

**Hampstead Parochial Primary School**  
**DRAFT Minutes and Actions (here) of the Resources Committee Meeting**  
**on Monday 14<sup>th</sup> November 2022 at 6.00 pm in person**

Type of Governor	Name	Start & End date	Attendance
Executive Headteacher	Laura Hall	<i>Ex Officio</i>	✓
Parents	Alice Reynolds	1.0.22 – 16.1.26	✓ (until 7.25)
Staff	Ben Williams	20.10.21 – 19.10.25	✓
PCC Appointments	Sarah Cheriton-Jones	22.2.21 - 21.2.25	✓
Diocese Appointments	Ammar Ahmed ( <b>Chair of Governors</b> )	14.1.19 – 13.1.23	✓
	Nikola Novčić ( <b>Resources Chair</b> )	1.7.19 – 30.6.23	✓
<b>Also present</b>			
Head of School	Emma Inglis	N/A	✓ (from 6.25)
School Business Manager	Taffaswa Balgobin	N/A	✓ (until 7.00)
Financial adviser	Vince Rodriguez	N/A	✓ (until 7.00)
Clerk	Pete McGuigan	N/A	✓

Agenda item no.	Agenda	Action
1	<b>Welcome and apologies for absence</b>	
1.1	Ammar (AA) welcomed everyone and opened the meeting at 6.10 p.m. There were no apologies for absence and all committee members were present.	
1.2	There were no declarations of interest for the meeting, and committee members were up to date with Declarations of Interest on GHub (except for Laura (LH) and Emma (EI)).	
2	<b>Election of Chair</b>	
2.1	<b><u>Governors unanimously elected Nikola Novčić as Chair of Resources for the 2022-23 school year.</u></b>	



<b>3</b>	<b>AOB for later in the meeting</b>	
<b>3.1</b>	There was no AOB raised for later in the meeting.	
<b>4</b>	<b>Financial Report</b>	
<b>4.1</b>	<p>Taffaswa (TB) and Vince (VR) presented the circulated budget reports and highlighted that:</p> <ul style="list-style-type: none"> <li>• there had been a carryforward from 2021-22 of £81k.</li> <li>• the 22-23 budget required £68k from the carryforward, leaving a forecast £12k balance at year end (i.e. carryforward into 2023-24).</li> <li>• there had been several challenges and changes since setting the budget, including <ul style="list-style-type: none"> <li>○ 2 pay awards, which were higher than forecast (4% for teachers and 5% for support staff had been advised) – teachers had received 5% – 9% and support staff had received 5% - 10% depending on their position on the pay scales. This had increased forecast expenditure of £44k for teachers and £60k for support staff.</li> <li>○ no top-up funding for pay or pensions had been received from the DfE (which had been provided previously).</li> <li>○ energy cost increases were expected, although Camden’s bulk buying of energy was helping.</li> <li>○ a £3k decrease in expected Pupil Premium funding.</li> <li>○ a forecast overspend of £20k on premises.</li> <li>○ <b>a deficit of £49k for 2022-23</b>, (with the 21-22 surplus of £81k, plus £135k from the Extended Services account (leaving £60k), already allocated to part-offset the in-year deficit), i.e. <b>a total in-year deficit of £265k</b>.</li> </ul> </li> <li>• the 2023-24 budget setting and beyond, would depend on several issues, including <ul style="list-style-type: none"> <li>○ the likelihood of Camden schools receiving a very small uplift in funding (0.5%) from the National Funding Formula (Fairer Funding) changes, since Camden already funded its schools generously compared to other LAs.</li> <li>○ there was the possibility of extra DfE funding to offset increased staffing costs.</li> </ul> </li> </ul> <p><i>Emma (EI) arrived during this item at 6.25.</i></p>	
<b>4.2</b>	<p>Through challenging and questioning VR and TB, Governors established that:</p> <ul style="list-style-type: none"> <li>• the Extended Services fund was expected to increase, but at the end of each year it was lower than the start – i.e. it was being</li> </ul>	



