

# NORTH EALING PRIMARY SCHOOL

The 1st Resources Committee meeting for 2021 - 2022 was held via Zoom on Wednesday 17 November 2021

## Minutes

<b>Attendees:</b> Lynne Dallow (LD) Andrew Dharman (AD) - Chair Sally Flowers (SF) - Headteacher Joanne Gravestock (JG) Debbie Keenan (DK) – Chair of Governors  <b>Also in attendance:</b> Sarah Gordon (SG) John Russell (JR) Golnaz Shahabi (GS)	Actions
<b>1. Welcome</b> AD welcomed JR and GS and then asked everyone to introduce themselves. <ul style="list-style-type: none"><li>• JR works in corporate communications for HSBC.</li><li>• GS is the Head of Science in a secondary school.</li></ul>	
<b>2. Apologies for absence</b> Apologies were received from Lutz Johnen (LJ). <ul style="list-style-type: none"><li>• All other Governors were in attendance.</li></ul>	
<b>3. Authorised / Unauthorised absence</b> the absence for LJ was authorised.	
<b>4. Declaration of Any Other Business (AOB)</b> SF: Covid DK: FGB	
<b>5. Declaration of interest in any agenda items</b> There were no declarations of interest in any agenda items.	
<b>6. Election of Committee Chair and Committee vice Chair</b> AD was proposed as Committee Chair by SF and seconded by DK. <ul style="list-style-type: none"><li>• There were no other nominations.</li><li>• A vote was taken, and AD was elected unanimously.</li></ul> LJ was proposed as Committee Vice-Chair by SF and seconded by AD. <ul style="list-style-type: none"><li>• There were no other nominations</li><li>• A vote was taken, and LJ was elected unanimously.</li></ul>	
<b>7. Agree the minutes of the Resources Committee Meeting on 23 June 2021</b> These were agreed as a true and accurate record of the meeting.	
<b>8. Matters arising from the Resources Committee Meeting on 23 June 2021</b> a) Charging policy – Lettings to FGB. <ul style="list-style-type: none"><li>• Closed.</li></ul> b) LD to arrange a Health and Safety Visit. <ul style="list-style-type: none"><li>• Closed.</li><li>• Report to follow.</li></ul>	

<p>c) AD to review the SCR (Summer term).</p> <ul style="list-style-type: none"> <li>• Closed</li> <li>• AD will be completing the autumn term review on 18 November.</li> </ul>	
<p><b>9. Finance</b></p> <p>a) Budget Monitoring Report</p> <p>The Budget Monitoring reports were pre-circulated.</p> <ul style="list-style-type: none"> <li>• SG spoke to the budget monitoring report – see appendix A.</li> <li>• Pupil numbers <ul style="list-style-type: none"> <li>○ Nursery: whilst a few have dropped out we will be full from January.</li> <li>○ Reception is full.</li> <li>○ As of census date we had 36 vacancies. <ul style="list-style-type: none"> <li>▪ This equates to a financial impact of c. £130K.</li> </ul> </li> <li>○ We currently have 609 on roll.</li> <li>○ We are currently running weekly school tours for prospective parents which are proving very popular.</li> <li>○ We have had 56 leavers and 30 joiners.</li> </ul> </li> <li>• SEND <ul style="list-style-type: none"> <li>○ The SEND schedule is due in the next couple of weeks.</li> </ul> </li> <li>• Projections <ul style="list-style-type: none"> <li>○ JR asked about the potential deficit. <ul style="list-style-type: none"> <li>▪ Possibly £150K.</li> </ul> </li> <li>○ We instigated discussions with the LA in the summer term regarding a potential deficit. <ul style="list-style-type: none"> <li>▪ The LA have subsequently invited the DfE to review the budget at NEPS and a few other Ealing schools.</li> <li>▪ The review will be lead by a former Headteacher</li> </ul> </li> <li>○ DK asked if the Governing board should be involved in the review. <ul style="list-style-type: none"> <li>▪ SG said that this was not necessary – the report will be shared.</li> </ul> </li> </ul> </li> <li>• Utilities <ul style="list-style-type: none"> <li>○ LD asked about the supply of utilities. <ul style="list-style-type: none"> <li>▪ We are contracted through Kent County Council / Laser.</li> </ul> </li> </ul> </li> <li>• Capital Spend <ul style="list-style-type: none"> <li>○ Only year 1 will need new interactive whiteboards.</li> </ul> </li> <li>• AD asked if there were any other budget related issues? <ul style="list-style-type: none"> <li>○ No.</li> </ul> </li> </ul>	
<p><b>10. Premises</b></p> <p>a) Update - Health and Safety</p> <ul style="list-style-type: none"> <li>• LD completed her review in July. <ul style="list-style-type: none"> <li>○ <b><u>Report to follow.</u></b></li> </ul> </li> <li>• First Aid training has been completed.</li> <li>• The LA Audit has been completed. <ul style="list-style-type: none"> <li>○ We were rated category B.</li> <li>○ A couple of documents were missing. <ul style="list-style-type: none"> <li>▪ These are in hand.</li> <li>▪ The delay in the receipt of these documents is due to Covid.</li> </ul> </li> </ul> </li> </ul> <p>b) Update – Premises</p> <ul style="list-style-type: none"> <li>• We will not be part of the LA Capital Funding program in 2022.</li> <li>• There is a possibility that lighting will be upgraded in 2022.</li> </ul> <p>c) Update – Summer works</p> <ul style="list-style-type: none"> <li>• There are still some teething issues.</li> </ul>	LD

