



Attendance

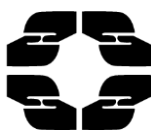
Name (*not present)	Initials	Category	Term of Office
Robert Nesbitt	RN	Parent Governor	30/04/20
Tim Jervis	TJ	Parent Governor	30/04/20
*Ammar Ahmed	AA	Foundation LDBS	13/01/23
*Jenny Lupa	JL	Hampstead Parochial Church Council	08/01/21
Nikola Novčić	NN	Foundation LDBS	30/06/23
Monica Marcou	MM	Staff Governor	30/06/23
Allan McLean	HT	Headteacher	Ex-Officio
Advisors/Others			
Monwara Sikder	SBM	School Business Manager	N/A
Emma Inglis	DHT	Deputy Headteacher	N/A
Lyn Stanton	Clerk	Clerk to the Governing Body	N/A

Action list this meeting		
3.0	Clerk to confirm committee membership regarding JL, as this was queried.	Clerk
5.2	Committee Chair Succession planning carried over	Clerk
6 [35.2a]	Skills audit- carried over to the FGB	Clerk/TJ/AA
6.0	Clerk to update stakeholder survey reporting in the ToR and annual planner	Clerk
7.2	HT to ensure that swimming attainment is included on the website	HT
8.3	Action HT/SBM to source quotes for boiler replacement including via LDBS Action HT/SBM to ask for a catering survey from Caterlink regarding equipment to be replaced	HT/SBM HT/SBM
11.0	Policies recommended to the FGB- Pay, Health and Safety, and STPRB Pay uplift 2.75%	Clerk
11.3	SBM and RN to draft the new SFVS	SBM/RN
13.0	FGB quorate for Budget approval required- 28 April 20 Resources.	Clerk -Agenda item March FGB

Part 1 – Public minutes

Item title and information
<p>1. Opening Prayer The meeting was opened in prayer.</p>
<p>2. Welcome and introductions The Clerk took the Chair, it being the first meeting of the year, welcomed all and started the meeting.</p>

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3. Apologies and the Committee's acceptance or rejection of any absences

Apologies had been received from AA prior to the meeting and these were ACCEPTED by those present. The Clerk suggested that it was best practice for apologies to always be copied to the Clerk to ensure quorate.

It was noted that JL and NN were not present at the start of the meeting but were expected to join.

Action Clerk to confirm committee membership regarding JL, as this was queried by a Governor.

4. Declaration of interests, pecuniary or otherwise, in relation to any item on this agenda –

There were no declarations made against items on this agenda, nor revisions to the register.

5. Election for

5.1. Chair of the Resources Committee for 2019-20

RN was nominated, there were no further nominations and RN was duly elected.

RN explained that his term of office as a parent Governor would become due on 30 April 20 and had expressed that he would not stand. Succession planning would be required.

Resolved- RN agreed as Committee Chair

5.2. Vice-Chair of the Resources Committee for 2019-20

The Clerk explained that this was not a statutory requirement. It was agreed not to hold an election for Vice Chair due to members not being present at this time.

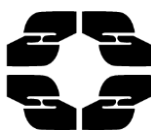
Action Committee Chair Succession planning carried over

NN was welcomed and joined the meeting at 5.40pm

6. Approval of the minutes from the previous Committee meeting, held on Tuesday, 30 April 2019, and any matters arising not on the agenda for the meeting.

The minutes were AGREED to be a true and accurate record of accounts and were signed in the meeting by the Chair.

35.2a	AA to circulate the Skills Audit to all governors in advance of the next Full Governing Body meeting. – TJ explained that he had met with AA regarding this- there was no legal expectation regarding content of the skills audit and a simplified yet functional skills audit was planned, which would be more effective and capture the whole picture- AA was due to send TJ a draft. Action Carried over to the FGB
35.3a	AA to add an item in the next Full Governing Body meeting discussing succession planning for the Resources Committee. Actioned under item 5
36.13a	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. Resolved
38.2a	Strategy Business case- AA to include an item in the Full Governing Body Meeting agenda on 1 July 2019, to determine the membership of the working party to consider (1) to admit another bulge class, (2) to open a nursery, (3) to use the additional space for curriculum enrichment.



