



## 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>
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
Vacancy	Clerk to the Governing Body
RESIGNED	
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>

## Part one – Public minutes

Item	Item title and information	Delegatee	Deadline
<b>030/18-19</b>	<b>Opening prayer</b>	<b>Chair</b>	
30.1	The meeting, being quorate, was started by the Chair at 5:30pm by asking JL to offer the opening prayer.		
<b>031</b>	<b>Welcome and introductions</b>	<b>Chair</b>	
31.1	The Chair welcomed all attendees to the meeting.		

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<b>032</b>	<b>Apologies and the Governing Body's acceptance or rejection of any absences</b>	<b>Chair</b>
32.1	The Chair and AA informed the governors that no prior apologies had been received.	
32.2	The Chair informed the governors that the Vice Chair has handed in her intention to step down from her role as a governor due to personal reasons. The governors expressed their thanks to the Vice Chair for her service to the school and wished her the very best in all her future endeavours.	
<b>033</b>	<b>Declaration of interests, pecuniary or otherwise, in relation to any item in the agenda</b>	<b>All members</b>
33.1	The governors did not declare any conflicts of interest other than those already noted within the Register of Business Interests.	
<b>034</b>	<b>Approval of the minutes from the previous Resources Committee meeting, held on <b>Tuesday, 29 January 2019</b>, and any matters arising not covered on the agenda for the meeting</b>	<b>Chair</b>
34.1	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.	
34.2	<u>Amendments</u> (all amendments highlighted in red)	
34.3	There were <b>no amendments</b> to note.	
34.4	<u>Matters arising</u>	
34.5	There were <b>no matters arising</b> which had not been covered in the agenda for the meeting.	
<b>035</b>	<b>Succession planning for the Committee</b>	<b>Chair</b>
35.1	The Chair informed the governors that his term in office was due to expire in March 2020. The Chair stated that, in light of the resignation from the Vice Chair, the members of the Committee should consider whether they would like to run for the office of the Chair for the Committee.	
35.2	In <b>response to a question</b> from the governors regarding the succession planning, the Chair and the Headteacher agreed that it would be beneficial to conduct a Skills Audit of the Governing Body. The Committee <b>asked</b> AA to circulate the Skills Audit to all governors prior to the next Full Governing Body ('FGB') meeting on 1 July 2019.	



35.3	The Committee also felt that the topic of succession planning should be considered by the FGB as it may require appointing additional governors to the Committee. The Committee <b>asked</b> AA to ensure that the item is added to the next FGB's agenda.		
35.2a	AA to circulate the Skills Audit to all governors in advance of the next Full Governing Body meeting.	AA	24/07/19
35.3a	AA to add an item in the next Full Governing Body meeting discussing succession planning for the Resources Committee.	AA	01/07/19
<b>036</b>	<b>Finance Report</b>		<b>SBM, Headteacher</b>
36.1	<u>End of Financial Year 2018-19 Report</u>		
36.2	The SBM informed the governors that the school's budget forecasting had been accurate, allowing the school to achieve a carry forward of approximately 3%, as had been predicted.		
36.3	In <b>response to a question</b> from the governors regarding the expenditure and income from school trips and journeys, the SBM explained that the main school account showed the expense, but that it was offset by the income received into the Extended Services Account ('ESA'). The Committee <b>asked</b> the SBM to include both the income and the expenditure within the budget report, irrespective of which school account the money is received in.		
36.4	In <b>response to a question</b> from the governors regarding the teaching expense, the SBM highlighted that the cost of teaching has gone up since entering into the partnership, but that the expense was offset partially by the Senior Leadership Team release income.		
36.5	<u>Approval of the Indicative Budget for 2019-20</u>		
36.6	The SBM stated that the school's budget for 2019-20 is healthy but tight. The SBM predicts that the school will receive £1,211,902 for 2019-20, which could rise up to £1,347,745 with additional income from alternative income streams.		
36.7	In <b>response to a question</b> from the governors regarding the income from water bills, the SBM stated that the school had been paying the water bill for the House, but had agreed to split the bill with Parochial Church Council, who are responsible for the House. The SBM had therefore calculated the House's share of the water bill and included it into the income stream.		
36.8	In <b>response to a question</b> from the governors regarding whether the school indicative budget includes the salaries of staff compensated by St Luke's under the Partnership Document, the SBM replied positively and explained that the true cost of the teaching staff is £478,000, as opposed to the listed £532,000.		



