



Hampstead Parochial Primary School
Minutes and Actions (here) of Resources meeting
on Monday 27th February 2023 at 6.00pm.

Type of Governor (7)	Name	Start & End date	Attendance
Local Authority (1)	Vacancy		
Executive Headteacher (1)	Laura Hall	<i>Ex Officio</i>	✓
Parents (2)	Sarah Cheriton-Jones	22.2.21 – 21.2.25	✓ (until 7.50pm)
	Alice Reynolds	1.9.22 – 16.1.26	X
Staff (1)	Ben Williams	20.10.21 – 19.10.25	✓
Diocese Appointments (2)	Ammar Ahmed	14.1.19 – 13.1.23 14.1.23 – 13.1.27	✓
	Nikola Novčić (Chair)	1.7.19 – 30.6.23	✓ (from 6.15pm)
Also present			
School Business Manager	Taffaswa Balgobin	N/A	✓
Head of School	Kate Roscoe	N/A	✓
Clerk	Rina Kastrati	N/A	✓

Agenda item no.	Agenda	Action
1	Welcome, declarations of interest and apologies for absence	
1.1	AA welcomed everyone and opened the meeting at 6.00pm. The previous minutes of the 14.11.22 meeting were approved by the Committee. No apologies of absence noted.	
2	Notification of any other business	
2.1	No other business noted.	
3	Finance Reports	
3.1	NN and TB presented the 3-year budget and highlighted that: <ul style="list-style-type: none">• The previous bulge class which was providing roughly a £150k	



	<p>increase has now disappeared from the 2022/23 budget, meaning less income.</p> <ul style="list-style-type: none">• In addition, there have been more expenses going into the budget: hiring 3 TAs and 2 maternity covers.• The predicted overspend for this year's budget is £73k.• Potential levers to pull around cost efficiency include not renewing 3-4 TAs, managing agency fees and pastoral staff to recoup the overspend from this year, next year.• Suggestions for a carry over for next year include:<ul style="list-style-type: none">○ Applying for another bulge class.○ Increase in Capitation.○ 10-15 children enrolled in an additional afterschool club (which will then help to cover the cost of having a TA cover the club).○ School lettings. <p>The Governors discussed the report and budget:</p> <ul style="list-style-type: none">• It was noted that another bulge class is not feasible as there are not enough children to take part.• The school is well staffed and can provide a TA in each class for children, some classes having two TAs (to be mentioned in capitation letter to parents). There are many specialist teachers in the school. TAs are crucial to the school.• It was agreed by Governors that if the school goes over budget this year, it must go under budget next year.• There is a lot for LH to consider around current staffing, especially TA numbers.• Money to be received from Camden for the school SEN department and costs, such as 1-1 SEN TAs.• It is agreed that income needs to be generated from the Capitation account, additional afterschool clubs and school lettings to help cover the overspend.• Most realistic/current budget to be presented.	
<p>3.2</p>	<p>AA noted that the Committee has a delegated limit of SLAs and good value for money needs to be able to be proved. The example of SITSS was mentioned by the Governors, and the possibility of using the same provider as Holy Trinity (another benefit of the Federation to be presented at FGB). To be taken to FGB for final approval.</p> <p>LH to find full list of SLAs for next Resources Meeting, it can then be looked at whether any overlap with HT.</p>	<p>FGB agenda</p> <p>LH</p>



