**AGENDA**

Updated 21/1/2019 to include NN

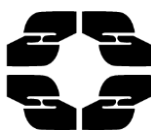
Hampstead Parochial Church of England Primary School
Tuesday, 29 October 2019, 5.30pm

Invitees

Name	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
Allan McLean	HT	Headteacher	Ex-Officio
Advisors/Others			
Monwara Sikder	SBM	School Business Manager	N/A
Emma			
Lyn Stanton	Clerk	Clerk to the Governing Body	N/A

Part 1 – Public minutes

Item title and information
1. Opening Prayer – The meeting was opened in prayer.
2. Welcome and introductions – the Clerk started the meeting and welcomed NN, it being his first Resources Committee meeting.
3. Apologies and the Committee’s acceptance or rejection of any absences Apologies had been received from AA and these were ACCEPTED by those present. The Clerk suggested that it was great 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. Action Clerk to confirm committee membership regarding JL, as this was queried.
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. <u>Chair of the Resources Committee for 2019-20</u> 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 he had expressed that he would not stand. Succession planning would be required. 5.2. <u>Vice-Chair of the Resources Committee for 2019-20</u>

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

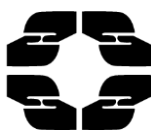
Action carried over

NN 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. A simplified skills audit was planned to capture the whole picture- AA was due to send TJ a draft. Carried over to 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	AA to include an item in the Full Governing Body Meeting agenda on 1 July 2019, to determine the membership of the working party. Resolved- FGB, Chair VC and a member of SLT TBC
38.3a	JL to locate and circulate the research conducted by an ex-governor at the school on the viability of a school nursery. Jenny- working party, documents were shared with the Chair and Vice Chair and MM. Before Christmas, report in Spring. The SBM asked about the buldge class potential, it was explained that this would need to be completed with the next few weeks. Q A Governor ASKED about numbers, could three admissions move too 60 they intake be 30, this was explained that it would give rise to appeals. It was not felt that Camden would agree to expansion. Resolved- 30 pupil intake to remain as present.
41.2a	The Headteacher to supply a short update at regarding the Parents Survey Results at the Full Governing Body meeting. Resolved-To be discussed at the CPO
42.3 42.5 42.8	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. Completed
46.2	AA to update the Governing Body Year Planner so that Parents, Pupils and Staff Survey results are brought to the Curriculum, Progress & Outcomes Committee. The Clerk explained that staffing was currently under the Resources remit and therefore staff survey results regarding well being would need to be

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considered at party of the retention strategy. This would be remembered in an update annual planner to be shared at the FGB.

Action Clerk to update stakeholder surveys in the ToR

7. Finance**7.1. Budget Monitoring Report –**

7.1.1. 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.

7.1.2. The SBM explained that the forecasted carry forward this year was estimated to be £9,484.95, however this did not reflect the fact that last year the carry forward had been £44k and therefore there was an underlying in year deficit.

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

7.1.4. Q A **Governor** ASKED about teaching and support staffing? It was explained that the, 203 and to 2 dht, recruited four teachers, SENCO- 1.5 days a week and support staff changes. TA in each class, compared to sharing in previous years. Following review, income for HoS was offset leading to an Overspend for salary of £2,500.

MM left the meeting at 18.00

7.1.5. Q A Governor ASKED about the longer term Financial outlook? Governors noted that the budget next year would be tight, and it was be prudent to review salaries and staffing prior to next year. Rethink for Sept 2020 to ensure staffing structure was sustainable. The HT explained that there was flexibility built in with one year contracts. Q A Governor ASKED about pay increases? Backdated to Sept. Grant to cover 0.75%, budget planned for 2%.

7.2. Extended Services Account Report

7.2.1. -£52k budgeted, transferred £40k waiting to see balance. Q A Governor ASKED about the % of wages-this was recorded at the budget setting and was revealed to be 82-83% of budget.

7.2.2. School meals are discussed. Caterlink charged for each meal, income from the DfE reception to Y3. Money in budget for FSM. Payments for paid children. Q A Governor ASKED about the balance in the extended services account. This was thought to be £309k. Profit from clubs was £30k seen as the extended services outturn. Governor's thanked the SBM for the report that was detailed and helpful.

7.2.3. E10 insurance, E11 support staff absences- this was explained not to be required, sickness was low at the school, and the SBM set aside funds to cover absences.

