

NORTH EALING PRIMARY SCHOOL

The 1st Resources Committee meeting for 2020 - 2021 was held on Wednesday 11th November 2020
The meeting was held via Zoom

MINUTES

Attendees: Lynne Dallow (LD) Andrew Dharman (AD) - Chair Sally Flowers (SF) - Headteacher Joanne Gravestock (JG) Lutz Johnen (LJ) – Vice Chair Debbie Keenan (DK) – Chair of Governors Also in attendance: Sarah Gordon (SG)	Actions
1. Welcome	
2. Apologies for absence N/A – All Governors were in attendance.	
3. Authorised / Unauthorised absence N/A.	
4. Declaration of Any Other Business (AOB) SG: 2020 / 2021 residential trips. SG: 2019 / 2020 residential and HOAC trips. SG: Benchmarking. SG: Private Account. SG: School Journeys Account.	
5. Declaration of interest in any agenda items There were no declarations of interest in any agenda items.	
6. Agree the minutes of the Resources Committee Meeting on 24th June 2020 These were agreed as a true and accurate record of the meeting.	
7. Matters arising from the Resources Committee Meeting on 24th June 2020 a) AON to re-circulate the Child Protection and Safeguarding Report • Closed. b) Charging & Remissions Policy • Closed. c) Charging policy – Lettings • Closed. d) Nursery Admissions • Closed. e) SF & DK to write to parents about the early closure of the school in July. • Closed. f) SF & LJ to discuss the way forward re PTA.	

<ul style="list-style-type: none"> • Closed. • SF provided an update: <ul style="list-style-type: none"> ○ There has been positive input from new parents. ○ There has been an online PTA AGM. ○ A new treasurer has been elected. ○ We have received £6K for books. ○ There are still issues with the spend committee who are “nit-picking”. <ul style="list-style-type: none"> □ Experienced staff are being questioned about the choice of books. □ JG pointed out that the spend committee should only be 2 or 3 members. <ul style="list-style-type: none"> • SF said that there were way more than that. □ SG pointed out that the PTA constitution does not allow for a spend committee. ○ <u>LJ will arrange to join the Spend Committee.</u> 	LJ
<p>Finance</p> <p>a) Budget Monitoring Report</p> <p>SG pre-circulated the spreadsheets and her detailed report:</p> <ul style="list-style-type: none"> • SG reminded Governors that the budget outturn for 2019/20 was a £114,859 surplus. £60,583 was used to balance the 2020 / 2021 budget. The remaining surplus was £54,276. <p>Employee Costs</p> <p><u>0070 – Agency Supply</u> Forecast saving £8230</p> <p><u>0075 – Supply Education Support</u> Forecast saving £2,328</p> <p><u>0110 – School Administration</u> Overspend £626 – admin additional hours, clerking</p> <p><u>0120 – Welfare Asst, NNED & Class. Asst</u> Overspend £19,292 – additional SEN pupils</p> <p><u>0315 – SMSA</u> Overspend £982 – additional hours</p> <p><u>0320 – Caretakers</u> Overspend £329 - change of Assistant Caretaker and holiday pay owed on leaving NES. Additional hours Relief Caretaker worked due to Site Manager working reduced hours in April/May. Site Manager Paternity leave 2 weeks. Have offset some costs as no lets in Lockdown 1.</p> <p><u>0710 – Teachers</u> Overspend £14,860 additional hours worked by teachers March 2020, due to Covid 19 and teacher absence. Teacher now taking pension, (May 20) which was not budgeted for. AWR teacher worked additional hours to cover sickness March 2020. Two teacher maternity leaves and a second teacher now taking pension.</p> <p>Premises Costs</p> <p><u>1300 – Cleaning Contract</u> Overspend - £3794 Approx. £1k overspend due to Covid 19 additional cleaning at Easter and approx. £2.5k to cover resignation of cleaner</p>	