	<p>NN presented price suggestions for school lettings over the half-terms:</p> <ul style="list-style-type: none"> • Admin/registration fee of £50 for processing a letting. • £50 per day for access to the grounds and bathrooms. • £100 for the Y6 classroom, and £50 for the Y3, Y4 and Y5 classrooms. <p>The governors discussed the suggestions and various implications:</p> <ul style="list-style-type: none"> • SCJ suggested adding a price for the hall and nearby bathrooms. Governors suggested £150 as the potential price. • Half-days to be a potential option however the aim will be to incentivize for a full day. • Governors discussed which doors and stairways will need to be locked, to prevent groups from using any other areas. • Governors discussed how to protect classroom resources such as pens, glue sticks etc. Ensuring everything is stored away on a Friday evening. <p>A document with a firm proposal to be circulated to Governors by NN.</p>	NN
3.3	<p>Capitation Account pay-in option for parents to be changed from the fixed £45, this is for parents to have the option to adjust the amount and donate more if they wish to do so.</p> <ul style="list-style-type: none"> • Capitation letter to be sent out to parents by SCJ, highlighting programs and other projects etc. which will benefit their children’s learning. The quality of teaching provided at HP, enabled by specialist teachers and TAs. 	SCJ
4	Staffing Report	
4.1	To be brought forward and discussed at the FGB.	FGB agenda
5	Capital Projects / Infrastructure Projects	
5.1	<p>A priorities/wish list has been created, which also considers items which the PTA can contribute towards. It was highlighted that the gate and fencing across lower KS2 were completed over the February half-term, including the school front door. Safeguarding concerns have been met and satisfied.</p> <p>Items on the list include:</p> <ul style="list-style-type: none"> • Remodeling outdoor garden area. • Looking into the office area. • Modify the SLT and IT suite. • Refresh and repaint the Reception, Y1 and Y2 classrooms. • Music room improved for private music lessons. • Furniture in the learning zone 	



6	Premises and Health & Safety Report	
6.1	<p>Extra funding of £14k has been received from the Government. The Diocese are overlooking the additional funding and it will be allocated towards energy efficiency areas such as lighting, windows, and radiators. If they are satisfied that those areas are covered, any leftover funds can be allocated towards capital projects.</p> <p>Health & Safety Report summary:</p> <ul style="list-style-type: none">• Yearly check of the boilers and aircon has been completed.• Fire assessment conducted in December 2022.• Water risk assessment completed.• Asbestos review conducted in January 2023. <p>Safeguarding Review conducted recently, Governor David Rue attended the Review at school also. The check was very thorough, the Single Central Record and recruitment procedures were checked, CPOMS and the policies were also checked. Papers such as SLT meeting agendas were also requested. Various staff members were also spoken to (new staff included). It was noted the meeting was positive and good practice. The school is waiting to receive the completed Safeguarding Report from the Review.</p> <p>Any low-level concerns regarding staff to be now logged onto CPOMS 'Staff Safe' add-on. There is ongoing discussion regarding privacy, staff access and who may log incidents regarding SLT if necessary. The add-on is also beneficial for logging on attendance/punctuality concerns, any concerns regarding staff mental health matters also. LH is proactive with calling the LADO to check if a matter will meet threshold and needs to be escalated further.</p> <p>Fruits of Federation partnership to be presented to Governors at the FGB in March, in hopes of renewing the partnership.</p>	
7	Policies for approval	
7.1	Lettings Policy to be brought forward to the FGB for final approval and ratification from the whole Governing Board.	FGB agenda
8	AOB	
	None noted.	
9	Remaining meeting dates for 2022-23	



9.1	<p style="text-align: center;"><u>Spring Term</u> 13 March 2023, at 6:00pm = Full Governing Body (in person)</p> <p style="text-align: center;"><u>Summer Term</u> 24 April 2023, at 6:00pm = CPO Committee 05 June 2023, at 6:00pm = Resources Committee 17 July 2023, at 6:00pm = Full Governing Body (in person)</p>	

NN thanked the Governors and closed the meeting at 8.15pm.

**TO BE AGREED AT THE 05.06.2023 RESOURCES MEETING AND SIGNED ON GOVERNORHUB
BY**

***Nikola Novčić, Chair of Resources Committee, Hampstead Parochial School Governing
Body***



Agenda item no.	ACTIONS FROM THE 27.02.2023 CPO MEETING	STATUS
3.2	LH to find full list of SLAs for next Resources Meeting.	LH
	A document with a firm proposal of school lettings agreements to be circulated to Governors by NN.	NN
3.3	Capitation letter to be sent out to parents by SCJ.	SCJ