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36.9	The Headteacher and the SBM also explained that the cost of teaching staff had increased as (1) all senior leaders will have a pay increase of 2%, (2) all main pay scale teachers will have a pay increase of 3.5%, (3) the pension contributions for teaching staff have increased to 23.6% from 16.48%, and (4) the budget is based on the assumption that all teaching staff would move up successfully by a point on the pay scale.
36.10	In <b>response to a question</b> from the governors regarding the predicted increase in teaching assistant staff salaries, the Headteacher and SBM explained that the school wishes to employ all teaching assistant staff directly, as opposed to contracting them from an agency. The school will be offering all teaching assistant staff with a one-year fixed term contract, to retain fluidity should the budget become more strained. Additionally, the Headteacher explained that the school may use the funds within the ESA to ensure that each class continues to have a teaching assistant for at least the next academic year.
36.11	In <b>response to a question</b> from the governors regarding the reduction in extra-curricular expenses, the Headteacher explained that the school had channelled the funds more efficiently into activities that were most enjoyed. As a result, the school will be offering a larger variety of sports. Additionally, the reduction has arisen due to the school encouraging staff to develop coaching skills and deliver some physical education curriculum components rather than relying upon contracting coaches.
36.12	In <b>response to a question</b> from the governors regarding the expenditure on teaching staff, the Headteacher stated that an 83% expenditure on teaching staff reflected the current position of most local schools. The school should aim to have teaching staff expense less than 80%, but the economic climate is quite challenging to permit this. The school will continue to monitor the sustainability of school expenditure versus income and will take action as required.
36.13	The Committee <b>approved</b> the Budget for 2019-20 and forwarded it to the Full Governing Body for ratification. AA noted that the number of governors present to vote would also pass the resolution to approve the Budget at the Full Governing Body by majority.
36.14	<u>Benchmarking Data</u>
36.15	The SBM stated that the Benchmarking Data would be brought to the next Resources Committee for review and analysis as it had not yet been released by the Department for Education.
36.16	<u>Organisation of training for teaching staff to use iPad applications more effectively</u>
36.17	The Headteacher stated that the school had received training sessions on the use of iPad applications in January 2019. The school will continue to explore additional areas where iPads can be used within the curriculum.

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36.13a	<i>The SBM to note that the Indicative Budget for 2019-20 was approved unanimously by the Committee and ratified by the Full Governing Body by majority.</i>	SBM	To note
<b>037</b>	<b>Staffing costs and structure for 2019-20</b>	<b>Headteacher</b>	
37.1	The Headteacher stated that the staffing structure for 2019-20 will not change compared to the current year. The school had lost two members of staff through natural wastage, and had already recruited one, while the other recruitment cycle was underway.		
37.2	In <b>response to a question</b> from the governors regarding the next focus of staffing for 2019-20, the Headteacher stated that he will be spending the summer term focusing on whether the teaching assistants intend to stay or resign. The Headteacher also explained that the new teaching assistants reflect the current staffing structure, and were not included in last year staffing structure. In response to a further question, the Headteacher stated that the two new teaching assistants had been recruited to meet the needs of the pupils at the school.		
<b>038</b>	<b>Business case for accepting an additional bulge class and / or opening a nursery</b>	<b>Headteacher, Chair</b>	
38.1	The Chair stated that he had asked the clerk to add this item to the agenda to facilitate a discussion around strategies that the school can adopt to mitigate the loss of funding from the current Year 5 bulge class. The school currently is considering three options, (1) to admit another bulge class, (2) to open a nursery, (3) to use the additional space for curriculum enrichment.		
38.2	The governors felt that this matter should be delegated to a working party, to allow for a more deeper discussion. The governors <b>asked</b> AA to include an item on the agenda of the Full Governing Body on 1 July 2019, to determine the membership of the working party.		
38.3	JL informed the governors that one of the previous governors at the school had conducted research on the viability of a school nursery. The research may be outdated, but it may provide useful information for the working party. The governors <b>asked</b> JL to locate and share the research with the Committee.		
38.2a	<i>AA to include an item in the Full Governing Body Meeting agenda on 1 July 2019, to determine the membership of the working party.</i>	AA	01/07/19
38.3a	<i>JL to locate and circulate the research conducted by an ex-governor at the school on the viability of a school nursery.</i>	JL	ASAP