1820 – Leisure Facilities

Forecast saving £1762 pool closure
Direct Transport Costs

2000 – Transport

Forecast saving £860 pool closure

Supplies and Services

3315 – Hygiene Services

Approx. £500 overspend due to Covid 19 expenses*

3311 – Equipment & Materials Cleaning

Approx. £3k overspend due to Covid 19 expenses*
funding will be available to cover these expenses

*Government

Contractual Services

4080 – School Meals

£10k shortfall as wrong data entered

Income

8007 – Pupil Premium

£20k shortfall as wrong data entered

- SF stressed that this was at a difficult time with the start of lockdown.

8011 – Early Years

£17k shortfall pupil numbers

8012 – High Needs

£46k additional funding (SEN Pupils)

8016 – PE and Sports Grant

£3.5k additional funding

8140 – Other Government Grant

£5k – Covid Funding

- This is all that we were able to claim, despite the fact that we have spent a lot more. SG will now keep a record of total Covid expenditure.

8230 – Lettings

£11k shortfall (Summer Lettings)

9900 – Transfer Councils

£28.5k catchup funding

SG suggested that after allowing for the data entry errors we are projecting a small in year surplus of £4,300.

Governors reviewed the 3 year budget.

- Whilst the 3 year budget includes increasing costs, it does not include any increase in income.
- SF proposed that the initial focus should be on 2021 / 2022
- There appears to be an error in the spreadsheet which SF and SG will take up with the LA.

SF pointed out that 6 / 7 schools are shutting classes.

<p>SF suggested that we will need to look at restructuring this year.</p> <ul style="list-style-type: none"> • We already have capacity issues. • SF added that we do have an expensive staff. • <u>SF, SG, AD and LJ to review initially.</u> <p>JG pointed out that this is not of our making.</p>	<p>SF, SG, AD, LJ</p>
<p>8. Premises</p> <ul style="list-style-type: none"> • The snagging issues from the summer heating installation are still outstanding. • In mid-October there was a burst pipe as a result of a defective joint. <ul style="list-style-type: none"> ○ Cold water was running for 4 hours. ○ There has been lots of toing and froing between the LA, contractors, and sub-contractors. ○ It has been necessary to establish the scale of the repairs. ○ This is going forward as an insurance claim. <ul style="list-style-type: none"> □ A loss adjuster has been appointed. □ The LA will be taking this forward. ○ We are told that this will be fixed by Christmas. ○ The company appointed to fix the snagging have been sacked. <p>Health & Safety</p> <ul style="list-style-type: none"> • A member of staff caught their leg on a chair which had been left in a corridor. <ul style="list-style-type: none"> ○ As a result they fell over and hurt their back. ○ This is now subject to an insurance claim. ○ This has been reported. 	
<p>9. Single Central Record</p> <p>AD reviewed the Single Central Record on 28/09/2020.</p> <ul style="list-style-type: none"> • There were no issues. 	
<p>10. Policies / Documents for Review / Approval / Noting <u>For Noting (Approved by the Headteacher)</u> Health & Safety including the Covid addendum</p> <ul style="list-style-type: none"> • The policy was pre-circulated with changes in red. • Noted. • <u>LD will review as the H&S Governor.</u> <p>Staff Induction Guidance</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p><u>For Approval</u></p> <ul style="list-style-type: none"> • All policies with the exception of the Publication of Equality Information were pre-circulated. <p>Best Value Statement</p> <ul style="list-style-type: none"> • Approved. <p>Complaints Procedure</p> <ul style="list-style-type: none"> • Approved. <p>Financial Controls Policy</p> <ul style="list-style-type: none"> • Approved. <p>Insurance</p> <ul style="list-style-type: none"> • Approved. 	<p>LD</p> <p>Agenda</p>