Minutes

Hampstead Parochial Church of England Primary School
 Tuesday, 29 October 2019, 5.30pm

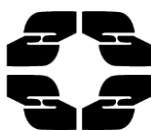
	<p>Resolved- at the FGB; Strategy Business case working group to comprise Chair, V Chair and MM A meeting would be held before Christmas, to consider longer term options, with conclusions reported in Spring (already actioned from the FGB).</p>
38.3a	<p><i>JL to locate and circulate the research conducted by an ex-governor at the school on the viability of a school nursery.</i></p> <p><u>Nursery-</u> It was noted that JL had led a working party specifically regarding a school nursery proposal, and documents had been shared with the Chair and Vice Chair and MM and would feed into the Strategy report.</p> <p><u>Reception Intake-</u> The SBM asked about the bulge class potential that had been suggested- it was explained that increasing the reception intake to 60 for 2021-22 would need urgent consideration due to the requirement to hold a consultation. Governors discussed options within the context of the current reducing pupil numbers that were being seen across the Borough. Q A Governor ASKED if it would be possible to offer 60 places, but should demand not be realised, to cap at 30 places? It was understood that if the Admission policy stated 60 places this may give rise to appeals, and furthermore it was felt unlikely that Camden would agree to expansion at the current time. Resolved- 30 pupil intake to remain as present.</p>
41.2a	<p><i>The Headteacher to supply a short update at regarding the Parents Survey Results at the Full Governing Body meeting.</i></p> <p>Resolved-To be discussed at the CPO, as actioned as the FGB</p>
42.-	<p><i>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></p> <p>Completed</p>
46.2	<p><i>AA to update the Governing Body Year Planner so that Parents, Pupils and Staff Survey results are brought to the Curriculum, Progress & Outcomes Committee.</i></p> <p>The Clerk explained that staffing currently came under the Resources remit in the Terms of Reference, and therefore staff survey results regarding well-being would need to be considered at party of the retention strategy. This would be noted in an update annual planner to be shared at the FGB.</p> <p>Action Clerk to update stakeholder survey reporting in the ToR and annual planner</p>

7. Finance

7.1. Budget Monitoring Report

The SBM reminded Governors about the Camden financial reporting format for the benefit of those present, this was a requirement for schools under their commitments for funding (Camden Scheme for Financing Schools).

‘CFR’ (Consistent Financial Reporting) codes were national and used for benchmarking, with schools working in line with the Financial tax year. The Chair was thanked for submitting questions in advance of the meeting allowing a detailed response.



- **The SBM explained that the forecasted carry forward at this point was estimated to be £9,484.95** including an additional £20K in respect of empty places in the bulge class- this would require close scrutiny for next year as was not felt to be sustainable.

In response to a QUESTION from a Governor, it was suggested that a carry forward of around £50k would be comfortable- it was confirmed any surplus would not be clawed back.

Q A Governor ASKED about teaching and support staffing costs? It was explained that staff changes had impacted on the budget (staffing structure had seen 2 DHTs changed from 3 AHTs, 4 permanent teachers had been recruited, and a part time SENDCO taken on, shared with St Luke's).

Currently there was a TA in each class (2 were agency staff).

Governors noted that staffing costs also included the St Luke's School Head of School who remained on the payroll as a HPS employee and was re-charged to HPS.

Q A Governor ASKED about the percentage of wages as a total of the whole budget? This was explained by the HT to be recorded at the budget setting and was recalled to be around 82-83% of total income.