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039	Premises Report	SBM
39.1	<u>Update on the proposed projects</u>	
39.2	The Headteacher and the SBM stated that they did not have any additional updates to provide on the proposed projects other than those shared at the previous Full Governing Body meeting.	
39.3	The Headteacher stated that the school's proposal to refurbish the boys' toilets has encountered an issue as the rear wall between the disabled toilet a different depth compared to the rest of the toilet. The school's Buildings Consultant will now review the proposal and go out to tender again.	
39.4	<u>Discussion regarding the classroom temperature</u>	
39.5	The Headteacher explained that as different parts of the school were created at different times, the insulation and plumbing can cause fluctuations in classroom temperatures, where they get warm very quickly, struggle to get warm, and / or lose heat very quickly.	
39.6	In <b>response to a question</b> from the governors regarding whether the hot weather poses any teaching issues, the AHTs stated that the largest issue was caused by the old boilers, which were not effective at warming up the classrooms during winter. The Headteacher and the SBM stated that the school's boilers were coming to the end of their serviceable life.	
39.7	<u>Update on three level security at the entrance</u>	
39.8	The Headteacher explained that the school had installed the wooden fence to restrict access to the playground. The school is now exploring the option of installing a remotely locked entrance to enter the school playground.	
040	Pupil Premium and Sports Funding Report	SBM
40.1	<u>Pupil Premium Report</u>	
40.2	The SBM informed the governors that Pupil Premium ('PP') is additional funding received by the school to improve the attainment of disadvantaged pupils. The school has to create a report on an annual basis to demonstrate how effectively it has spent the money. However, as the funding is received by the school on the basis of the financial year, the spending is calculated on the basis of the school year. Therefore, the draft report figures will be analysed and updated properly at the end of the summer term.	
40.3	TJ stated that he would be attending a meeting of the Chairs of Primary Schools organised by the London Borough of Camden to discuss Pupil Premium funding.	



40.4	<u>Sports Funding Report</u>		
40.5	The SBM informed the governors that the Sports Funding is a new stream of funding created by the Department for Education to make additional and sustainable improvements to the quality of physical education, physical activity and sports the school offers.		
40.6	The school has used the majority of the funding to provide pupils with many more sports events and making links with St Luke's Church of England Primary School and St Christopher's Public School. These events allow the classes which are not eligible to enter into the Camden Schools Sports Association ('CSSA'). The AHT explained that the entry into the CSSA events is not guaranteed with membership, but rather awarded based on first come first served basis. The governors thanked the AHT for her diligence in ensuring that the school was successful in entering so many CSSA events in 2018-19. The SBM stated that there were £134 left from the Sports Funding Report.		
<b>041</b>	<b>Parents Survey Results and Report</b>	<b>Headteacher</b>	
41.1	The AHT presented the headlines from the Parents Survey. The AHT stated that 100% of the parents felt that their children feel safe at the school, well looked after and that the school is well led and managed. 100% of the parents would recommend the school to another parent.		
41.2	In <b>response to a question</b> from the governors regarding using the survey results, the AHT and TJ agreed to use the results to update the governing body's profile at the school. The Headteacher also stated that he would supply a short update at the Full Governing Body once all the results are in.		
41.2a	<i>The Headteacher to supply a short update at regarding the Parents Survey Results at the Full Governing Body meeting.</i>	<i>HT</i>	<i>01/07/19</i>
<b>042</b>	<b>Policies for review and approval</b>	<b>Headteacher, SBM</b>	
42.1	There were three policies brought to the Committee for approval, (1) the Data Protection Policy, (2) the Freedom of Information Policy, and (3) the Whistle-blowing Policy.		
42.2	<u>Data Protection Policy</u>		
42.3	The Committee <b>unanimously approved</b> the Data Protection Policy and forwarded it to the Full Governing Body for ratification.		



