

Hampstead Parochial Governing Board

Minutes of the Resources Committee Meeting

Monday, 13th November 2023, 6:00pm held by
Teams



Governors

Sarah Cheriton-Jones - Chair
Laura Hall (EHT) Executive Headteacher
Ammar Ahmed

Attended:

Andrew Bloomer – SBM
Jane Johnson – Governor Observer
Flossie Del Santo - Clerk to the Governing Body

Item	Minutes
1	<p>Welcome, apologies and declarations of any conflicts of interest</p> <p>Apologies were received from BW who was unwell</p> <p>There were no conflicts of interest declared for items on the agenda</p>
2	<p>Notification of any other business for later discussion for timing purposes</p> <p>There were none.</p>
3	<p>Minutes of the meeting held on 5th June 2023</p> <p>Review of the actions</p> <p>Action Item 3a Completed on agenda TAs remained in all classes would be discussed at the Committee Meetings</p> <p>Action item 3b: Completed LH confirmed HR support was offered by the LDBS and the LA in different areas the contracts didn't overlap.</p> <p>Action item 3c Ongoing The 3 Year Budget Plan would be highlighted to show areas at the risk of the most impact of reducing the deficit.</p> <p>The minutes of the previous meeting were approved as an accurate record of the meeting.</p>
4	<p>Finance Reports</p> <p>a) SBM Report The Report was reviewed and highlights noted as:</p> <p>b) 2023-24 Budget Report April to October</p> <p>The expected in-year deficit was now -£5,000. The budget submitted in May had a predicted surplus at year end of £60,000. This would have balanced the deficit carried over of £60,000 to zero.</p> <p>The new position at the end of the 2023/24 financial year overall was now expected to be -£65,000 which would be carried over to 2024-25.</p> <p>The key factors for the change of position included:</p>

- there had been a planned cut of at least one TA which had not happened
- School lettings were £9,000 under budget. Next year lettings should reach the full £30,000 by securing a regular weekend hall hire.
- There was also a higher than expected teacher pay rise of 6.5% which impacted the Budget by £5,000.

AB recommended the Action points for 2024-25 to clear existing debt included:

- Increased fundraising
- Review of SLT and peripatetic staffing structures
- Maintenance contract streamlining
- Review TA structure
- Site improvement projects on hold until grants are secured to pay for them

c) Governors' account

The balance of the Governors 'Capitation' account was just over £32,000. £30,000 would be transferred into the main disbursement account and used as additional income. There will be enough left to cover the next LDBS maintenance contribution and subsequent contributions and site improvement projects, traditionally funded by 'capitation' income. These will now need to be paid for by grants and Regular Giving income.

The Committee discussed the number of signatories on the bank mandate and the numbers of signatories may need to be increased..

Action: The numbers of signatories on the Governor Account Bank Mandate to be reviewed.

d) Extended Day' account

The current balance of the Extended Day account was £96,000. This will be processed and transferred to the main account in 2023-24.

All club, trip, and voucher payments will be deposited into the main account. This account could then be used for the Regular Giving Programme money only,

e) 3-year Budget Plan

Action: 3-Year Budget Plan 2024-2027 would be developed and presented at the February Committee Meeting. A pre-meeting would be held the week before the Resources Committee meeting.

f) October Census 2023 There were 201 pupils at the School, with 9 vacancies across the school

Rec – 29, Y1 – 28, Y2 – 29, Y3 – 28, Y4 – 28, Y5 – 30, Y6 – 29

Q In answer to a governor's question a vacancy would be filled in Year 6 and more children may join in January from private schools.

There were 13 children eligible for the Pupil Premium Funding , 6.47% of pupils.

g) School Financial Values Standard

The Committee reviewed the SFVS and noted it helped to provide schools with the assurance they were meeting the basic standards necessary to achieve a good level of financial health and resource management.

