



Membership [* not present]	Initials	Governor Category		Term of Office
<b>Robert Nesbitt Chair</b>	RN	Parent Governor	Art, D&T, Computer D&T	30/04/20
Tim Jervis	TJ	Parent Governor	Safeguarding, Maths, committing, website, E safety, Science, Environmental concerns	30/04/20
Ammar Ahmed	AA	Foundation LDBS	SEND, Inclusion, Policies, Website	13/01/23
Jenny Lupa	JL	Hampstead PCC	EYFS, PTA, Health and Safety, Property	08/01/21
Nikola Novčić	NN	Foundation LDBS		30/06/23
Allan McLean	EHT	Executive Headteacher	Whole School Improvement	Ex-Officio
Advisors/Others				
Monwara Sikder	SBM		School Business Manager	N/A
Lyn Stanton	Clerk		Clerk to the Governors	N/A
Emma Inglis	DHT	Deputy HT		

Action list this meeting		
4.1	HT to ensure that swimming attainment is included on the website-carried over	EHT
5.1.3	3-year budget next meeting agenda	Clerk/SBM/EHT
7.1	Boiler update March FGB agenda	Clerk/SBM
7.4	LED Lighting FGB approval required	Clerk/SBM
7.6	Health and safety walk-about by link Governor- to be scheduled and reported next meeting	JL/EHT
9.2	3 year staff sickness trend for comparison	EHT
10.4	Policies- <ul style="list-style-type: none"> <li>▪ NQT Induction Policy; carried over</li> <li>▪ Complaints- Clerk to source best practice LDBS template /FGB agenda</li> </ul>	Clerk Clerk

## Part 1

<p><b>1. Opening Prayer</b> The meeting was opened in prayer.</p>
<p><b>2. Welcome and introductions</b></p> <p>2.1. <u>Apologies for absence</u>- No apologies had been received and it was noted that AA was not present at the start of the meeting but was expected to join.</p> <p>2.2. <u>Declarations of Interests</u> There were no declarations of interest made against items on this agenda, nor revisions to the register.</p> <p>Governors were working towards becoming paper free at each meeting and were thanked for their support towards this environmental objective.</p>



### 3. Election of Vice Chair

#### 3.1. Succession planning for 2020/21 (carried over from last meeting)

NN was proposed and agreed as Vice Chair unanimously.

**Resolved NN agreed as Vice Chair to the Autumn committee meeting**

### 4. Approval of the minutes from the previous Committee meeting, held on **Tuesday, 29 October 2019** The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.

#### 4.1. Actions arising (not covered on this agenda)

	<i>Action list last meeting</i>	
3.0	<i>Clerk to confirm committee membership regarding JL</i>	<i>Resolved</i>
5.2	<i>Committee Chair Succession planning</i>	<i>On agenda</i>
6.0	<i>Skills audit- carried over to the FGB, on going to be followed up at the FGB.</i> Circulated- on-going FGB action	<i>On going FGB action</i>
6.0	<i>Clerk to update stakeholder survey reporting in the ToR and annual planner</i>	<i>Completed</i>
7.2	<i>HT to ensure that swimming attainment is included on the website.</i> The EHT would ensure that this would be updated together with the school's Sports premium update.	<i>EHT</i>
8.3	<i>Action to source quotes for boiler replacement including via LDBS</i> <i>Action to ask for a catering survey from Caterlink regarding equipment to be replaced</i>	<i>On agenda</i> <i>On agenda</i>
11.0	<i>Policies recommended to the FGB- Pay, Health and Safety, and STPRB Pay uplift 2.75%</i>	<i>Resolved</i>
11.3	<i>SBM and RN to draft the new SFVS</i>	<i>On agenda</i>
13.0	<i>FGB quorate for Budget approval required- 28 April 20 Resources.</i>	<i>Agenda item</i> <i>March FGB</i>

### 5. Finance

#### 5.1. Budget Monitoring Report (3<sup>rd</sup> Qtr) The SBM reported. The monitoring report had been circulated prior to the meeting.

**A £2,612.53 carry forward was forecast.**

##### 5.1.1. Staffing costs- Q A Governor ASKED for further detail regarding being over budget in staffing costs (by £44K)? The SBM explained that this was due to a combination of factors;

- Changes in staffing since budget-
  - 2 DHTs rather than 3 AHTs
  - 4 teachers recruited to payroll
  - 2 days KS1/EYFS support
  - a teacher in KS2 for 2 additional support days
  - a SENDCO for 1.5 days/wk.

In addition, the following had impacted-

- Pension grant £21,298
- Teachers pay grants for 0.75% pay increase of £7,538 and £3,490



Q The Governor ASKED for further information of teaching staff salaries and this was shared.