<p><b>11. Single Central Record</b> See agenda item 8(c).</p>	
<p><b>12. Policies / Documents for Review / Approval / Noting</b> All policies were pre-circulated.</p> <p><u>Noting</u></p> <ul style="list-style-type: none"> <li>• Approval form for use of the school premises <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• CCTV <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Data breach <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Data Protection <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Data Retention <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Electronic Information and Communications <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Extended School <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Freedom of Information <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Health &amp; Safety Policy <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Information Security <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Social Media <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> <li>• Volunteer Induction <ul style="list-style-type: none"> <li>○ Noted.</li> </ul> </li> </ul> <p><u>Approval</u></p> <ul style="list-style-type: none"> <li>• Finance Controls <ul style="list-style-type: none"> <li>○ Approved.</li> </ul> </li> <li>• Purchasing <ul style="list-style-type: none"> <li>○ Approved.</li> </ul> </li> <li>• Safety procedures for Hirers <ul style="list-style-type: none"> <li>○ Approved.</li> </ul> </li> <li>• Supporting Pupils with Medical Conditions <ul style="list-style-type: none"> <li>○ Approved.</li> </ul> </li> </ul> <p><u>Review</u></p> <ul style="list-style-type: none"> <li>• Best Value Statement <ul style="list-style-type: none"> <li>○ Approved.</li> <li>○ <b><u>To FGB for adoption.</u></b></li> </ul> </li> <li>• Staff Code of Conduct <ul style="list-style-type: none"> <li>○ Approved.</li> <li>○ <b><u>To FGB for adoption.</u></b></li> </ul> </li> <li>• Exclusion of Pupils <ul style="list-style-type: none"> <li>○ Approved.</li> <li>○ <b><u>To FGB for adoption.</u></b></li> </ul> </li> <li>• Terms of Reference <ul style="list-style-type: none"> <li>○ Approved.</li> <li>○ <b><u>To FGB for adoption.</u></b></li> </ul> </li> </ul>	<p>To FGB</p> <p>To FGB</p> <p>To FGB</p> <p>To FGB</p>