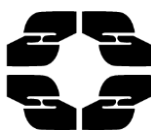
7.3. Q A Governor noted that it would be helpful for parents to understand about how the club funding helped into the extended services, and to share with parents that the money goes toward the wear and tear of the building.

7.4. Pupil Premium & Sports Funding Update –

7.4.1. PP explained to be extra funding for disadvantaged pupils that had been on FSM in

7.4.2. swimming attainment to be reported on the sports report.

7.4.3. School journey reconciliation were shared, the extended services account covered shortfall. The account was audited annually

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- 8.1. General Update (including toilets refurbishment) – summer holiday was shared.
- 8.1.1. £84,658 – Governor discussed this expense which had seemed high – a bid through the diocese, £36k LCVAP, devolved capital accumulated £30k, schools building consultant contracted to look at bids.
- 8.1.2. The HT explained that a parent was looking at the disabled toilet and would bid, this would be of interest.
- 8.1.3. Priority list after condition survey- Governors reviewed and noted that priorities had changed and the leaking roof was now a priority-£165k. A quote for £7485 remedial work and guttering, the church had paid half. The same guttering could be used if the roof was refurbished. The roof and windows £52,800 would need to be in a heritage style as the school was in a conservation area.
- 8.1.4. Changes to LCVAP funding was noted, funding coming direct to the diocese.
- 8.2. Use of the extended services funding was discussed- lighting Improvements was considered. The heating was raised as an area of concern for staff members. Boilers were 10 years old, towards the end of their useful life. The HT explained that the issues was complex, some were staff issues. The SBM also noted that kitchen equipment were becoming old. Q A Governor suggested that improvements could be identified to the insulation that would have a positive impact on heating issues. Staffing time to manage was an issue- quick wins.
1. Roof will get worse
 2. Staff feedback about the boiler
- Aim to spend £150k. Rose foundation- there school hall floor, bid due in March.
- Action quotes for boilers, starting with oldest. Also via LDBS. And CBS, KS1 and KS2. Kitchen equipment, catering survey from caterlink.**
- 8.3. Classroom Heating (feedback from Staff exit interviews action)

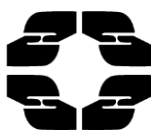
9. Outcomes from the partnership with St Luke's - Sendco**10. Staffing**

- 10.1. Staff Survey plans (to inform well-being) July survey positive
- 10.2. Staff Induction procedures (action from staff exit interviews)- office feedback, support staff one member of staff. Handover for induction not written down, a manual to record processes. Fortnight team meetings to share and resolve.

Emma left the meeting 18.55

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

- 11.1. Pay Policy – not yet available from Camden
- 11.2. Health & Safety Policy – updated aht to dht
- 11.3. School Financial Value Standards (New SFVS form to be reviewed) draft to be updated by SBM and RN to approve by email.
- 11.4. 2.75% approved
- Note- all require **recommendation** to the FGB for approval*

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Resources Committee Meeting (28 January 2020)

- 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- *to review the meeting dates of the Resources Committees and FGB meetings to align with Camden Scheme for Financing schools approval dates - budget legally required to be submitted as agreed by the FGB by 15 May 2020 (see dates table below)*

14. 28 April budget meeting- *to check quorate whilst at FGB 16 March for Res quorate*

15. Any other business

Governors to email the Clerk or the Chair prior to the meeting to inform whether or not any other business needs to be considered

16. Self-reflection and impact**17. Confidential items-**

to decide if any items to be deemed confidential from Part 1

Part 2 – Confidential Agenda, Staff members to leave**18. Approval of the confidential minutes from the previous Committee meeting, held on Tuesday, 30 April 2019, and any matters arising not on the agenda for the meeting**

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

18.2.

Governors are requested to provide any amendments and / or corrections prior to the meeting via uploading them onto the Governor Hub.

The were no matters arising, all actions had been completed.

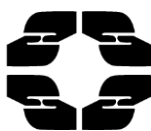
19. Any Headteacher's confidential items for consideration

19.1. The salary for the HoS was discussed, as it currently came out of the HPS budget and was recharged.

19.2. Should that role come out January Feb time to look at the Staff structure regarding the change could be adapted. Two L5 currently. Top of Aht.

19.3. Timescales were discussed. Deputy role.

Action HT to pursue

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- 20.1. **Term dates for Camden were discussed. The HT preferred the secondary model. Action SBM to circulate data options to Governors. If Camden agree with Barnet, go for that.**

21. Meeting to close in prayer**The meeting to finish by approximately 7.30pm.**

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)
(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)