42.4	<u>Freedom of Information Policy</u>		
42.5	The Committee <b>unanimously approved</b> the Policy and forwarded it to the Full Governing Body for ratification.		
42.6	In <b>response to a question</b> from the governors regarding whether the school had received any freedom of information requests under the Policy, the Headteacher and SBM stated that no requests had been received since last review.		
42.7	<u>Whistle-Blowing Policy</u>		
42.8	The Committee <b>unanimously approved</b> the Policy and forwarded them to the Full Governing Body for ratification.		
42.3 42.5 42.8	<i>The governors approved and forwarded (1) Data Protection Policy, (2) the Freedom of Information Policy, and (3) the Whistle-Blowing Policy to the Full Governing Body for ratification.</i>	AA	18/03/19
<b>043</b>	<b>Outcomes from the partnership with St Luke's Church of England Primary School</b>	<b>All members</b>	
43.1	The Headteacher highlighted that the two schools had benefitted from scales of economy when purchasing white boards. The Headteacher also stated that the school continued to make efficiencies in staff time and costs.		
<b>044</b>	<b>Reporting of any training courses undertaken by governors</b>	<b>All members</b>	
44.1	The governors did not report any specific training undertaken.		
<b>045</b>	<b>Any other business for consideration</b>	<b>All members</b>	
45.1	<u>Staff Survey</u>		
45.2	The Headteacher explained that Camden had released a staff well-being survey, which he will be asking the entire staff to complete and share the results with the governors at the Full Governing Body meeting.		
45.3	<u>Library update</u>		
45.4	The AHT explained that the school is focusing its resources on the SATs during Summer Term, but will shift its focus back on to the library once the SATs have been completed. The school has been exploring whether to utilise the Learning Zone as an extension of the Library or to use it as a separate space for other events.		





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45.5	<u>European Elections</u>		
45.6	In <b>response to a question</b> from the governors, the Headteacher stated that the school would not be used as a polling station for the European Elections.		
45.7	<u>Reflection on the success of decisions taken</u>		
45.8	TJ asked whether the Governing Body needs to consider the impact resulting from the decisions taken by it. The governors held a discussion around the topic and felt that it would be important to analyse the impact arising from decisions with a strategic consequences for the school.		
<b>046</b>	<b>Self-reflection and impact</b>	<b>All members</b>	
46.1	The governors felt that the discussion and approval of the School's Budget was an extremely important in ensuring the continued success of the school.		
46.2	The governors also reflected that the surveys should be brought to the Curriculum, Progress & Outcomes Committee in the future. AA <b>stated</b> that he would update the Governing Body Year Planner to facilitate this change.		
46.3	The governors, the Headteacher and the SBM thanked the Chair for his scrutiny of the school budget in advance of the meeting, which facilitates a better discussion and ensures that the school is held accountable.		
46.2	<i>AA to update the Governing Body Year Planner so that Parents, Pupils and Staff Survey results are brought to the Curriculum, Progress &amp; Outcomes Committee.</i>	AA	ASAP
<b>047</b>	<b>Items for the next agendas of upcoming meetings</b>	<b>All members</b>	
	<u>Curriculum, Progress &amp; Outcomes Committee Meeting (20 May 2019)</u> <ul style="list-style-type: none"> <li>• Spring Term – Pupil Progress Data</li> <li>• Review of Staffing Structure (Quality of Teaching &amp; Learning)</li> <li>• Set Academic Targets</li> <li>• Attendance and Exclusions Data</li> <li>• Educational Visits Policy</li> <li>• External Visitors Policy</li> <li>• Review of partnership with St Luke's</li> <li>• Training Courses attended by Governors</li> <li>• Self-Reflection</li> </ul>		

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	<p><u>Full Governing Body Meeting (1 July 2019)</u></p> <ul style="list-style-type: none"> <li>• Approve Year Planner 2019-20</li> <li>• Approve Staffing Structure 2019-20</li> <li>• Approve Academic Targets</li> <li>• Finance Report</li> <li>• Set Attendance Targets</li> <li>• Headteacher's Report</li> <li>• Ratify approved policies from the Committees</li> <li>• Review of the Partnership with St Luke's</li> <li>• Training courses attended by the governors</li> <li>• Self-reflection</li> </ul>	
<b>048</b>	<b>The Governing Body's Meeting dates for 2018-19</b>	<b>For information</b>
	<p>The meeting dates for the next academic year are (listed chronologically and divided by terms):</p> <p>(3) Summer Term</p> <p style="padding-left: 40px;">(b) CPO Committee Meeting – <b>20 May 2019 at 5:30pm</b></p> <p style="padding-left: 40px;">(c) Full Governing Body Meeting – <b>1 July 2019 at 6:00pm</b></p>	

*The meeting finished at 7:30pm.*

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

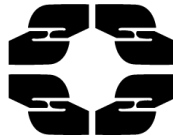
**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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