<p><b>13. Governor Visit Reports</b>  <b><u>LD: Health &amp; Safety visit report to follow.</u></b>  <b><u>AD: SCR visit report to follow.</u></b></p>	<p>LD AD</p>
<p><b>14. Staffing Update</b></p> <ul style="list-style-type: none"> <li>• The Maths Lead who has been on long term sick leave has resigned. <ul style="list-style-type: none"> <li>○ We are recruiting from January.</li> </ul> </li> <li>• The Phase leader who has returned from Maternity Leave has stood down from the Phase Leader role and is going part time.</li> <li>• Our part time AHT / SENCo (Liza Webber) will be leaving at Christmas. <ul style="list-style-type: none"> <li>○ We are looking to recruit a part time SENCo.</li> </ul> </li> <li>• We need to recruit 2 SMSA's.</li> <li>• We do not have any ECT's this year.</li> <li>• We have 2 RQT's from last year.</li> </ul>	
<p><b>15. Any Other Business (as agreed above)</b></p> <ul style="list-style-type: none"> <li>• Covid Update <ul style="list-style-type: none"> <li>○ There have been a number of cases.</li> <li>○ We are following the guidelines.</li> <li>○ We are hovering around the threshold in one year group.</li> <li>○ 2 members of staff had positive LFT's today.</li> <li>○ We have concerns about the attendance records for a few families.</li> </ul> </li> <li>• FGB – 24 November 2021 <ul style="list-style-type: none"> <li>○ In view of the increasing cases of Covid, it was agreed to hold the FGB on 24 November via Zoom.</li> <li>○ <b><u>AON to advise all governors.</u></b></li> <li>○ <b><u>AON to set up the Zoom link.</u></b></li> </ul> </li> <li>• School Office <ul style="list-style-type: none"> <li>○ SF pointed out that the Office are doing a fantastic job</li> </ul> </li> <li>• Social Media <ul style="list-style-type: none"> <li>○ SF reported that we have had some good feedback on our social media presence.</li> </ul> </li> </ul>	<p>AON AON</p>
<p><b>16. Date and time of next meeting:</b>  Wednesday 16 March 2022 at 6PM</p>	

Meeting closed at 19:00

## Appendix A

### Budget Monitoring – Resources Committee November 2021

The budget monitoring for Resources Committee cover the period to October 2021 (58%)

#### **Employees Totals**

- Running at 59%
- 0070 – Agency supply £7k from surplus to cover Year 1 supply to October half term
- 0075 – Agency supply £10k from Education Welfare Officer 0120 to October half term to cover SEN children
- Staff Forecasting Includes
  - End to Assistant Head role 31.12.2021
  - Provision for SENDCo UP3 with TLR from 01.01.2022
  - Year 5 maternity post
  - Year 3 maternity post
  - Teacher leavers and joiners to 01.01.2022
  - End to HLTA post 31.08.2021

#### **Indirect Employee Totals**

- 0081 – Course fees £2.5k from surplus

#### **Premises Totals**

- 1090 – Gas paid to 30.09.201 – watch
- 1120 – Electricity paid to 30.09.21 – watch
- 1140 – Water paid to 30.09.21 – watch
- 1410 – R & M works additional £8k for surplus to cover
- Emergency lighting repair £3.7k
- Summerfield Rd gate repair £1.4k
- CCTV £2k
- Pitshanger Lane gate repair £750
- Sprinkler Room overflow £500
- Moved £9840 from surplus to budget code 1420 (re-decoration) to cover the CC refurbishment

#### **Supplies and Services Total**

- 3110 – Laundry (PTA contributions) £26,846
- School Council £500
- Year 6 leavers gifts £600
- Year 6 Interactive boards £10,179
- Instruments & PA system £2,344
- Post protectors, new hall sound system & website £1800
- Year 2 Interactive boards £11,000
- Christmas entertainer £423
- 3321 – Education Equipment additional £1k from surplus
- 3361 – Furniture additional £845 from surplus for Oak Tree Cabin
- 3321 – Education Stationery additional £1k from surplus

#### **Contractual Totals**

- Running to budget

#### **Income Totals**

- 8011 - Nursery numbers down from September, approx. £3k shortfall
- 8012 – SEN waiting for schedule from Department to agree from September 2021 income
- 8220 – Pupil Focussed £6k (income expected from SEN to cover additional ABA tutor)
- 8340 – Misc. Income Others £9840 received from SEN to cover Oak Tree Cabin
- 8570 – Teacher Sickness income expected from Long Term Sickness

## Capital

- 2020/21 £12,215
- 2021/22 £11,329
- Expenditure: £3755 – Year 1 outside area  
£2513 – building works to entrance