<p>Lettings Policy</p> <ul style="list-style-type: none"> • Approved. <p>PPA Policy</p> <ul style="list-style-type: none"> • Approved. <p>Publication of Equality Information</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>Supporting Pupils with Medical Conditions</p> <ul style="list-style-type: none"> • Approved. <p><u>For Review (Approved by the Full Governing Body)</u></p> <ul style="list-style-type: none"> • All policies were pre-circulated. <p>Exclusion of Pupils (Review)</p> <ul style="list-style-type: none"> • LA model policy. • Approved. • <u>To FGB for adoption.</u> <p>Financial Administration Policy (Review)</p> <ul style="list-style-type: none"> • Approved. • <u>To FGB for adoption.</u> <p>Guidance on Management of Absence (Review)</p> <ul style="list-style-type: none"> • LA model policy. • Approved. • <u>To FGB for adoption.</u> <p>Probation Procedures (Review)</p> <ul style="list-style-type: none"> • Approved. • <u>To FGB for adoption.</u> <p>Redundancies in School (Review)</p> <ul style="list-style-type: none"> • LA model policy. • Approved. • <u>To FGB for adoption.</u> <p>Terms of Reference (Review)</p> <ul style="list-style-type: none"> • Approved. • <u>To FGB for adoption.</u> <p>Whistleblowing Policy (Review)</p> <ul style="list-style-type: none"> • LA model policy. • Approved. • <u>To FGB for adoption.</u> 	<p>Agenda</p> <p>7 Policies to FGB</p>
<p>11. Policies / Documents for Review / Approval / Noting at the next meeting</p> <p>a) Governor Allowances (Approval)</p> <p>b) SFVS (Review)</p> <p>c) Staff Induction Guidance (Noting)</p>	
<p>12. Governor Visit Reports</p> <ul style="list-style-type: none"> • Single Central record – Agenda item 9. 	

<p>13. Staffing Update</p> <ul style="list-style-type: none"> • Our 2 NQT's are doing really well. • Maternity Leave: <ul style="list-style-type: none"> ○ 1 currently on Maternity Leave. ○ 1 starts Maternity Leave shortly. ○ 1 will be starting Maternity Leave in February. • A Year 4 Teacher has resigned as they are returning to the USA at Christmas. <ul style="list-style-type: none"> ○ We have recruited to fill the vacancy. • 1 member of the office staff is leaving next week. • AD asked about staff wellbeing. <ul style="list-style-type: none"> ○ The Risk assessment has been updated. ○ There was a high level of anxiety at the start of term. ○ We have done individual risk assessments. ○ We are doing our best. ○ SF said that she was concerned about the core team. • 1 member of staff is very ill with Covid 19 and they are still off. <p>AD took the opportunity to thank all staff for everything they have done.</p> <ul style="list-style-type: none"> • Kids are happy. 	
<p>14. Any Other Business (as agreed above)</p> <p>2020 / 2021 residential trips.</p> <ul style="list-style-type: none"> • The 2020 / 2021 trips have been cancelled. <p>2019 / 2020 residential and HOAC trips.</p> <ul style="list-style-type: none"> • 3 trips were cancelled last year <ul style="list-style-type: none"> ○ HOAC (Year 4): Insurance claim for coach £2,560 received and being refunded to parents. ○ IOW (Year 5): Refund received from the IOW experience and being refunded to parents. ○ JCA (Year 6): Insurance Claim for initial deposit £8,000 received and refunded to parents. • We have received a number of e-mails from parents to say thank you for arranging the insurance claims / refunds. <p>Benchmarking.</p> <ul style="list-style-type: none"> • <u>Will be tabled at the next meeting as the data is not yet available from the LA.</u> <p>Private Account.</p> <ul style="list-style-type: none"> • <u>To be tabled at the next meeting as it needs auditing.</u> <p>School Journeys Account.</p> <ul style="list-style-type: none"> • <u>To be tabled at the next meeting as it needs auditing.</u> 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
<p>15. Date and time of next meeting: Wednesday 17 March 2021 at 6PM</p>	