Q A Governor ASKED for confirmation regarding costs for Catering? The SBM explained that it was expected that costs out and in would balance out over the year; payments for school meals would bring in £17k.

5.1.2. Cost reduction considerations- Governors were concerned that the budget was extremely challenging.

It was confirmed by the SBM that a carryover of £44K had supported the **underlying in-year deficit**, however this was not sustainable next year, and options to reduce running costs were being considered.

The EHT explained that there were a number of small costs areas that may yet see some saving before year end, and the SBM was confident that there would not be a negative outturn for 2019/20.

Q A Governor CHALLENGED the expenditure figures- were there were any specific areas where costs could be further reviewed or reduced; could the PTA or Church be asked to support? The SBM suggested that subscriptions, ie Library, or Purple Mash website subscriptions for Curriculum could be supported- the PTA could possibly be approached to fund these key identified school resources,

The PTA had funded iPADS for Y5 (£9,595), afterschool club sheds and tarmac (£5,000) and disabled toilet renovation in reception (£9,243), painting and decorating (£6,210) and subsidy for the school Panto (£2,706) in addition to smaller supporting costs.

Governors were grateful they had such an active and generous PTA and school community, however moving towards requesting subsidy for curriculum annual running costs was not ideal, but may become necessary under the current circumstances.

5.1.3. Outlook- Governors consider the larger implications and outlook. The EHT advised that an indicative 3 year forecast based on this year (adding 1% income) would result in a **£100k in-year deficit if the current situation was replicated next year** with the loss of the bulge class by September 2021 expected to additionally impact.

Staffing was understood to be a major expense. Q A Governor CHALLENGED the school about the outlook with the loss of the bulge class expected- the loss of income in addition to the current situation was estimated to be a further loss of £45k overall.

The EHT explained that HPS unlike many other schools, currently supported a TA in every class and extra leadership capacity, however this was now no longer sustainable and difficult strategic decisions would need to be considered.

**Action Clerk 3-year budget next meeting agenda**

*AA joined the meeting at 6.00pm*

5.2. SEND Funding Update- The EHT noted that 2 support staff were funded with ECHP (reduced from 3 last year) and this reduction was reflected in the finances.

Governors were mindful that there was an unseen cost for those SEND pupils who were just below the threshold for an EHCP- their needs were required to be met and all schools received nominal funding of £15k as a lump sum in their budget to cover this need, which was insufficient.

It was understood that Camden was consulting on SEND provision.

## 6. **Extended Services focus**

### 6.1. Pupil Premium Involvement in the extended services offer (action from Dec FGB)-

The CoG explained that there was anecdotal evidence that some parents believed that the cost of clubs was putting parents off sending their pupils and equitable access was discussed;

The SBM explained that the school offered

- Enrichment clubs to 4.45pm- these were free to attend (football, netball) **maximum 2/week?**
- Breakfast and After school provision- this was classified as child-care and charged for. Currently there was no extra capacity.

6.2. 10% of the children were pupil premium (20 pupils) and fair access to child care for working parents was discussed. If a child was eligible for FSM at all during their time at the school, that pupil would be included under the Ever 6 criteria- currently the school's Pupil Premium Grant was £34k a year and this was used to support pupils to raise standards.

6.3. The Chair summarised- despite the wish to support working parents, costs and space were limited to be able to offer free child care, however it was suggested that some paid for clubs may have extra capacity which could be promoted and offered free to Pupil Premium pupils- this could be affordable using funds from the extended services account.

It was suggested that promotion of the free clubs could be included on the playground notice board.

## 7. **Premises Report**

7.1. Boiler replacement. Currently the heating in KS2 was not working (temperatures outside were 3 degrees, with class temperatures recorded to be 10 degrees). It was hoped that a replacement part would be sourced quickly and the 5 days delivery that had been quoted was being expediated as this was not ideal. Children and staff were reported to be coping well, fan heaters were being used although this had blown the electricity fuse on one occasion.

The SBM had spoken to the LDBS about the longer-term solution and it was suggested that an LCVAP application for two of the boilers would be approved.

Governors were concerned about the pastoral aspects of the temperature and short-term solutions were offered- boosting power early in the day before children were present was considered. If the part did not arrive a contingency plan to hire space heaters was thought prudent.

**Action Clerk Boiler update March FGB agenda**

7.2. Roof and guttering had been repaired, the costs of £8232 split with the Church. It was hoped that the bid would be granted to include roofing felt under the tiles, however this would only cover the school part of the shared roof and a Governor suggested that the whole food should be addressed at the same times.

