



Resources Committee Meeting

Tuesday 4 May 2021 at 5.30pm

Held via Zoom

Governors		
Nikola Novčić ('NN')	Foundation Governor LBDS	30 June 2023
Committee Chair		
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2024
Chair of Governors		
Evelina Hinovska-Barbier ('EHB')	Parent Governor (Elected)	30 April 2024
Co Vice Chair		
Ammar Ahmed ('AA')	Foundation Governor LBDS	13 Jan 2023
Co Vice Chair		
Allan McLean ('EHT')	Executive Headteacher	Ex Officio
In attendance/invited		
Sarah Cheriton-Jones	Foundation Governor PCC St John At Hampstead Church	21 Feb 2025
Emma Ingles	DHT	
Monwara Sikder ('SBM')	School Business Manager	
Lyn Stanton ('Clerk')	Governance professional	

Actions this meeting		
2.1	Gift Aid-The EHT would ask the SBM to follow up. Carried over	EHT/SBM
3.1	2021-22 budget recommended to the FGB for approval	Clerk/SBM
3.3	Bulge class loss-cost impact report requested	SBM
5.2	SBM Circulate toilet refurbishment quotes for approval at FGB	SBM
7.0	Policies- Statement of procedures for dealing with allegations of abuse against staff	EHT
8.1	Capitation letter reminder- summer term, Carried over	EHT/CoG

1. Welcome and Opening Prayer

- 1.1. Attendance and apologies for absence- It was noted that the EHT was likely to be late but was expected to join. SCJ had been invited to the meeting in attendance and had indicated that she would be joining later.
- 1.2. Declarations of interest, pecuniary or otherwise for this agenda. There were no declarations made against items on this agenda.

2. Approval of the minutes from the previous Committee meeting.

The Committee Chair summarised what had occurred, and the meeting held 11 Feb 21 minutes were AGREED to be a true and accurate record of accounts and would be signed at the next physical meeting.

2.1. Any matters arising not on the agenda for the meeting

Actions this meeting

4.2.2	SBM Circulate toilet refurbishment quotes for approval. A summary table of quotes had been shared at the January FGB, delegated to the Resources committee to review in further detail. The Clerk noted that this would required FGB level agreement and the SBM would circulate. Action SBM	SBM
7.0	Recommended Policies for approval at FGB - Accessibility Plan/ Data Protection/ First Aid Data protection and retainment- Loom and teaching videos; legal ownership position-	Completed

	AA reported that, with a few caveats, the employer holds ownership of any work undertaken by the employee and directed Governors to this article for further information- https://www.russell-cooke.co.uk/insight/briefings/2020/intellectual-property-rights-in-the-course-of-employment-who-owns-what/	
8.0	Admissions ranking- SBM to facilitate	Completed
Part 2		
10.3	Gift Aid-The EHT would ask the SBM to follow up. Carried over Capitation letter reminder- summer term, Carried over	EHT/SBM EHT/CoG

EHB joined the meeting at 17.40

3. Finance – the SBM reported

3.1. Final Budget outturn 2020-21- the Q4 end of year report was shared on screen and Governors were pleased to note an end of year carry forward £43,284, higher than previous years due to Covid restrictions on usual spend (trips etc).

Key points income variances

- Teacher pay and pensions grant of £29.5k
- Extended services transfer due to works
- Covid costs, an additional £575
- Catch up fund - £10,880 funding 2 terms for a catch up teacher.

Q A Governor ASKED if this additional capacity was subsidised? The SBM confirmed that Covid catch up would amount to a total of £18k, the post was a 4 days FTE, shared with St Lukes, and the unfunded spend was an additional £2-3k. Q Another Governor ASKED if this extra capacity could be repeated as there would be an expected saving in the EHT cost? The SBM noted that the contract was for one year and linked to the catch-up grant.

Total additional income to that budgeted- £71k

Expenditure variances

- Teaching salaries overspent by £80k (offset by DHT secondment income)
- Agency savings
- Support staff offset by agency supply costs
- Recruitment costs for catch up teacher were noted to be high. Q In response to a CHALLENGE about recruitment spend, it was explained that the £4k was due to the need for high quality, last minute recruitment. The Clerk noted that the DfE had started a teaching vacancy scheme to bypass this cost for schools.
- Electricity a little higher.
- Capitation fee had been paid in April through main school account, then transferred to the Extended.
- School meals savings
- Saved £14k in learning resources.
- Extended services only transferred £30k not £50k

Outturn 2020-21 -Carry forward £43,284

The EHT joined the meeting at 17.50

3.1.1. Q A Governor CHALLENGED the Thames Water charges that had seen an increase recently? The SBM explained that the old meter was read biannually, found to be damaged and replaced, the company claimed the new costs (increased by 40%) were more usual for a school of their size as previously the school had been undercharged. £8-10k annually. Q The SBM was requested to benchmark this claim with other similar schools. A water survey could be purchased to check if there was a discrepancy. Action SBM to benchmark water charges

3.1.2. Q Another Governor ASKED about the ICT budget which had remained flat. Given the investment in a lot of online learning and hardware was it anticipated that maintenance costs would increase from the new

equipment that may need servicing in case pupils have to school from home again? The EHT noted that the equipment iWB and iPads were all new, and the SLA included updates and maintenance, the planning cycle allowed £6-7k included in budget each year.

