

**GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL**

Chaseville Park Road, London, N21 1PD

Telephone No: 0208 360 5159

**RESOURCES COMMITTEE**

**16 October 2019**



Members

Hadiza Adeyemi  
Bambos Charlambous  
Michael Florides (Chair)  
Sanah Khan  
Wahida Khan  
Paul Thompson  
Sam Williams (Headteacher)

Also Invited

Flora Georgiou – Associate Member – Deputy Headteacher  
Hayley Kirkpatrick – Associate Member – Deputy Headteacher  
Marie Maduro – Business Manager  
Ann Munro – Minute and Advisory Clerk

**MINUTES – PART 1**

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Hadiza Adeyemi, Bambos Charalambous, Wahida Khan and Paul Thompson.

2. DECLARATION OF INTEREST

There were no declarations of interest to be reported.

3. ELECTION OF CHAIR

**RESOLVED** that Michael Florides be the Chair for this committee.

4. MINUTES OF THE LAST MEETING & MATTERS ARISING

**RECEIVED** the minutes of the Resources Committee held on 1 May 2019, a copy of which is included in the Minute Book, which were confirmed as a correct record.

**REPORTED** that with reference to:

(a) Update on Site Manager's House

Bambos Charalambous raised the issue of the house with the Leader of the Council on Friday and he will be arranging to meet Council officers as a result.

A condition survey had been completed.

(b) School Business Manager Course

Marie Maduro had not attended a Business Manager course as she had found she could do an Apprenticeship through the Council which would be free, therefore saving the school money. This started in October.

(c) Funding

The Headteacher had spoken to Play Force and a bid writer. The bid writer gave some good ideas and went away to write bids to four different companies. This would be a very positive step if opened to the public.

All other actions were completed.

5 BUDGET 2019-2020

(a) Quarterly Return

**RECEIVED** the Second Quarterly Return, a copy of which is included in the Minute Book.

**REPORTED** that the Total Revenue Balance brought forward was £79,044.

Income

**NOTED** in answer to questions that:

(a) I01; Funds Delegated by the LA

This was as per First Quarter, plus £3750.00 Inference Project.

(b) I05; Pupil Premium

There was a Pupil Premium in-year adjustment in September. There were 71 Pupil Premium children altogether and 7 or 8 were in reception. There were various ins and

outs for Pupil Premium which had dropped slightly but should increase due to the number of new starters.

(c) I08; Income from Facilities/Services

Lettings had gone up and would gradually increase this year.

(d) I13; Donations and/or private funds

A generous donation was received from Morrisons to be used for Forest School only.

(e) I18; Additional grant for schools

The additional grant was as per the first quarter but there was a £6000 loss due to low uptake on school dinners. Working with the kitchen and trying to persuade KS1 to partake in school dinners to claw this back.

Expenditure

(f) E02; Supply Teachers

The school had identified TAs who would be interested in completing an HLTA course. These members of staff would have a relief contract which would enable them to cover the class. If these staff members had not completed the course within one year they would no longer be able to cover classes.

If this option was not implemented there would be an £80,000 deficit.

(g) E12; Building maintenance & improvement

Asbestos has been identified in the Boiler Room by the Council that was not identified in previous inspections. A quote was obtained for the asbestos works for £12,000 which was considered excessive. Two other quotes were being obtained.

There were emergency toilet works. The school was already over budget with the toilet repairs, had spent £6,000 and had to call out for more repair work. Staff toilets also needed to be looked at.

**RESOLVED** that Colin Wilkinson would be contacted to look at the problem.

**Action: Marie Maduro**

(h) E13; Grounds maintenance & improvement

There had been several emergency call-outs for the School Gates and more money needed to go into renewing the Service Plan.

(i) E25; Catering Supplies

There was a low income from school meals as the uptake was low. Working with catering staff and KSI to see if they could be encouraged to have school dinners.

(j) Other Costs

The Teachers pay rise had been factored in but if the additional 0.75% was not funded by the Government this year, the projected deficit would increase by a further £7313.00.

Reaching the sickness threshold for staff and hoped that everyone stayed healthy.

Other works in the building plan required implementation, such as trees that needed felling. There was a tree with dead overhanging branches in an elderly neighbours' property next to the school gate that had to take priority. Eversley would have to pay for the job to be done as it could be dangerous to pupils.