7.3. Kitchen equipment- The SBM had spoken to Caterlink who had suggested cladding the walls and improved flooring. Camden catering services had suggested another contact to review and do a survey for a quote

7.4. Lighting- A surveyor had reviewed the lighting, the current bulbs are not the most energy efficient. It was unlikely that this would attract funding and therefore the cost for £30k would be a prudent use of the Extended services funding surplus. Q A Governor ASKED about decoration around light fittings? It was felt that this may also need to be addressed at the same time- use of LED lighting was expected to make a major impact for staff and pupils and works would take place over the summer.  
Q A Governor ASKED about environmental grants that might support the move to more energy efficient lighting? It was not felt that this was now available.

**APPROVED in principal subject to quotes**  
**Action Clerk FGB approval required**

7.5. Rose foundation- An application had been submitted towards a new hall floor (expected to part fund to the tune of £5 or £6k).

7.6. Health and Safety The Health and Safety Governor was planning to hold a Health and Safety walk-about and a date would be agreed- to be reported to the next meeting.  
**Action EHT/JL to schedule**

## 8. Outcomes from the partnership with St Luke's –

The EHT reported that the Academy was advertising for a Head of School recruitment, the appointment of which may possibly impact the staffing structure at HOS as the acting HoS was a DHT, seconded from HPS. The shared SENDCO across the partnership was working well.

## 9. Staffing Items

9.1. Appraisal feedback (Performance review and Development)- Governors noted that the staffing pay review meeting had been held prior to the previous meeting, no appeals had been received, and the EHT performance review had also been completed- no issues were raised about the process. All objectives were closely linked to the SDP priorities.

Support staff would have appraisals in the next few weeks.

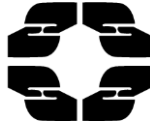
### 9.2. Staffing Attendance-

	Total days (rolling year)
Support staff	23
Teaching staff	24.5

Teacher absences were noted to relate to 6.5% which was seen to be very good and to be commended, a special leave policy was clear about expectations.

Q A Governor CHALLENGED the school leadership about this- for pastoral reasons there was concerns that sickness levels may be *too low* when in line with other schools and reflect pressure therefore, to ensure staff well-being Governors requested 3 year trend to review.

**Action EHT 3 year staff sickness trend for comparison**



10. **Policies** *Governors to raise any amendments or comments via Governor Hub please*

10.1. School Financial Value Standard (New SFVS form to be approved)-

The new form was reviewed and the SBM was thanked for populating. Governors noted that the new style form included statistics and benchmarking.

Governors interrogated the single red ragged item that related to admin costs, however this was understood to be an inaccurate comparison- the cost was spread and therefore the information regarding ragging in the SFVS was problematic. The Pupil teacher 'ratio' figure was **CHALLENGED** by a Governor. It transpired that this was also seen to be deceptive due to the secondment of the DHT to St Luke's school.

The benchmarking information would be used alongside the 3 year plan review.

10.2. NQT Policy (NEW Statutory requirement, to be recommended to the FGB)- the Clerk explained that this was a new policy that was introduced with the revised statutory policy list, and schools were waiting on their Boroughs and the LDBS to produce a model policy. Changes to NQT training from Sept 2021 would see a 2 year NQT training process which would impact on school employment costs.

**Action carried over**

10.3. School Credit Card Policy, some changes had been highlighted by Governors prior to the meeting and had been addressed

**APPROVED**

10.4. School Complaints (update to include Jan 2019 best practice)- not supplied to the meeting. The Clerk would source a model draft policy for adopting from the LDBS.

**Action Clerk to source template /FGB agenda**

11. **Next** Resources Committee Meeting (28 April 2020) *items to be considered, in addition to standing items*

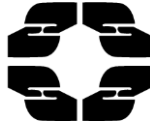
- **Budget Approval** (FGB quorate required- by 15 May 2020)
- Service Level Agreements
- Staffing structure/cost review
- 3 year budget outlook
- Health and safety -report from JL

12. **Any other business** *to be agreed with the Chair prior to the meeting- none raised*

13. **Self-reflection and impact** –

Governors noted that a strategic decision to spend the extended schools surplus on improved lighting would have a positive impact on well being for staff and pupils, a Vice Chair had been elected for succession planning and the committee had been made more robust with the re-addition of an experienced Governor (JL)

14. **Confidential items-** *to decide if any items to be deemed confidential from Part 1- none identified*



*EI left the meeting at 18.54 and Governors turned their attention to Part 2 business*

There being no further business Part 1 of the meeting closed at 18.54

Signed by the Chair.....Dated.....

Dates of next meetings	
<b>(8) Resources Committee</b>	<b>28 April 2020 (5:30pm)</b>

DRAFT