

GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL

Chaseville Park Road, London N21 1PD

RESOURCES COMMITTEE

1 MAY 2019

MINUTES – PART 1

Members:

Bambos Charalambous

*Judy Ellerby*

Michael Florides (Chair)

Wahida Khan

Hayley Kirkpatrick

*Prafulla Pujara*

*Paul Thompson*

Sam Williams (Headteacher)

*Italics denotes absence*

Also Attending:

Marie Maduro – Office/Finance Manager

Ann Munro – Minute and Advisory Clerk

Sujal Zaveri – Governance Advisor

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs Judy Ellerby, Ms Prafulla Pujara and Mr Paul Thompson.

2. DECLARATION OF INTEREST

Governors were given the opportunity to declare any interest relating to items on this agenda. No declarations were made.

3. MEMBERSHIP

**RESOLVED** that Hadiza Adeyemi to be appointed as a member of the committee at the next GB meeting.

**ACTION: CLERK**

4. MINUTES AND MATTERS ARISING

The Minutes of the meeting held on 23 January were agreed and signed by the Chair as a correct record.

The following matters arose from discussion of these Minutes:

(a) Fire Safety Audit (Minute No 4b(i))

**REPORTED** that following the Fire Safety Audit, the door closer has been replaced, so no further action is required.

(b) CCTV (Minute No 4b(ii))

**REPORTED** that cameras had been put in place and were working well.

(c) The School House (Historically the Site Manager's House)

**REPORTED** that the issues with this house with relation to safety and appearance was ongoing with the house being unused for 2 ½ years. The original plan was to use the house for NQT's to assist with NQT retention. The LA were asked for legal advice on this issue but were unable to take matters further.

**NOTED** that

(i) a Governor commented that if the property was used for private rental safeguarding issues would need to be addressed and legal advice sought for this;

(ii) various options were looked at, such as hiring it out as a meeting room, as the school was very tight for space, but the preferred option would be, if not used for NQT's, to use it to hire it out to a day nursery and get rental income;

(iii) the building required upgrading and a surveyor would need to look at the property.

**RESOLVED** that

(A) a visit to the property would be arranged first followed by discussions;

(B) day nursery providers would be contacted

**ACTION: BAMBOS CHARALAMBOUS/HEADTEACHER**

(d) Windows

**REPORTED** that the list of windows had been signed off and these will be replaced in the Summer Holidays.

(e) Funding

**REPORTED** that this was discussed but it was felt inappropriate at present. However, donations via Play Funding and Crowd Funding were thought to be suitable.

(f) Lettings Policy

**NOTED** that the Lettings Policy was now ready to go forward to the full Governing Body Meeting.

**ACTION: CLERK/MARIE MADURO**

5. BUDGET 2018-19

**RECEIVED** outturn data for the 2018/19 Financial Year, a copy of which is included in the Minute Book. The Office/Finance Manager discussed this information with Governors.

**REPORTED** that the School had a carry-forward balance of £79,043.71 which was 2.75% of the school budget.

**NOTED** in answer to a **question** that the carry forward was healthier due to the contributions from the EPSA and the lettings income.

**RESOLVED** to recommend the Budget 2018-19 to the GB for ratification.

**ACTION: CLERK**

6. BUDGET 2019/20

**RECEIVED** the 3 Year Budget Plan, a copy of which is included in the Minute Book. The Office/Finance Manager discussed this information with Governors.

**REPORTED** the following explanations on individual budget headings:

(a) Teaching Staff -1-E01

The Teaching budget should reduce because an Assistant Head was being seconded to another school which would then help finance another teacher.

(b) Education Support Staff - 1-E03

The number of Learning Support Assistants (LSA's) had been reduced from 20 to 15 resulting in further savings.  
The School had joined Enfield Town Partnership and the cost was £3750 which was considered excellent value as it gave them access to various training and other opportunities such as debating contests, music partnerships and so on.

(c) Premises Staff -1-E04

There has been an increase in the number on Site Managers.

(d) Staff Development and Training - 1-E09

There would be an increase in training and a more realistic budget needed to be set.

**RESOLVED** that Marie should attend a School Business Manager course as she currently undertook most of the role.

**ACTION: HEADTEACHER**

(e) Cleaning and Caretaking 1-E14

The current cleaning contract expired on 13<sup>th</sup> May. Marie had researched and got recommendations from other schools. The new cleaning contract included one extra cleaner. The contract was very flexible with a get-out clause.

(f) Learning Resources - 1-E19

Subject Leaders

- (i) Mrs Whitehouse had raised money from an art project and the money raised from the Readathon would be allocated to the English Language budget.
- (ii) The music budget had more in it than that allocated for Maths tuition.

