



Resources Committee Meeting (followed by Pay Committee)

Tuesday 3 November 2020 at 5.30pm

Governors		
Nikola Novčić ('NN')	Foundation Governor LDBS	30 June 2023
Tim Jervis ('TJ')	Parent Governor (Elected)	30 April 2024
Chair of Governors		
Ammar Ahmed ('AA')	Foundation Governor LDBS	13 Jan 2023
Co Vice Chair of Governors		
Evelina Hinovska-Barbier	Parent Governor (Elected)	30 April 2024
Co Vice Chair of Governors		
Allan McLean ('Headteacher')	Headteacher	Ex Officio
Jenny Lupa ('JL')	Foundation Governor PCC <i>St John At Hampstead Church</i>	8 Jan 2021
In attendance		
Monwara Sikder ('SBM')	School Business Manager	
Lyn Stanton ('Clerk')	Clerk to the Governing Body	

Actions this meeting		
7.0	<i>Pay uplift and policy to be circulated for approval</i>	<i>Clerk</i>
7.0	<i>Policies recommended to FGB for ratification- Pay/Health and Safety/NQT</i>	<i>Clerk</i>
7.0	<i>SFVS- Governors to review (clerk to circulate) and FGB agenda item</i>	<i>Clerk</i>
9.2	<i>Chair to draft Capitation account letter for parents</i>	<i>Chair of Govs</i>

Item title and information								
<p>1. Welcome and Opening Prayer</p> <p>1.1. <u>Attendance and apologies for absence</u> It was noted that AA was not present at the start of the meeting but was expected to join. <i>[Clerk's note- post meeting it was noted that apologies had been received]</i></p> <p>1.2. <u>Declarations of interest</u> There were no declarations for items on this agenda</p>								
<p>2. Election for Chair</p> <p>2.1. NN was nominated and elected, unanimously and unopposed.</p>								
<p>3. Approval of the minutes from the previous Committee meeting, held</p> <p>3.1. Any matters arising not on the agenda for the meeting</p> <table border="1" data-bbox="199 1809 1380 1953"> <thead> <tr> <th colspan="3">Actions last meeting</th> </tr> </thead> <tbody> <tr> <td>4.1</td> <td><i>EHT to ensure that swimming attainment is included on the website- Statutory requirement; website to be updated with data from the school year to July 19.</i></td> <td><i>Completed</i></td> </tr> </tbody> </table>			Actions last meeting			4.1	<i>EHT to ensure that swimming attainment is included on the website- Statutory requirement; website to be updated with data from the school year to July 19.</i>	<i>Completed</i>
Actions last meeting								
4.1	<i>EHT to ensure that swimming attainment is included on the website- Statutory requirement; website to be updated with data from the school year to July 19.</i>	<i>Completed</i>						

10.4	<i>Policies for online scrutiny and approval (when available)</i>	
	<ul style="list-style-type: none"> ▪ <i>NQT Induction Policy; carried over</i> ▪ <i>Complaints- Clerk to source best practice LDBS template</i> 	<i>On agenda Resolved</i>
4.2	<i>Outturn and Budget 2020/21 Recommended to the FGB</i>	<i>Resolved</i>
4.3	<i>3-Year Budget Recommended to the FGB</i>	<i>Resolved</i>
	<i>3-Year budget bulge class income loss mitigation- next meeting agenda item</i>	<i>On agenda</i>

4. **Finance** – Pupil numbers- the EHT noted that the school was fully funded for 240 and all years were full (apart from Y6) on census day.

The SBM reported.

4.1. Budget Monitoring Report

4.1.1. Income-

- Catch up premium (£18K) was noted additional to budget, with two instalments in this financial year. This was supporting the salary of an additional staff member to that budgeted for 4 days a week, and shared with St Luke’s- impact £20k (2 terms this financial year) on budget, with a 10% shortfall.
- Covid- £450 for additional cleaning, some other areas ie masks, visors may be refunded.

4.1.2. Expenditure-

- Extended services- an additional £60k for building works (budgeted £20k) was noted, this would be supported by funding from the extended services account as previously agreed (balance £275k), and £20K (usual annual transfer, £60K for the agreed building works and £40-50k for salary transfer for staff would be transferred) leaving a balance in the account of £145k.
- Expenses- teaching salaries overspent £51k. Income offset for DHT secondment to St Johns Highbury Woods.
- Support staff employed through school rather than agency (underspend offset).
- Building works over the summer- carpeting to be funded by the PTA (£10k). Waiting to see how income would look, possibly learning walls cost may also be supported.
- Water charges were of concern as seen to be higher than expected- the meter had been changed in January. Q A Governor ASKED about trends? The SBM reported that this information was available, had been £2.5k but was now £5k, usage had doubled that should have been less over lockdown and this was being investigated.
- Resources- some savings due to pupils not being in school over the summer term, but recent spending on Literacy Tree, for real texts linking into the curriculum (£1500 overspend.)
- Swimming and music tuition underspend would be seen as cancelled for Autumn.
£26k carry forward now forecast.

4.1.3. Camden- De delegated charges for Local Authority provision, the EMFS (educational function of maintained schools) had been deducted (withdrawn from the ESG). Camden had been funding this previously.

Q A Governor ASKED about the value of this? It was confirmed that this had been queried in the past, but the school was not able to recoup, seen as schools supporting others locally in more difficult situations- charges for Camden Learning had been challenged by HPS previously, the offer improved in response.

