



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, 29 January 2019, 5:30pm

Attendees

PRESENT	
Allan McLean ('HT')	Headteacher <i>Appointed by virtue of office</i> <i>Expiration of Term in Office: Not applicable</i>
Tim Jervis ('TJ')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Elected as the Chair of the Governing Body for the Academic Year 2018-19</i> <i>Expiration of Term in Office: 30 April 2020</i>
Robert Nesbitt ('Chair')	Parent Governor <i>Nominated and elected parent of a child at school</i> <i>Expiration of Term in Office: 30 April 2020</i>
Ciaran Foulkes ('CF')	Foundation Governor <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Expiration of Term in Office: 12 November 2021</i>
Jenny Lupa ('Vice Chair')	Foundation Governor <i>Appointed by the Parochial Church Council of St John At Hampstead Church</i> <i>Elected as the Vice Chair of the Governing Body for the Academic Year 2018-19</i> <i>Expiration of Term in Office: 8 January 2020</i>
IN ATTENDANCE	
Ammar Ahmed ('AA')	Foundation Governor <i>Appointed by the London Diocesan Board for Schools</i> <i>Expiration of Term in Office: 13 January 2023</i>
Monwara Sikder ('SBM')	School Business Manager
Emma Inglis ('AHT')	Assistant Headteacher
Alice Riley ('AHT')	Assistant Headteacher
Rosaline Griffiths ('Clerk')	Clerk to the Governing Body

Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
017/18-19	Opening prayer	Chair	
17.1	The meeting, being quorate, was started by the Chair at 5:30pm by asking the Headteacher to offer the opening prayer.		
018	Welcome and introductions	Chair	
18.1	The Clerk welcomed all governors to the meeting.		
18.2	The Chair held a round of introductions for the benefit of Rosaline Griffiths, the new Clerk, appointed by the London Diocesan Board for Schools ('LDBS') Clerking Service. The Chair of the Governing Body, Tim Jervis, also extended a warm welcome to Ammar Ahmed, who had been appointed as a Foundation Governor by the LDBS. AA was attending the meeting as an observer.		

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019	Apologies and the Governing Body's acceptance or rejection of any absences	Chair
19.1	The Clerk and the Chair confirmed that all invitees were in attendance.	
020	Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda	All members
20.1	AA informed the governors that he is employed by the LDBS as a Company Secretary and the Clerking Service Manager, making him the line manager of the Clerk appointed to the School.	
20.2	AA also informed the governors that he would shortly be completing his Declaration of Business Interests Form and submitting it to the School so that it can be uploaded to the School's website.	
20.3	The governors did not declare any further conflicts of interest other than those already noted within the Register of Business Interests.	
021	Approval of the minutes from the previous Resources Committee meeting, held on Tuesday, 16 October 2018, and any matters arising not covered on the agenda for the meeting	Chair
21.1	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.	
21.2	<u>Amendments</u> (all amendments highlighted in red)	
21.3	There were no amendments to note.	
21.4	<u>Matters arising</u>	
21.5	In response to a question concerning paragraph 13.8, the Headteacher confirmed that the Chair had written a letter to the parents explaining that their actions had fallen below the standards required by the School's Admissions Policy and that it had resolved the situation and the pupil in question was now attending the School.	
21.6	In response to a question concerning the action arising from paragraph 13.11, JL confirmed that she would be happy to continue to be the Health & Safety Link Governor.	
21.7	There were no other matters arising which had not been covered in the agenda for the meeting.	

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022	Finance Report	SBM, HT
22.1	<u>Budget Monitoring Report</u>	
22.2	The Budget Monitoring Report had been circulated with the agenda prior to the meeting. The SBM asked governors to raise any specific questions.	
22.3	In response to a question from the governors in relation to the bulge class, the SBM confirmed that the School was guaranteed the income of £10,000 to cover furniture and equipment costs. The bulge class was also guaranteed full class funding to cover the five vacancies in the cohort.	
22.4	In response to a question from the governors in relation to the reasons why the Budget Monitoring Report recorded the vacant places funding, the Headteacher stated that the budget would always include the £10,000 guaranteed income, but not the £20,000 guarantee income for full class funding, which was limited only to the bulge class. The income would also come via the per pupil funding, or via the bulge class funding depending on where the vacancy on the School roll exits. The SBM agreed that the School would make some draft projections when seeing the budget in future years for the bulge class income and ensure that there is no duplication in the projections.	
22.5	In response to a question from the governors in relation to the impact on the School budget of the bulge class leaving, the Headteacher confirmed that the real term effect would be a £10,000 reduction. As a result, the Chair proposed whether the Governing Body ought to consider whether to admit another bulge class. The SBM proposed whether the Governing Body ought to consider setting up a School nursery. The Chair of the Governing Body, TJ, suggested that the discussion in relation to admitting an additional bulge class or setting up a nursery should be tabled at the next Resources Committee meeting with a follow up report presented to the Full Governing Body for a decision. The Committee unanimously agreed the suggestion from TJ and asked the Clerk to ensure that an item was included within the agenda for the next Resources Committee meeting to facilitate discussion around admitting another bulge class or setting up a nursery.	
22.6	In response to a question from the governors regarding the overspend in teaching staff expenditure, the SBM stated that while there had been a £110,000 overspend, it was offset by the Senior Leadership Team release income of £80,000. Further offsets occurred through the underspends in agency staff category, as the School had appointed two new staff members, one of whom is a trainee teacher, instead of using two agency staff as it had initially budgeted.	
22.7	In response to a question from the governors regarding the pupil premium overspend, the SBM stated that the overspend has resulted from the School realising that the in-house	

