

NORTH EALING PRIMARY SCHOOL

The 3rd Resources Committee meeting for 2020 - 2021 was held on Wednesday 23 June 2021

The meeting was held via Zoom

MINUTES

Attendees: Lynne Dallow (LD) Andrew Dharman (AD) - Chair Sally Flowers (SF) - Headteacher Lutz Johnen (LJ) – Vice Chair Debbie Keenan (DK) – Chair of Governors Also in attendance: Sarah Gordon (SG)	Actions
1. Welcome	
2. Apologies for absence <ul style="list-style-type: none">• Apologies were received from Joanne Gravestock (JG).• All other Governors were in attendance.	
3. Authorised / Unauthorised absence <ul style="list-style-type: none">• The absence for JG was authorised.	
4. Declaration of Any Other Business (AOB) <ul style="list-style-type: none">• There were no declarations of other business.	
5. Declaration of interest in any agenda items <ul style="list-style-type: none">• There were no declarations of interest in any agenda items.	
6. Agree the minutes of the Resources Committee Meeting on 17 March 2021 <ul style="list-style-type: none">• These were agreed as a true and accurate record of the meeting.	
7. Matters arising from the Resources Committee Meeting on 17 March 2021 <p>a) SG to check with Bursarial re IDACI (Increase Guaranteed?).</p> <ul style="list-style-type: none">• Closed.• This is “guaranteed” until the next review. <p>b) LD to review the Health & Safety</p> <ul style="list-style-type: none">• Closed. <p>c) SFVS to FGB for adoption</p> <ul style="list-style-type: none">• Closed. <p>d) 3 policies for review at the next meeting</p> <ul style="list-style-type: none">• Closed.• See agenda item 11.	
8. Finance <p>a) Budget Monitoring Report (May)</p> <ul style="list-style-type: none">• The budget monitoring report was pre-circulated.• We have funded the CC refurbishment (£9,840) pending reimbursement by the	

<p>LA.£11,242 has been received from the PTA to cover year 6 interactive boards.</p> <p>b) CFR</p> <ul style="list-style-type: none"> • This was pre-circulated. • Approved. 	
<p>9. Premises</p> <p>The report was pre-circulated.</p> <p>a) Update - Health and Safety</p> <ul style="list-style-type: none"> • No issues. <p>b) Update – Premises</p> <ul style="list-style-type: none"> • We have been able to create a sensory room. • The Oak Room (formerly the Children’s Centre) has been refurbished; this was funded by the LA. <ul style="list-style-type: none"> ○ This is now our property. ○ This will become a nurturing / sensory space. ○ This is currently being used to support one year 4 child who started after Easter who has very complex needs and who has 3 support staff. ○ This will be slow integration – the child is doing brilliantly. <p>c) Update – Planned summer works</p> <ul style="list-style-type: none"> • Replacement of the hot and cold water pipes – 4 weeks. • Replacement of the Fire Protection Panel – 1 week. <ul style="list-style-type: none"> ○ The LA are appointing contractors this week. ○ LJ cautioned that there is a shortage of supplies. ○ LJ said that he would be happy to be involved with the project. • Quotes are awaited for: <ul style="list-style-type: none"> ○ Sprinkler Room Repairs. ○ Lightning protection Repairs. <ul style="list-style-type: none"> □ These items will possibly be funded from devolved capital. 	
<p>10. Single Central Record</p> <ul style="list-style-type: none"> • The review was completed in March. • Further review will be undertaken before the end of term. 	
<p>11. Policies / Documents for Review / Approval / Noting</p> <p><u>For Noting (Approved by the Headteacher)</u></p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Noted. <p><u>For Approval</u></p> <p>Charging and Remissions</p> <ul style="list-style-type: none"> • Approved. • There were no changes. <p>Nursery Admissions</p> <ul style="list-style-type: none"> • Approved. • The only change is the hourly rate. <p><u>For Review (Approved by the Full Governing Body)</u></p> <p>Charging Policy – Lettings</p> <ul style="list-style-type: none"> • Agreed. • We benchmarked the rates last year. • We are very cost effective. 	

<ul style="list-style-type: none"> • An increase of 10% is proposed. <ul style="list-style-type: none"> ○ One term notice – start in January 2022. • We are very flexible. • <u>To FGB for approval.</u> 	<p>To FGB</p>
<p>12. Policies / Documents for Review / Approval / Noting at the next meeting</p> <p><u>Noting</u></p> <ul style="list-style-type: none"> • Approval form for use of the school premises • CCTV • Data breach • Data Protection • Data Retention • Electronic Information and Communications • Extended School • Freedom of Information • Information Security • Social Media <p><u>Approval</u></p> <ul style="list-style-type: none"> • Finance Controls • Insurance • Purchasing • Safety procedures for Hirers • Supporting Pupils with Medical Conditions <p><u>Review</u></p> <ul style="list-style-type: none"> • Best Value Statement • Exclusion of Pupils • Terms of Reference 	<p>Agenda</p>
<p>13. Governor Visit Reports</p> <ul style="list-style-type: none"> • <u>LD to arrange a Health and Safety visit.</u> • <u>AD to arrange a review of the SCR before the end of term.</u> • AD reviewed the SCR in March – report was circulated. 	<p>LD AD</p>
<p>14. Staffing Update</p> <p><u>NQT's</u></p> <ul style="list-style-type: none"> • We had 2 NQT's this year. <ul style="list-style-type: none"> ○ 1 will have a full time position from September. ○ 1 finishes as an NQT at October half term. ○ Both have done really well. • The scheme for NQT's changes from September. <ul style="list-style-type: none"> ○ It will now be a 2 year programme • We will not have any more NQT's before September 2022. <p><u>Maternity Cover</u></p> <ul style="list-style-type: none"> • We need a maternity cover for one term in KS2. <ul style="list-style-type: none"> ○ 4 interviews were scheduled today. ○ 3 could not attend due to Covid. ○ We interviewed the remaining one. <p><u>Long Term Sickness</u></p> <ul style="list-style-type: none"> • 1 SMSA was dismissed on 3 months full pay on Monday after a medical capability process, and being out of school for nearly a year. 	

Staff Changes

- 2 full time Teachers have resigned
 - 1 to Hong Kong.
 - 1 relocated within UK.
 - 2 replacements have been appointed.
- 1 part time Teacher has resigned
 - Replacement appointed.
- 1 HLTA has resigned
 - This post has been filled.
- 3 day per week cover Teacher has resigned
 - We will leave the post open.

EHCP Cover

- No EHCP cover staff have had to be made redundant.

15. Any Other Business (as agreed above)

- SG advised that the Private Account will be audited virtually.
- LJ asked for feedback on mobility.
 - We have had 96 leavers – 3 times what we normally see.
 - We have had 84 arrivals.
 - SF said that she had written to parents to see if any families would be leaving in September.
- We are in a better position than many local schools.
- We will be meeting with the LA after the October Census.
 - LJ said that it was good to get in early.
 - SF added that the priority s to keep the standards high and the buildings well maintained.
- SF pointed out that one local school has increased its class sizes to 32; this then puts pressure on other schools.
 - They have also sought parental contributions; this has not gone down well with their parents.
 - Additionally they have published the names of staff at risk of redundancy if they cannot generate more funds.
- Nursery is full.
- Reception is almost full.
- Year 1 has 10 spaced.
- Year 4 has 6 spaces.

16. Date and time of next meeting:

To be arranged – Suggested dates are with SF.

Meeting closed at 19:00.