**NOTED** in answer to **questions** that

- (iii) the EPSA had said there would be no more money available until after the Summer Fete;
- (iv) the inference project had run the previous year but would not be continued
- (v) Sports Premium -the school was obtaining a PE grant of £10,000. Mr Robinson will be coaching PE to children across the whole school.

(g) ICT Learning Resources – 1-E20

Clevertouch screens were a rolling project.

In answer to questions, from September years 3,4,5 and 6 would get training for ICT. The ICT contract had now increased to £14,000, this included 10 paid for call outs.

(h) Income from Facilities and Services -2-108

Lettings Income

The lettings income had gone up due to the charges for Breakfast and After School clubs. First kicks/Sherpa was working well. In response to a query the charge to Sherpa was 10%.

(i) Stationery Shop

EPSA are keen on running a stationery shop on a weekly basis, selling things like water bottles etc.

(j) ICT -3-CE04

There were touch screens and interactive boards in four classrooms and in the ICT Suite. The school will be switching to Clevertouch throughout and Clevertouch will be giving the training. ICT Curriculum lessons will be given to years 5 and 6. The balance for ICT is £10556.00.

(k) Future Capital Developments -3-CE05

The telephone system needed up-grading and money had been put aside for this.

A Governor **asked** how much the contingency was and was told it was £35000.

(l) 2020/21 Budget

**NOTED** that Bambos Charalambous will be meeting with the Schools Minister to speak about putting more money into education. Primary Schools are now having to fund Secondary Schools.

**RESOLVED** to recommend the 2019-20 budget to the GB but defer the 2020/21 budget.

**ACTION: CLERK/SBM**

7. WAIVERS

Grounds Maintenance and Improvement -1-E13

A Waiver of Contract Procedure Rules was presented to the Governors for ASM Grounds Management Ltd as they are pricing their work extremely competitively and the school would like to continue using them.

The waiver was authorised and signed by the **CHAIR** and **HEADTEACHER**

**RESOLVED** to refer to the GB for ratification.

**ACTION: CLERK**

8. SERVICE LEVEL AGREEMENTS

**RECEIVED** a Schedule of Service Level Agreements (SLAs) for 2018/19, a copy of which was included in the Minute Book.

9. SCHOOLS FINANCIAL VALUE STANDARD 2019/20

**RECEIVED** the schools financial value standard (SFVS).

**NOTED** that page 3 was comparative and the format had changed as indicated in the Report to Governors.

**RESOLVED** to recommend the SFVS to the GB for ratification.

**ACTION: CLERK/MARIE MADURO**

10. HEALTH AND SAFETY

Work on a leak to the roof of the boy's toilets was being dealt with and will be completed in the Summer Holidays.

SCHOOL JOURNEYS

Debt was not an issue with school journeys.

11. PREMISES DEVELOPMENT/WORK PLAN

The new premises plan would be discussed at the next meeting.

There had been various issues with the boy's toilets and there is a need for spending to be reviewed.

**ACTION: OFFICE/FINANCE MANAGER**

12. POLICIES REVIEW

(a) **REPORTED** that the Lettings Policy was now ready to go forward to the Full Governing Body.

(b) Debt Recovery Policy

The highlights are as follows:

The Office/Finance Manager stated that she would report outstanding debt to the Headteacher and Governing body to determine whether the level of debt was acceptable and whether action to recover debt was effective.

The maximum level of debt a child can occur is £12.50. Once this level had been reached, the school would not provide any further school lunches and the parent/carer would be asked to provide a packed lunch until the debt had been cleared.

The maximum level of debt for a member of staff was £10.00.

Payment reminders would be sent to parents via ParentMail and direct emails.

The school may charge for school-time activities/trips by inviting parents and others to make voluntary contributions to enable school funds to go further. Children of parents who do not contribute would not be treated differently from those who contribute.

The school had the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.

If the child was unable to attend the trip due to illness or unavoidable, emergency reasons and if the venue/ transport company would refund the cost of the non-redeemed place, the school would refund the cost. All refund requests must be made in writing or via email to the school office.

There may be a non-refundable deposit/administrative charge made on residential trips.

This will be emailed to all staff and parents once ratified.

**RESOLVED to ratify.**

(c) School Meals Debt Policy

**REPORTED** that School meals needed to be paid in advance. The school would grant a debt allowance of 5 meals. After that the parents would be required to provide a packed lunch for their child.

**RESOLVED to ratify.**

13. LA REFERRALS

Menopause

**NOTED** that schools needed to be more mindful to women going through the menopause.

14. DATES OF FUTURE MEETINGS

**NOTED** that there was a discussion about the meeting dates, and it was believed that they should be arranged later in the term and perhaps more spread out to enable more accurate figures/statistics to be presented.

Next Meeting

1<sup>st</sup> July at 7pm – Full Governing Body.

Confirmed and signed at a meeting of the  
Resources Committee held  
on the    day of                    2019