	<p>run down year on year.</p> <ul style="list-style-type: none"> <li>more income could be raised through lettings (especially at weekends, evenings, and holidays). But LH noted that it needed to be balanced against school and staff needs for using the site.</li> <li>the school needed to increase revenue (through site lettings) and / or decrease costs, which would likely involve reducing staff costs. <b>Governors agreed that increasing revenue was the preferred option</b> and discussed ways of achieving it, including: <ul style="list-style-type: none"> <li>devising a draft plan to be considered at the next Resources meeting.</li> <li>Sarah (SCJ) to contact the Church for any potential links for lettings</li> <li>Laura (LH) to check on: <ul style="list-style-type: none"> <li>the likely impact of increased lettings on the premises Manager and teachers.</li> <li>any potential limitations to lettings on Sundays.</li> <li>access to the school kitchen.</li> <li>obtaining a piano.</li> <li>using the Holy Trinity Lettings policy as a basis for a HPS policy, including a proforma contract, charging (compared to the Church and other schools), remissions, Safeguarding ,and Health and Safety.</li> <li>improving gate security.</li> </ul> </li> <li>considering advertising the space more, e.g. on FaceBook.</li> <li>possible lettings, e.g. for yoga, birthday parties, craft fairs, choirs, wreath-making and craft workshops, open space classes, dance, karate, St John’s Ambulance, baptism celebrations, weddings, wakes, a Chinese school, music and drama classes, baby and toddler classes, and lettings linked to Holy Trinity</li> </ul> </li> </ul> <p><b>Governors agreed to:</b></p> <ul style="list-style-type: none"> <li>consider the draft lettings policy at the next Resources meeting</li> <li>meet online on 28.11.22 at 6.00 p.m. (LH to organise), with papers to be circulated by 25.11.22 (VR and TB to arrange).</li> <li>organise some lettings before and for Christmas.</li> </ul>	<p>LH AA NN</p> <p>SCJ</p> <p>LH</p> <p>Resources agenda</p> <p>LH VR TB</p>
<p>4.3</p>	<p>Governors</p> <ul style="list-style-type: none"> <li>considered Service level Agreements and agreed to consider them again when the full list was ready for the next Resources meeting</li> <li>agreed to consider at 3-year budget at the next Resources</li> </ul>	<p>Resources agenda</p> <p>Resources</p>



	<p><b>meeting</b></p> <ul style="list-style-type: none"> <li>discussed the Capitation Account (i.e. the account for direct contributions from parents) and SCJ highlighted that a new account had been opened with £12k, plus up to £7k to come from another account. <b>Governors agreed that this amount should clarified and reported at the next Resources meeting.</b></li> <li>there were 4 school budget accounts: <ul style="list-style-type: none"> <li>the main budget (funding from Camden).</li> <li>Capitation (donations from parents).</li> <li>Extended Services (income from clubs, lettings etc.).</li> <li>PTA (money raised by them at events).</li> </ul> </li> <li><b>Governors should review the system for gathering parent donations (the Capitation account),</b> e.g. not specifying an amount to donate, but having an identified list of projects or cash amounts.</li> </ul> <p><i>VR and TB left the meeting after this item at 7.00</i></p>	<p><b>agenda</b></p> <p><b>Resources agenda</b></p> <p><b>Resources agenda</b></p>
5	<b>Staffing</b>	
5.1	<p>LH updated Governors on staffing and highlighted that:</p> <ul style="list-style-type: none"> <li>there were 9 teachers (excluding LH and not all were full time), and 11 Teaching Assistants (with 6 on permanent contracts and 5 on temporary contracts). <b>LH agreed to report precise staff costs at the next Resources meeting.</b></li> <li>2 maternity leaves would start during the school year (including EI in January (LH had advertised internally to cover the HoS role, interviewing at the end of November), and another leave to start after Easter).</li> <li>staff attendance was fine, with no long-term or medium-term sickness, and there had been no resignations or grievances.</li> </ul>	<p><b>LH</b></p> <p><b>Resources agenda</b></p>
6	<b>Capital / infrastructure projects</b>	
6.1	<p>Governors considered capital projects and highlighted that:</p> <ul style="list-style-type: none"> <li>gate security continued to be a concern (with the gate code becoming known to parents and children). <b>EI agreed to write to parents to reinforce good security practice.</b></li> <li><b>LH agreed to consider how best to use the school garden, which was presently not used effectively, and present a plan to the next Resources meeting.</b></li> <li>IT infrastructure required some development. Governors noted that <ul style="list-style-type: none"> <li>the IT suite was no longer used, with IT kit now in use throughout school. Other IT equipment could be relocated</li> </ul> </li> </ul>	<p><b>EI</b></p> <p><b>LH</b></p> <p><b>Resources agenda</b></p>



