

NORTH EALING PRIMARY SCHOOL

The 3rd Resources Committee meeting for 2019-20 was held on Wednesday 24th June 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) SF: Early Closure of School. SF: PTS Update. SG: Single Central Record.	
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 6 May 2020 These were agreed as a true and accurate record of the meeting.	
7. Matters arising from the Resources Committee Meeting on 6 May 2020 a) SF to remind parents about Easy fundraising. <ul style="list-style-type: none">• Closed.• Sf confirmed that she had reminded parents twice so far and would be reminding them again shortly. b) Matters arising from 27 November 2019. <ul style="list-style-type: none">• Closed.• See agenda item 8.• SG is also shielding.• SG reminded Governors that the final carry forward was £114,859 and not £113,126 as advised at the FGB on 6 May.	
8. Matters arising from the Resources Committee Meeting on 27 November 2019 a) SG to follow up at SBM meeting re staffing costs (Benchmarking). <ul style="list-style-type: none">• Carried forward.• The SBM meeting was cancelled due to Covid 19.	

<ul style="list-style-type: none"> • This will be reviewed in the Autumn term. <p>b) 4 Policies to FGB for approval.</p> <ul style="list-style-type: none"> • Closed. <p>c) GDPR Audit:</p> <ul style="list-style-type: none"> • Cookies Policy <ul style="list-style-type: none"> ○ Closed – it is on the website. • Annual training for staff <ul style="list-style-type: none"> ○ Closed. 	
<p>9. Governing Body Roles (in preparation for Ofsted)</p> <ul style="list-style-type: none"> • SF advised that she was keen to allocate Curriculum Areas to Governors in preparation for Ofsted. • It was agreed to review this in the Autumn term. • DK pointed out that there had been no statement about Ofsted Inspections restarting; possibly May 2021? 	
<p>10. Finance</p> <p>a) Budget Monitoring Report</p> <ul style="list-style-type: none"> • The budget monitoring report and summary was pre-circulated. • We are keeping a record of Covid 19 related expenditure and will be making a claim in due course. <ul style="list-style-type: none"> ○ Staff costs re Covid 19 cannot be reclaimed. ○ There is a cap of £30k on what can be claimed: we will be nowhere near this cap. • We made a request to the PTA for support with Covid related expenses. <ul style="list-style-type: none"> ○ This was refused on the basis that it was not considered appropriate as it was felt that this should be funded by the Government. <p>b) CFR Report</p> <ul style="list-style-type: none"> • The CFR was pre-circulated. • Noted. <p>SF pointed out that we have been very cautious about spending money and that as a result of this the site is looking a little “tired”.</p> <p>AD asked if there was any possibility of arranging lettings over the summer to generate some additional income.</p> <ul style="list-style-type: none"> • No – see agenda items 11 and 17. 	
<p>11. Premises</p> <p>a) Update - Health and Safety Nothing to report.</p> <p>b) Update – Premises</p> <ul style="list-style-type: none"> • The Premises Report was pre-circulated and noted. <p>c) Summer works (see also agenda item 17.</p> <ul style="list-style-type: none"> • The LA will be replacing the radiators and pipework in the old block and also installing a new control system in the millennium building. • SG advised Governors that the current system is not fit for purpose. • The work will take 6 / 7 weeks i.e. the whole of the summer holidays. • The cost is c. £250K. • Remedial works (decorating etc.) will then take place at October half term. 	

<ul style="list-style-type: none"> • We have one starting maternity leave in September and have advertised for cover. • We also have a couple more Maternity Leaver's on the horizon. • Apart from the 1 vacancy referenced above we are fully staffed. • Staff wellbeing feedback was very positive. <ul style="list-style-type: none"> ○ SF stated that the Senior Team have done a fantastic job. • DK took the opportunity to thank SF for her Leadership. 	
<p>17. Any Other Business (as agreed above)</p> <p>SF: Early Closure of School.</p> <ul style="list-style-type: none"> • We are currently due to finish on Wednesday 22 July. • SF proposed bringing this forward to Thursday 16 July. • The reason for this change is due to the summer premises work (see agenda item 11). These works are scheduled to take 6 / 7 weeks and there would be the possibility that the school would not be ready to open in September. • By bring the school closure forward, we would be able to clear the classrooms (as required) and handover to the contractors on Monday the 20th rather than Monday the 27th • DK asked about provision for Key Worker children. <ul style="list-style-type: none"> ○ SF confirmed that they had been notified that we will be closed during the summer and pointed them to other options. • This was agreed. • <u>SF and DK to send a joint letter to parents.</u> <p>SF: PTA Update.</p> <ul style="list-style-type: none"> • The PTA has a balance of c. £50K. • The PTA have agreed to purchase another set of Chrome Books. • We submitted a bid to the PTA for £16K / £18K for an upgrade to the KS1 playground. <ul style="list-style-type: none"> ○ This was refused! ○ We have now asked for £3K / £5K. • SF advised that the spend committee are being really cautious. • SF also advised that the PTA have a new Treasurer (a previous Treasurer of the PTA). • LJ asked about the PTA liaison Governor position. <ul style="list-style-type: none"> ○ JG reported that she had been unable to find a volunteer. ○ The commitment is 3 meetings per year. ○ <u>SF / LJ to discuss the way forward.</u> <p>SG: Single Central Record.</p> <ul style="list-style-type: none"> • It has not been possible for AD to physically review the SCR this term due to Lockdown. • SG confirmed that there had been no changes to the SCR since AD last reviewed it. • AD will review again in September. <p>SF: Pupil Numbers.</p> <ul style="list-style-type: none"> • Reception is full for September. <ul style="list-style-type: none"> ○ We also have a waiting list of 27. ○ There are a further 2 which are subject to appeal. • Nursery looks like it will be full for September. • We have had 5 in year joiners during lockdown. • We estimate that we may have 10 spaces at the time of the census in October. <p>SF: EHCP's</p> <ul style="list-style-type: none"> • SF advised that the number of EHCP's has increased from 13 to 18. <p>SF: Covid 19 update</p> <ul style="list-style-type: none"> • We are now at capacity with 126 children on site. 	<p>SF / DK</p> <p>SF / LJ</p>

<ul style="list-style-type: none">• We have 72 Year 6 children joining us from Monday in 9 hubs.• Fit for Sport have been brilliant.• We have received no complaints.• We will be inviting all children in groups of 15 to meet their teachers for 30 minutes during the week commencing 13 July.• We are now starting to plan for September.<ul style="list-style-type: none">○ At this stage we do not know whether all children be in school or if there will be a blended approach.	
<p>18. Date and time of next meeting: To be arranged.</p>	