All areas of the SFVS were 'met' except for Question 25 - Is the governing body sure that there are no outstanding matters from audit reports or from previous

	<p>consideration of weaknesses by the governing body? AB explained this was only Part Met as a Camden Finance Audit was carried out and the school was currently working through the recommendations.</p> <p>Action: The Committee recommended the SFVS be approved at the December FGB Meeting.</p>
5	<p>Regular Giving Programme</p> <p>JJ attended the meeting and gave an update from the PTA meeting. She noted some parents were worried about school funds and would like to know what specific things the school needed. They were also still concerned some TAs may be lost and unsure if some reductions in TA numbers had been made already.</p> <p>A number of parents were giving money directly to class teachers for resources needed in the class. The Committee agreed donations should not be given to teachers directly unless it was for a bake sale or other specific class based fundraising activities.</p> <p>Action: Governors would be at the School on 11th December and would be at the gates at 3pm to speak to parents and answer any questions they may have.</p> <p>AB confirmed the Regular Giving Programme was due to be launched on 27th and 28th November at the Parent Teacher Meetings. The launch would also be explained in the Newsletter. It was expected there would be a good response from families giving monthly and 1 off donations..</p> <p>The PTA have registered their CAF account in order to streamline direct debit payments. There was a Memorandum of Understanding in place between the PTA and school governors and the PTA will receive and monitor all monies received in order to collect Gift Aid and will forward all funds to the school.</p>
6	<p>Staffing Report</p> <p>The Committee confirmed there was at least 1 TA based in all classes and specialist teachers were still in place. Staff and TA attendance was very good at 99.2%. A TA was off for 2 weeks and was covered internally not by agency staff. A review would be held of the SENDCo secondment arrangement, a staff CPD opportunity would be explored.</p>
7	<p>Capital Projects / Infrastructure Projects</p> <p>Fundraising would have to be held to complete capital projects across the school.</p> <p>Community Infrastructure Levy (CiL) Funding would be applied for. The LA had £378,000 of funds for capital projects for schools and the community.</p> <p>An application would be completed and Andrew Parkinson a Local Councilor would be contacted to support the application when submitted..</p> <p>The Regular Giving Money would also be used for capital projects. Parents should be told what specific projects donations would go toward as it would increase contributions .</p>
9	<p>Premises and Health & Safety Report</p> <p>Asbestos - Quotes have been obtained and containment would be around £2,500 and full removal £11,000. Given the current financial position AB recommended paying to contain it and using grant funding for full asbestos removal in the future</p>

	<p>Q In answer to a governor’s question the asbestos was not a danger to the children and was mainly in the boiler room.</p> <p>.</p> <p>Foxes – There was a significant fox problem. They ruin anything loose in the playground and are constantly fouling and urinating. Too much SSO and TLA time was used to clear up after them</p> <p>An urban fox specialist advised Emmanuel and said the only solution was to trap and shoot them . This could be done over the Xmas break and will cost £1,800.. Although it was legal, stakeholders could have concerns about the foxes being killed.</p>
10	<p>Policies for approval</p> <p>a) Health and Safety Policy b) Lettings and Charging Policy c) Financial Regulations Policy</p> <p>The Committee reviewed and approved the Policies</p> <p>c) Teacher’s Pay Policy</p> <p>The school received staffing support from both the LA and but had employment contracts with the LDBS.</p> <p>Action: LH to review whether to use the LDBS or the LA Teacher Pay Policy.</p> <p>LH reported the Chair of Governors at Emmanuel would be reviewing the policies of the 3 schools with a view to making them more consistent across the Partnership.</p> <p>A single Diocese Grow Package for leadership and support services had now been taken out for the 3 schools. This produced savings for each school of £200. The Committee agreed the schools should be reporting savings made by group tendering as an example of the benefits of the Partnership and further efficiencies would be looked for.</p>
11	<p>AOB</p> <p>The Committee discussed the final minutes of the FGB Meetings could be uploaded onto the school website. This would increase transparency with parents. The minutes were currently sent out when requested.</p>
12	<p>Dates of next meetings</p> <p>11th December- Governor Visit Day 845-1pm Followed by the FGB Meeting 130 - 3pm The focus of the FGB meeting will be the SIP Priority Pedagogy - Review our approach to teaching and learning</p> <p>Resources Committee – 26th February and 3rd June 2024</p>

Signed by the Chair _____ Date _____

10	<p>Confidential Item Pay Committee</p> <p>a) Receive recommendations following Support Staff appraisals</p> <p>b) Receive recommendations following Teaching Staff appraisals (Main Pay Scale)</p> <p>c) Receive applications for double point progression on Main Pay Scale</p> <p>d) Receive applications for progression from Main Pay Scale to Upper Pay Scale</p> <p>e) Receive applications for progression on the Upper Pay Scale</p> <p>f) Receive recommendations following Senior Leader appraisals</p>			
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