Lettings

The school is looking to let to a Greek School, which would be advertised in December and potentially start in January.

Sherpa Kids will be receiving additional space, with the expectation that their roll will go up and therefore lettings income would subsequently increase.

## 6. POLICIES REVIEW

(a) Charging and Remissions Policy

**REPORTED** that the Charging and Remissions Policy was reviewed.

**RESOLVED** to go forward to the Governing Body Meeting for ratification.

**Action: Clerk**

(b) Scheme of Financial Delegation Policy

**REPORTED** the Scheme of Financial Delegation Policy was reviewed.

A minor modification was made stating that in the absence of the Finance Admin Assistant all responsibilities for that role would be carried out by the Welfare Assistant.

**RESOLVED** to refer to the Governing Body for ratification.

**Action: Clerk**

(c) Health and Safety Policy

**REPORTED** the Health and Safety Policy was reviewed.

A hospital detail amendment needed to be made as Chase Farm Hospital was no longer an Accident and Emergency hospital. The nearest hospital would be the North Middlesex.

**RESOLVED** to refer to the Governing Body for ratification.

**Action: Clerk**

(d) Staff Code of Conduct Policy

**REPORTED** the Code of Conduct Policy was reviewed.

**RESOLVED** to be ratified at the next Governing Body Meeting.

**Action: Clerk**

(d) Lockdown Policy

**REPORTED** the Lockdown Policy was reviewed.

The emergency procedures would be attached to this policy.

**RESOLVED** to refer to the Governing Body for ratification.

**Action: Clerk**

**7. HEALTH AND SAFETY**

Fire Drill Instructions

The fire drill had been updated to ensure staff were accounted for and everyone was aware of the code for the vehicle gate. These policy changes were identified following the minor fire in the staff room, Autumn Term 2018.

**REPORTED** the Fire Drill Instructions were reviewed.

**RESOLVED** to go forward and ratify.

Leaks in Reception Classrooms

There were leaks in the reception classrooms that only happened at weekends. The classrooms were flooded on a couple of occasions which damaged the soft furnishings.

The Assistant Premises Manager observed and dealt with the flooding each time on site. A quotation had been obtained to insert a solenoid valve into the pipework so as to address the leaks.

Trees

An overhanging tree at a school entrance is causing concern. Colin Wilkinson arranged for a tree surgeon to inspect the tree and it would cost £450.00 to address the issue.

There was another tree near Chaseville Park Road, but this was not so urgent as it was not a risk to the children. This would need to be put in next year's budget.

#### Water Decontamination

The cold water storage vessel requires decontamination. These priority works will be carried out by Jordans Environmental, costing £475.00.

#### SEN Room

The SEN Room requires redecoration, including new furniture, blinds and carpet as high-level meetings take place there. As soon as the funding is found it will become priority work.

#### Therapy Room

The Headteacher wanted to create a Therapy Room and thought the Junior Welfare Room could be converted to help children with mental health issues. There was one class in year 4 that would really benefit from this.

It was considered an option to convert the disabled toilet into a welfare room.

#### Nurture Room

The Nurture Room would be used in the morning only as it was recommended that there be no nurturing in the afternoon due to curriculum requirements.

There was a need for some pupils to go there for short periods of time.

A Governor asked if funds could be taken for the Nurture Room from the Capital, but it was confirmed that was being used for other requirements such as new windows.

There is some subsidence in the KSI playground. A footpath needed replacing as it was a tripping hazard and posts were sinking, making it difficult to secure the gate. A repair quote was received for £7000.00. Another quote was being obtained.

Quite a few blinds were worn or broken so therefore new ones were required. A repair quote had been obtained and a further quote will be sought. This would have to wait until the new budget.

The Headteacher concluded that the priorities to work on were the tree, water decontamination and asbestos. The other less important issues would be held off until the fourth Quarter.

Toilets were important but would have to be maintained as and when necessary.

Ground Improvement was also important but would be prioritised according to the Building Works Plan, red issues being dealt with first.

8. LOCAL AUTHORITY REFERRALS

Financial Briefing

This was reviewed by Chair.

9. DATE AND TIME OF NEXT MEETING

The next meeting will be held on 12 February 2019 at 08:00hrs.