3.2. **Budget planning 2021-22 requires RECOMMENDATION to the FGB**

A balanced budget was proposed

Income-Slight increase in income seen (£69k increase, 0.05%) including all additional grants.

Q A Governor ASKED about trends- is the budget increase for 2021-2022 of ca. £69k over our 2020-2021 budget an expected increase vs. previous budget years (I ask because I cannot see the historical changes of budget for 2019-2020 vs. 2020-2021 – are our budget increases steady, being reduced or becoming more generous)? The SBM explained that last year had seen a 0.04% increase (of £48K).

Other income-

- £7760 Covid catch up, £1035 Covid costs grant
- SEN funding due to reduce (one EHCP)
- Planning renovations to KS2 girls toilets and disabled (£32k total, will transfer £50k total from the extended services account this year

3.2.1. Teaching salaries, were discussed- some vacancies to recruit to and change of EHT was likely to result in positive movement. Q A Governor ASKED about the costs for the bulge class? The SBM explained that the funding lagged Sept to March when initially set up, and now would see the delay to conclusion, the drop in income difference would be seen in the 2022-23 budget cycle. A contingency of £12,358 had been included to balance the budget which had been supported by the carry over, the EHT pointing out that the carry over hid an underlying in year £30k deficit, and whilst this was sustainable short term, longer term would require careful consideration. The SBM noted that sharing TAs may be expected. The quality of the TAs was such that many went on to teacher training.

Governors thanked the SBM for the robust and detailed report, and were pleased to RECOMMEND this budget to the FGB

3.3. 3 year outlook- strategic overlook (not supplied in detail)

3.3.1. Q A Governor ASKED about the extended services account balance at the moment? It was noted that there was a large buffer- currently £210k balance in the account.

3.3.2. Q Cell E207 - are we budgeting to have an influx of £45k from next year via after school activities and extended services income? It feels close to our pre-covid budget so it would be good to understand if we are confident we will have a full bounce back to pre-covid utilisation? Can we have a discussion as to when and how we should try to open up the school ground for renting again to replenish lost revenue streams due to COVID (we might cover this in the last bullet point in the section above)?

The EHT noted that this would be dependant on the road map and further opening up planning from the Government. The bulge class amounted to a loss of £90k (pupils reducing from 210 from 240), Teacher costs of £50k and £20k TA, the SBM noted that the class was a net negative when it went through the school.

Action SBM/A cost analysis of the impact was requested.

4. **School uniform-**

4.1. Governors reviewed the costs incurred by parents. The Clerk explaining that this was required due to the new bill about affordability, guidance expected for September for schools to be 'cost effective' in their approach ie offer alternative suppliers or through a supermarket. The EHT noted that a review had not been held for some time.

Governors noted the requirements currently in place-

- Only tops (jumpers, cardigans) were branded. The Clerk noted that alternative suppliers may be required.
- Polo shirts in white or blue easy were to find from M&S or supermarkets.
- A second-hand shop was available, however there was low take up of items, no issues with affordability had been highlighted.

- PE items did not need to be branded and black shoes including trainers were allowed.

The expense and ease of wear was felt to be affordable and practical. Whilst some schools would go for a more formal blazer approach, parent Governors present felt that the balance was just right- items easy to find, jogging bottoms for PE days, sweatshirt cardigans comfortable and smart, and suitable for the increasingly active ways of getting to school.

5. Premises Report

5.1. Total spend for 2020-21 had been detailed at the last meeting, £101,560.26, made up of funds from the delegated budget (received from the extended services account) £58,817.35, PTA contribution £20,365.63, and £22,377.28 from the Extended services account.

5.2. The quote for £32,746 for toilets for summer works would be circulated for approval.

Action Toilet quotes to be circulated for approval

6. Staffing

6.1. The staffing situation was currently being settled, resignations by the end of May for teaching staff. The EHT was moving on and thanked all for their time in order to facilitate the exciting next stage for the school. Staff had been pleased to meet Laura, and a few months of handover would be helpful.

A meet the new EHT event may be needed, perhaps in July, and it was suggested that a route to support parents through the change be made explicit. Governor visibility or a zoom were possibilities to address. Promoting regular bits of the message weekly in the newsletter may be appropriate.

The DHT added that change was always ongoing, exciting opportunity, and she had learnt a lot from Allan.

6.2. Three teachers would be leaving, two moving overseas, adverts out at the moment, two will be recruited as a natural way to address the bulge reduction for the class teacher required.

7. Policies *Governors to raise any amendments or comments via the GovernorHub prior to the meeting*

7.1. Statement of procedures for dealing with allegations of abuse against staff' policy – emergency review of procedures for sexual/physical abuse allegations. **Carried over.**

8. Any other business – internal audit 7 May 21, report to the FGB.

8.1. Capitation /Governors account, Funds currently held in the Extended services account, to be transferred when opened.

Action SCJ, SBM

9. Confidential items- *to decide if any items to be deemed confidential from Part 1, none noted*

There being no further business the meeting moved to Part 3 (no part 2) at 19.30

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

Dates of upcoming meetings	
Monday, 10 May 2021 6:00pm	FULL GOVERNING BODY (Budget approval)
Monday, 7 June 2021 5:30pm	C.P.O. COMMITTEE
Monday 19 July 2021 6:00pm	FULL GOVERNING BODY