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	expense has been a little bit more than that from agency. The SBM also agreed to move the category E01-03 down to the Pupil Premium section of the budget monitoring report.
22.8	In response to a question from the governors regarding the expense incurred in category E27-05, the SBM stated that it had arisen as the Headteacher had opted to enrol the agency staff onto the School's employee register, which meant that the staff member would benefit from a slight increase in salary as the School does not need to meet the agency expenses. However, this had resulted in an unbudgeted one-off cost for agency expense for recruitment fees. Additionally, the expense in E27-05 is offset against a reduction in E03-01, as one of the teaching assistances at the School has been appointed as a teacher.
22.9	The SBM stated that the School remains in a strong financial position with a carry forward figure of £49,125.93.
22.10	<u>Capitation Report</u>
22.11	In response to a question from the governors regarding the capitation performance compared to previous financial years, the SBM stated that the Capitation income for last year was £8,000, whereas this year is £6,121 (of which £2,000 remains in the account). The SBM clarified that the 2017-18 year had been an exceptional year. However, compared years other than 2017-18, the Capitation income received by the School in 2018-19, is better than previous years.
22.12	<u>Special Education Needs Funding Report</u>
22.13	The Headteacher informed the governors that the London Borough of Camden ('Camden') have revised their Education and Healthcare Plan ('EHCP') application process to make it simpler than before. The Headteacher had submitted an application, which was unsuccessful. However, the Headteacher has not received any feedback from Camden. The Headteacher will be liaising with Camden to discuss the fairness of the application process.
22.14	The Headteacher highlighted that there are significant issues with Special Educational Needs & Disability ('SEND') and EHCP funding, whereby the income received was not enough to cover the expenses incurred.
22.15	<u>Parent Teacher Association and Extended Services Account Usage Report</u>
22.16	The SBM informed the governors that the Parent Teacher Association ('PTA') of the School had continued to support the School and help it flourish. The PTA has agreed to provide the School with £10,000 for library refurbishment. The money will be used by the School to install new carpets and hard flooring in the library and buying new books, furniture and paintings for the library. The School had obtained three quotes for the installation of the new carpets and hard flooring. The School had received a quote for £5,812, £7,447 and £5,750.

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	<p>The School had decided to go for the third quote (£5,750) as per the recommendation of the Site Manager, who had analysed the quotes and determined that the third quote offered the best service. The governors unanimously approved the School's decision.</p>		
22.17	<p>The Headteacher stated that the School is hoping that the new library will become a frequently used space within the School with a new facility to allow the pupils to collaborate on which books they like and recommend to others. The staff will be given training on how to use the new system.</p>		
22.18	<p>The Headteacher informed the governors that the School's Senior Leadership Team members had recently attended The Bett Show, which markets information technology in education, where he had been given a presentation by Apple encouraging the use of iPads in classrooms. The Headteacher stated that the presentation was very well delivered and focused on using few applications but using them really well. The Headteacher was currently developing plans to trial the use of iPads for one class to develop the expertise. The Headteacher stated that, if the plan goes ahead, it could be funded using the Extended Services Account.</p>		
22.19	<p>The governors asked the Headteacher to provide an update on his proposal at the next Resources Committee meeting.</p>		
22.20	<p>The Headteacher also informed the governors that he was considering using the Extended Services Account to partially fund the refurbishment of the playground toilets and the Key Stage 1 girls' toilets. The Headteacher stated that the condition of the toilets was poor, and the School was developing plans on how best to finance the refurbishment. The Headteacher was asked to provide an update at the next Resources Committee by the governors.</p>		
22.5a	<i>The Clerk to include an item to facilitate a discussion regarding admitting an additional bulge class or setting up a nursery at the next Resources Committee.</i>	<i>Clerk</i>	<i>30/04/19</i>
22.7a	<i>The SBM to move the category E01-03 down to the Pupil Premium section of the budget monitoring report.</i>	<i>SBM</i>	<i>ASAP</i>
22.19a	<i>The Headteacher to provide an update on whether he wishes to pursue his proposal to have advanced and focused teaching delivered to use iPad applications more efficiently.</i>	<i>HT</i>	<i>30/04/19</i>
22.20a	<i>The Headteacher to provide an update on whether he wishes to utilise the Extended Services Account to refurbish the playground toilets and the Key Stage 1 girls' toilets.</i>	<i>HT</i>	<i>30/04/19</i>