	<p>to the library (to create 'pods'), or be sold.</p> <ul style="list-style-type: none"> <li>○ information storage was being moved to 'the cloud', rather than on a server, but it was complex, and Camden was supporting them to do it. (Governors advised having 1 system that everyone used).</li> <li>○ however, LH was unhappy with the level of service from Camden (bought through the Schools IT Support Services – SITSS SLA). <b>Governors advised LH to insist that SITSS provide a better service, or look for another supplier. LH agreed to:</b> <ul style="list-style-type: none"> <li>○ investigate when the Camden SLA could be ended and how they would manage the transition to another supplier if needed.</li> <li>○ work with Ben (BW) to draft a plan and work with AA, SCJ and NN to progress it.</li> </ul> </li> <li>• AA agreed to investigate a contact in Hackney (through The Skinners' Company) for ideas on better IT provision.</li> <li>• BW agreed to be lead Governors for Premises.</li> </ul>	<p>JH</p> <p>BW AA SCJ JH NN</p> <p>AA</p>
<b>7</b>	<b>Policies</b>	
<b>7.1</b>	<p>No polices were presented for consideration and Governors agreed for</p> <ul style="list-style-type: none"> <li>• LH to send the Pay Policy and First Aid Policy to PM for circulation on GHub.</li> </ul>	<b>LH PM</b>

Nikola thanked Governors for their work and support and closed the meeting at 7.35 p.m.

***TO BE AGREED AT THE 27.2.23 RESOURCES MEETING AND SIGNED ON GOVERNORHUB BY Nikola Novčić, Chair of Resources committee, Hampstead Parochial School Governing Body***

Agenda item no.	ACTIONS FROM 14.11.22 RESOURCES MEETING	STATUS
<b>4.2</b>	a. LH AA NN to devise draft fund-raising plan to be considered at the next Resources meeting.	<b>Resources agenda</b>
	b. SCJ to contact the Church for any potential links for lettings.	<b>??</b>
	c. LH to check on: the likely impact of increased lettings on the premises Manager and teachers.	<b>??</b>
	d. LH to check any potential limitations to lettings on Sundays.	<b>??</b>
	e. LH to check access to the school kitchen.	<b>??</b>
	f. LH to check obtaining a piano.	<b>??</b>



	g. LH to check using the Holy Trinity Lettings policy as a basis for a HPS policy, including a proforma contract, charging (compared to the Church and other schools), remissions, Safeguarding ,and Health and Safety.	<b>Resources agenda</b>
	h. LH to check improving gate security.	<b>??</b>
	i. Governors to consider the draft lettings policy at the next Resources meeting.	<b>Resources agenda</b>
	j. Governors to meet online on 28.11.22 at 6.00 p.m. (LH to organise), with papers to be circulated by 25.11.22 (VR and TB to arrange).	<b>??</b>
	k. Governors to organise some lettings before and for Christmas.	<b>??</b>
<b>4.3</b>	a. Governors to consider SLAs at the next Resources meeting.	<b>Resources agenda</b>
	b. to consider at 3-year budget at the next Resources meeting.	<b>Resources agenda</b>
	c. Governors to consider the Capitation account in detail at the next Resources meeting.	<b>Resources agenda</b>
	d. Governors to review the system for gathering parent donations (the Capitation account).	<b>Resources agenda</b>
<b>5.1</b>	LH to report precise staff costs at the next Resources meeting.	<b>Resources agenda</b>
<b>6.1</b>	a. EI to write to parents to reinforce good gate security practice	<b>??</b>
	b. LH to consider how best to use the school garden and present a plan to the next Resources meeting.	<b>Resources agenda</b>
	c. LH to insist that SITSS provide a better service, or look for another supplier.	<b>??</b>
	d. LH to investigate when the Camden SLA could be ended and how they would manage the transition to another supplier if needed.	<b>??</b>
	e. LH to work with Ben (BW) to draft a plan and work with AA, SCJ and NN to progress it.	<b>??</b>
	f. AA to investigate a contact in Hackney (through The Skinners' Company) for ideas on better IT provision.	<b>??</b>
<b>7.1</b>	LH to send the Pay Policy and First Aid Policy to PM for circulation on GHub.	<b>??</b>