	
<p><b>016</b></p>	<p><b>Meeting schedule for 2018-19 Academic Year</b></p> <p>Full Governing Body Meetings:</p> <ul style="list-style-type: none"> <li>• 17 September 2018 at 6:00pm</li> <li>• 03 December 2018 at 6:00pm</li> <li>• 18 March 2019 at 6:00pm</li> <li>• 01 July 2019 at 6:00pm</li> </ul> <p>Resources Committee Meetings:</p> <ul style="list-style-type: none"> <li>• 16 October 2018 at 8:00am</li> <li>• 29 January 2019 at 5:30pm</li> <li>• 30 April 2019 at 5:30pm</li> </ul> <p>Curriculum, Progress &amp; Outcomes Committee Meetings:</p>	<p><b>For information</b></p>



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

Venue: 2A Holly Bush Vale, London, NW3 6TX  
Date and Time: Tuesday, 16 October 2018, 8:00am

	<ul style="list-style-type: none"> <li>• 12 November 2018 at 5:30pm</li> <li>• 11 February 2019 at 5:30pm</li> <li>• 20 May 2019 at 5:30pm</li> </ul>	
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*The meeting finished at 9:35am.*

**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, 16 October 2018** at Hampstead Parochial Church of England Primary School, 2A 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