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023	Premises Report	SBM
23.1	The Headteacher and the SBM provided an update on the proposed projects.	
23.2	<u>Flat Roof in Year 1</u>	
23.3	The Headteacher reminded the governors that the flat roof to Year 1 classroom had been leaking. The School had obtained quotes from several vendor and had received conflicting advice, with some vendors suggesting that the roof should be replaced and other suggesting that the roof be repaired. The School's Premises Manager had recommended that the School attempts to repair the roof in the first instance. The School had approved the quote from a vendors who had offered to repair the roof for £275.	
23.4	<u>School Hall Wooden Floor</u>	
23.5	The Headteacher stated that the School will be considering submitting an application to the Rose Foundation to obtain funding for the renewal of the wooden floor. The Headteacher has obtained the timescales and the bidding criteria, which fits the ambit of the project. The Rose Foundation considers applications a year in advance, so the School will be submitting its application post haste.	
23.6	<u>Improving Lux levels across the School and installing emergency external School lights</u>	
23.7	The Headteacher stated that the School has submitted its bid for this project to the Diocese and is waiting to hear the result.	
23.8	<u>Increasing security measures to comply with best practice safeguarding advice</u>	
23.9	The Headteacher stated that there would be work undertaken over the February Half-Term to install a taller fence at the front of the School. In response to a question to install a three-level security entrance, the Headteacher stated that the funding was unlikely to be granted via LCVAP, so the School will have to explore alternative options. The governors asked the Headteacher to conduct further research and provide an update at the next Resources Committee meeting.	
23.10	<u>Staircase repair</u>	
23.11	The Headteacher stated that the staircase leading up to the staffroom had been damaged and needed to be repaired as it currently posed a health and safety risk. The School had obtained a quote to repair for £2,880, which it had agreed. The repair work would be carried out over of the February Half-Term.	

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23.12	<u>Annual Conditions Survey Report</u>		
23.13	The Headteacher stated that the Annual Conditions Survey had been completed and the report had provided the same priorities as last year. The current proposed projects had been determined based upon the report.		
23.14	<u>Health & Safety Visit Report</u>		
23.15	JL informed the governors that she had conducted her Link Governor Visit. The findings from the visit were covered within the Headteacher's and SBM's report on premises and current proposed projects.		
23.16	The Premises Manager has recommended that when the School's toilets are refurbished, they should be fitted with a single large sink as opposed to several smaller ones, which would reduce the spillage of water. The governors agreed that the recommendation should be considered further when refurbishing the toilets.		
23.9a	<i>The Headteacher to provide an update on whether any alternative funding resources could be used to create a three-level security entrance to adhere to the best practice safeguarding guidance.</i>	HT	30/04/19
024	Staffing update	HT	
24.1	<u>Staff Performance & Management Review Meetings</u>		
24.2	The Headteacher confirmed that he had completed the Performance & Management Review meetings for all the teaching staff and had scheduled the meetings for the support staff over the next three weeks. The outcomes from the meetings shall be considered further at the Curriculum, Progress & Outcomes Committee.		
24.3	<u>Staffing Structure</u>		
24.4	The Headteacher disseminated a staffing structure document at the meeting. The Headteacher stated that it is difficult to predict staffing arrangements for 2019-20 at this point, but that the situation will become clearer by Easter Holidays.		
24.5	The School is considering whether to appoint an additional Teaching Assistant for Year 5, to release time for the Assistant Headteacher. The School is also considering whether to increase the Early Years Support from 3 days to 5 days (which would also utilise the additional Special Educational Needs Funding the School has received). The Headteacher stated that this would allow the School to create more tailored Early Years intervention.		