- 4.2. Extended Services Account Report – the reconciliation report had been received, income expected to be reduced and the small amount of profit for the school would not be realised this year- however the account had been prudently managed in the past and a buffer amount was available for the time being.
- 4.3. Bulge class income loss mitigation (action last meeting)- Q A Governor ASKED about income generation activities? It was explained that the PTA would pay for some areas of school spend in the past and Covid this year was expected to impact on activities.
 Q Another Governor asked about potential rental for the grounds? It was understood that the Farmers Market could not now be held but hiring the hall or outside was possible.
 Q Another Governor suggested language school bookings on a Saturday? It was noted that the Year six class was a stand-alone unit which could be offered, however it was uncertain times for all provision.
 Q Another Governor ASKED about how the site was advertised? This had always been word of mouth, birthday parties were not cost effective, however steady rental streams would be ideal.
 The EHT added that there was not a lot of additional capacity outside the school day, also there was a need to balance the income with other aspects of letting- cleaning, site opening and impact,
- 4.4. Pupil Premium & Sports Funding Update- Updated for the website. Last year more than the funding income was spent in these areas. A Governor noted that the new format used was clear and helpful. Previous year statements were available on the website for trend comparison.
 Q A Governor ASKED about the £18k catch up support? A lot of pupil premium pupils would require catch up, and cross over would be considered, this could be included (2020-21 included a part of additional staffing costs to support).

5. Premises Report

- 5.1. General Update – an update on the summer works had taken place at the September FGB and the EHT thanked the SBM and John for works, and Jenny for the work on the school house, a teacher was now installed and pleased with the property.
 Other works had been included on the parents’ newsletter- the pathway through graveyard had been improved.
- Asbestos check- boiler room and under a small panel in entrance of classes Y5-6, the SBM was looking at quotes. Q A Governor ASKED about risk? This was small and the area could be covered easily, noted as a very minimal risk. The Survey was for monitoring purposes, and not raised as an issue, being managed currently as the cost to remove was excessive compared to the issue.
 - Planters- replaced over half term.
 - Water heaters replaced
- A gesture of thanks for the library improvements previously discussed was in hand and noted.
- 5.2. Classroom Heating – boilers had been replaced, heating efficiency not discussed, currently windows open due to Covid.

6. **Staffing-** to be discussed in Pay committee following; all appraisals had taken place. A whole school target had been given around attainment, one on leadership and development and a personal target. CPD discussed and training signposted where indicated.

- 6.1. Quality of teaching- Governors reviewed an anonymised list relating to teaching quality, and how quantified- 1 being excellent in planning, marking and feedback, 2 a solid good (triangulated with data).

Q A Governor ASKED about teachers keeping themselves up to date, especially those with additional responsibilities? The DHT added that diaries were managed, being mindful of middle and senior leaders overload. Communication with teachers was key.

6.2. Q A Governor ASKED about the appraisal process? This was explained to be a robust and supportive process, DHT and middle managers had worked together this year for the first time, to develop middle management skills. The EHT explained that quality of teaching estimates were not shared with staff as such, but were used by leaders to identify improvements. In response to a QUESTION from a Governor it was noted that improvements from grade 2 to Excellent would include heightened differentiation, SEND, Stretch and challenge, using a Teaching Assistant effectively for working and planning. It was recognised that some teachers needed support more than others.

Governors asked about the new members of staff this year?

- 3 new members of staff all settling in well.
- 3 new teaching assistants, working well.

Governors were pleased to hear that there was a strong and effective teaching team in place, keen to lead subjects, solution focused and committed.

7. **Partnership with St Luke's** – working well together, building increasing links across the schools.

- Subject leaders at both schools had met for planning this term, useful to share information.
- SENDCO increased to 2 days a week, good example of shared partnership
- Both schools looking at remote learning strategies together.

The EHT had supported St Luke's at the start of term with a staffing problem, now resolved.

8. **Policies**

8.1. Pay Policy – included new STRB union approved scales- average 2.75%, however a higher increase at the lowest end of the main payscske.

Recommended to FGB, clerk to circulate

8.2. Health & Safety Policy – Camden model Jan 19 adapted (as most up to date), it was noted that rather than include names, using job titles instead would give the policy a longer life span.

Recommend to FGB

8.3. NQT induction policy (action last meeting)-

Recommend to FGB

8.4. School Financial Value Standards (New SFVS form to be reviewed) Governors reviewed the SFVS noting the benchmarking that had been included. Governors encouraged to interrogate the data and feedback, would be submitted at the FGB for approval.

Recommend to FGB

9. **Any other business**

9.1. Budget tracking software The SBM was asked if this was of interest? The SBM felt that the current system of Excel/ Camden was being used, and for a small school this was not an issue.

9.2. Capitation account, A draft letter was being planned. It was felt that the inclusion of an online link to pay would be helpful to encourage parents, and the Chair of Governors noted that he would include a wish list of items and would be asking for £50 per pupil, rather than the current £40. Whilst acknowledging that this was a difficult time for some families, this was a donation and it was suggested that this could be spread out over the year or term.

The issue about not being able to hold fayres this year would be included.

It was noted that historically under the terms of being a VA school, it was the responsibility for parents to support 10% of the funding required for works - the school had just had a substantial amount of works taken place, with a big expected cost of the replacement of windows and toilet refurbishment.

Action Chair to draft Capitation account letter for parents

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

The date of the next meeting was changed ~~Tuesday, 9 March 2021~~ **Thursday** 11 Feb, 5.30pm

There being no further business this part of the meeting closed at 18.50

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

Monday, 30 November 2020	5:30pm	C.P.O. COMMITTEE
Monday, 18 Jan 2021	6:00pm	FULL GOVERNING BODY
Monday, 1 March 2021	5:30pm	C.P.O. COMMITTEE
Tuesday, 9 March 2021 Thursday 11 Feb, 5.30pm	5:30pm	RESOURCES COMMITTEE