It was explained that the formal notification of the pay rise this year was delayed, however the (Union negotiated) School Teacher Pay Review Body (STPRB) recommendation was for 2.75%. Pay rises would be backdated to 1st September 2019 and the school had budgeted for a 2%, with a DfE grant awarded to cover 0.75%.

MM left the meeting at 18.00

Q A Governor ASKED about the longer term Financial outlook? Governors noted that the budget next year would be tight, and it was prudent to review salaries and staffing prior to next year to ensure sustainability.

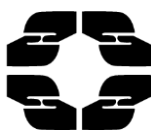
In response to a QUESTION from a Governor about sickness insurance relating to codes E10 insurance, E11 support staff absences- this was confirmed to not be required by HPS- staff sickness was low at the school, and the SBM confirmed that she set aside funds annually (£2K) to cover absence.

7.2. Extended Services Account Report

Income from school clubs was noted to be £87,418, a profit of £30,569 was noted.

- School meals were discussed. Caterlink charged for each meal, income from the DfE funded meals for Reception to Y3 pupils, expenditure was noted to be slightly higher than income.
- The School journey reconciliation was shared, it was noted that the extended services account covered the small shortfall, however costs for the residential trips would be increased to ensure this balanced out in future.

The extended services account was audited annually. Q A Governor ASKED about the balance in the extended services account. This was thought to be in the region of £309k.



Q A Governor noted that it would be helpful for complete transparency to share with parents that extended schools funding and clubs helped support the additional school building costs.

7.3. Pupil Premium & Sports Funding Update

The expenditure and impact report for Pupil Premium (PP) funding had been approved at the previous meeting. Governors reviewed the Sports funding report.

Sports coaching was funded giving pupils access to high quality sports, including cross school events.

It was noted that swimming attainment was a new requirement to be included on the Sports funding report and would be included.

Action HT to ensure swimming attainment was included on the website

Governors thanked the SBM for the business report that was detailed and helpful

8. **Premises Report**

8.1. General Update (including toilets refurbishment)

Governors reviewed works that had taken place over the summer holiday- the toilet renovations in the infants had taken place (total costs noted to be £84,658). Governors discussed this expense which had seemed high, and was partially funded through £36k LCVAP, and devolved capital accumulated of £30k. Governors contributed £36,600 from the maintenance scheme.

In addition-

- Gutter clearance £920
- Boiler repair (KS1) £879
- KS2 boys toilets leak £502
- Minor repairs (various) £ 1,568

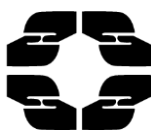
The HT explained that the disabled toilet was in need of refurbishment and a parent had offered to look at costs and would bid, that may be of interest.

8.2. Condition survey

Governors reviewed and noted that priorities had changed since the last survey had taken place;

- House roof- A full renewal of the tiled roof/valley was estimated to be £165k and would be included for the LCVAP bid this year. Meanwhile £7485 of necessary remedial work would take place which would be divided equally with the Church.
- Window replacement was also noted to former school house (£52,800) which would need to be in a heritage style as the school was in a conservation area.
- Other roof repairs around the site noted to be £32340
- Other building repair works £19800
- Lighting Improvements were considered as a health and safety issue and included £13K of emergency lighting and £66K to improve LED lux levels.

The School hall floor would be dealt with separately and a bid would be submitted to the Rose foundation in March.



8.3. Classroom Heating (feedback from Staff exit interviews action)

It was noted that heating had not been included in the priority list as noted in the condition survey priority list from the LDBS- yet had been raised as an area of concern for staff members and was therefore a staff well-being issue of concern to Governors that needed to be addressed.

Boilers were understood to be 10 years old, and were coming towards the end of their useful life. The HT explained that the heating issues was complex, some logistical work to better understand about heat flows and use of doors and windows could be addressed. Q A Governor suggested that perhaps improvements could also be identified to the insulation during roof works that would have a positive impact on heating issues.