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24.6	The Headteacher confirmed that he would present another document on 2019-20 Staffing Structure at the next Resources Committee Meeting.		
25.6a	<i>The Headteacher to present an updated 2019-20 Staffing Structure at the next Resources Committee Meeting.</i>	<i>HT</i>	<i>30/04/19</i>
025	Policies for review and approval	HT, SBM	
25.1	There were three policies brought to the Committee for approval, (1) the Managing Performance Policy, (2) the Capability Procedures, and (3) the Grievance & Disciplinary Procedures.		
25.2	<u>Managing Performance Policy</u>		
25.3	In response to a question from the governors regarding the last date of review for the policy, the Headteacher stated that there had been a significant change in statutory guidance in 2012, but that there had been no significant changes since then. The LDBS, whose policy the School is wishing to adopt, has not made any alterations.		
25.4	The Committee unanimously approved the Managing Performance Policy and forwarded it to the Full Governing Body for ratification.		
25.5	<u>Capability Procedures</u>		
25.6	The SBM confirmed that there had been no changes made to the Procedures, which was still fit for purpose. The governors unanimously approved the Procedures and forwarded it to the Full Governing Body for ratification.		
25.7	<u>Grievance & Disciplinary Procedures</u>		
25.8	The SBM confirmed that there had been no changes made to the Procedures, which was still fit for purpose. The governors unanimously approved the Procedures and forwarded them to the Full Governing Body for ratification.		
25.9	In response to a question from the governors regarding the membership of the Grievance & Disciplinary Panel, the Clerk stated that the entire Governing Body was normally included into the pool of governors from whom the Panel is selected as this allowed the School to meet the strict deadlines detailed in the Procedures. This should be agreed by the Full Governing Body annually, as per the procedure and added to the standard Governing Body Year Planner as an annual event.		
25.7a	<i>The governors approved and forwarded (1) the Managing Performance Policy, (2) the Capability Procedures, and (3) the</i>	<i>Clerk</i>	<i>18/03/19</i>

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	<i>Grievance & Disciplinary Procedures to the Full Governing Body for ratification.</i>		
25.9a	<i>The Clerk to ensure that the Governing Body Year Planner includes agreeing the membership of the Grievance & Disciplinary Panel as an annual event at its September Meeting.</i>	Clerk	ASAP
026	Any other business for consideration	All members	
26.1	The governors did not raise any further matters for consideration.		
027	Self-reflection and impact	All members	
27.1	The governors reflected that the meeting had progressed very efficiently as all members had arrived well-prepared.		
27.2	The governors also felt that the School had budgeted extremely well and was in a position to continue to provide excellent teaching and learning opportunities to its pupils.		
028	Items for the next agendas of upcoming meetings	All members	
	<p>Curriculum, Progress & Outcomes Committee Meeting (11 February 2019)</p> <ul style="list-style-type: none"> • Autumn Term – Pupil Progress Data • Curriculum Review • Attendance and Exclusions Data • Committee Equality Objectives • Pupil Voice • Early Years Foundation Stage Policy • Sex & Relationship Education Policy • Special Educational Needs & Disability Policy • Self-Reflection <p>Full Governing Body Meeting (18 March 2019)</p> <ul style="list-style-type: none"> • Headteacher's Report • External School Review Report • Finance Report • Ratification of policies approved by the Committees • SIAMS Self-Evaluation Form Targets • Review of partnership with St Luke's • Training Courses attended by Governors • Self-Reflection 		

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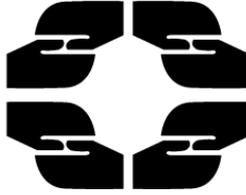
	<p>Resources Committee Meeting (30 April 2019)</p> <ul style="list-style-type: none"> • Approve Budget 2018-19 • Indicative Budget 2019-20 • Service Level Agreements 2019-20 • Benchmarking Data • Staffing Costs / Structure 2019-20 • Pupil Premium & Sports Funding Report • Parent Survey Report • Data Protection Policy • Freedom of Information Policy • Capability Procedures • Disciplinary & Grievance Procedures • Whistleblowing Policy • Training Courses attended by Governors • Review of partnership with St Luke's • Self-Reflection 	
029	The Governing Body's Meeting dates for 2018-19	For information
	<p>The meeting dates for the next academic year are (listed chronologically and divided by terms):</p> <p>(1) Autumn Term</p> <ul style="list-style-type: none"> (a) Full Governing Body Meeting – 17 September 2018 at 6:00pm (b) Resources Committee Meeting – 16 October 2018 at 8:00am (c) CPO Committee Meeting – 12 November 2018 at 5:30pm (d) Full Governing Body Meeting – 3 December 2018 at 6:00pm <p>(2) Spring Term</p> <ul style="list-style-type: none"> (a) Resources Committee Meeting – 29 January 2019 at 5:30pm (b) CPO Committee Meeting – 11 February 2019 at 5:30pm (c) Full Governing Body Meeting – 18 March 2019 at 6:00pm <p>(3) Summer Term</p> <ul style="list-style-type: none"> (a) Resources Committee Meeting – 30 April 2019 at 5:30pm (b) CPO Committee Meeting – 20 May 2019 at 5:30pm (c) Full Governing Body Meeting – 1 July 2019 at 6:00pm 	

The meeting finished at 7:10pm.

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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, 29 January 2019** at Hampstead Parochial Church of England Primary School, 2A Holly Bush Vale, London, NW3 6TX at 5:30pm.

Signed: _____

Date: _____

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