Use of the extended services fund was discussed to address priority areas. Governors AGREED in principle (subject to FGB final purchase approval) to look at spending £150k of the extended schools fund to address the issues, to start with sourcing approximate boiler replacement costs and revert. The SBM also noted that some items of kitchen equipment required replacement.

Action HT/SBM to source quotes for boiler replacement including via LDBS

Action HT/SBM to ask for a catering survey from Caterlink regarding equipment to be replaced

9. **Outcomes from the partnership with St Luke's**

It was reported that the shared SENCO appointment was working well across both the schools.

10. **Staffing**

Staff Survey plans (to inform well-being) This was noted to have taken place for the Ofsted inspection and the feedback was positive- the next survey was scheduled for July.

Staff Induction procedures (action from staff exit interviews)- It was noted that following feedback, plans for procedures in the school office were being actioned. Fortnightly team meetings to share and resolve issues had been introduced and were working well.

EI (DHT) left the meeting 18.55

11. **Policies**

11.1. Pay Policy – not yet available from Camden, however Governors noted that the only changes were expected to be the inclusion of the new pay scales and this was APPROVED subject to the final notification.

Recommended to FGB

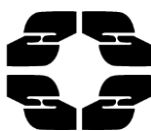
11.2. Health & Safety Policy – updated AHT references to DHT

Recommended to FGB

11.3. School Financial Value Standards (New SFVS form to be reviewed)

Governors noted the new requirement for the SFVS, and a draft would be updated by SBM with RN to approve by email.

Action SBM and RN to draft SFVS



11.4.	<u>Pay uplift</u> (recommendation from the STPRB- 2.75% APPROVED to all points on the scale subject to receipt of the notification from Camden. Recommended to FGB
12.	Next committee meeting items to be considered Resources Committee Meeting (28 January 2020) <ul style="list-style-type: none"> ▪ Budget Monitoring Report ▪ Proposed Building Works ▪ Staff Attendance ▪ Staff ▪ Parent Survey ▪ Self-Reflection ▪ Annual Conditions Survey ▪ Health & Safety Inspection Report
13.	Dates of resources committee The committee reviewed the date of the next meetings and the requirement to ensure the budget had received FGB approval prior to submission to Camden by 15 May 2020. It was decided that a quorate would be requested at the 16 March FGB to ensure the 28 April 2020 Resources committee could approve. Action Clerk FGB quorate for 28 April 20 Resources agenda item March FGB
14.	Any other business – no business was raised under this item.
15.	Self-reflection and impact – Improvements to the scheduling of the budget meeting and impact from productive use of the extended school fund as a priority to aid teacher comfort and well-being was noted.
16.	Confidential items- <i>to decide if any items to be deemed confidential from Part 1- none noted</i>

Part 1 of the meeting closed at 19.05, and business moved to Part 2 items.

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

Dates of next meetings	
(3) Curriculum, Progress & Outcomes Committee	11 November 2019 (5:30pm)
(4) Full Governing Body	02 December 2019 (6:00pm)
<i>Spring Term (06 January 2020 – 03 April 2020)</i>	
(5) Resources Committee	28 January 2020 (5:30pm)

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HAMPSTEAD PAROCHIAL
Church of England Primary School



Minutes
Hampstead Parochial Church of England Primary School
Tuesday, 29 October 2019, 5.30pm

(6) Curriculum, Progress & Outcomes Committee	04 February 2020 (5:30pm)
<i>Half Term (17 February 2020 – 23 February 2020)</i>	
(7) Full Governing Body	16 March 2020 (6:00pm)
<i>Summer Term (20 April 2019 – 21 July 2020)</i>	
(8) Resources Committee	28 April 2020 (5:30pm)
(9) Curriculum, Progress & Outcomes Committee	18 May 2020 (5:30pm)
<i>Half Term (25 May 2020 – 31 May 2020)</i>	
(10) Full Governing Body	07 July 2020 (6:00pm)

DRAFT

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