

**GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL**

Chaseville Park Road, London, N21 1PD

Telephone No: 0208 360 5159

**RESOURCES COMMITTEE**

**12 February 2020**



Members

Hadiza Adeyemi

*Bambos Charalambous*

Michael Florides (Chair)

*Sanah Khan*

Wahida Khan

Sam Williams (Headteacher)

*Italics denotes absence*

Also Attending

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 Bambos Charalambous and Sanah Khan.

2. DECLARATION OF INTEREST

There were no declarations of interest to be reported.

3. MINUTES OF THE LAST MEETING & MATTERS ARISING

**RECEIVED** the minutes of the Resources Committee held on 16<sup>th</sup> October 2019, a copy of which is included in the Minute Book, which were confirmed as a correct record.

**REPORTED** that:

(a) Update on Site Manager's House

The Headteacher met with Neil Best, Head of Education and Strategic Resourcing and Partnerships, and discussed various options. One of the options was to sell the property and split the money with the LA. Other options were to rent out to NQT's or rent out to private companies such as dentists and nurseries.

The Headteacher thought it would be a good idea if there was any way of selling the house. The Chair commented that that option could be a short-term gain/long-term loss. Neil Best had a further meeting to discuss the idea of creating a vehicle for disused houses for NQT's/key workers but had to seek the mechanism and approval to make it happen. The idea of disposing the house altogether was also being considered. The Department of Education was being approached to get permission to take available houses out of the School Estate and to use for housing.

(b) Funding

The Headteacher had spoken to Play Force. The bid writer had written a bid which had gone to London Marathons. The bid writer was excellent and put lots of reasons about why the cohort was changing for the school and how not all children had access to gardens. The school could be opened at the weekends and support children with SEN. There were letters from local schools and businesses to back the bid going in for £230,000.

4. BUDGET

(a) Quarterly Return

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

**REPORTED** that

(i) Income

**NOTED** in answer to questions that:

(a) I03; High needs top-up funding

Additional high needs funding came in the Autumn Term.

(b) I08; Income from Facilities/Services

There was an increase in income for Facilities and Services due to the increase for Sherpa Kids to 15%. The Business Manager is renting out every possible space available.

(c) I09; Income from Catering

There was a high reduction in income from catering. This was thought to do with having set days a week for school meals. There was not enough food for all the children, plus site. There is a function whereby the children can key in their choice of meal in the morning for their choice of lunch that day. This was thought a good system and used by lots of other schools. Headteacher to look into adopting this system.

**Action: Headteacher**

Enough food needs to be ordered in the future. This has affected the budget and the school cannot afford another £20,000 per term.

(ii) Expenditure

(d) E01; Teachers

The budget for staff increased due to the Teachers Pay Awards. All staff that met their Performance Management targets had their 2% increase.

(e) E26; Agency Teachers

SMT and LTA's are providing emergency cover.

(f) E03; Education Support Staff

TA's are providing cover where possible.

(g) E07; Cost of Other Staff

TA's were covering for a lot of classes and the school was not booking as many Supply Teachers.

There was a lot of cover taking place. There was a supply teacher covering for a maternity leave. Where possible,

Supply Teachers were not being used but sometimes there was no choice.

Lunchtime Staff were providing TA support in reception from November to January.

(h) E19A; School Journeys/Trips/Visits

There was an increase in school trips – in and out.

(i) E23; Other insurance premiums

The LA supplied the insurance premiums rate - £20,000. This was split half this year, half next year.

(j) E27; Bought in Services-Curriculum

Ceyda Mustafa left in December. There was an increase due to using an agency TA, but this would only be for a short period of time. There are two children that should be going to a special school. Staff from these schools had visited Eversley to see the children concerned but had said that their needs were too high and therefore they were not suitable for their schools. The children have very complex needs and one of them requires 1-1 attention. Experienced SEN teachers are needed to deal with these children. One of the children will be going to The Grove, in September.

The new curriculum needs to be up and running, and it needs to be checked that staff have maximum CPD. No training can be given for 6 months.

The Headteacher and Hannah will cover for Year 1 if the teacher is off sick.

Overtime is the difference as it has to be paid at a different rate. HLTA qualifications are needed but a lot of staff are not prepared to do this.

There were two LSA's in one class. It was not necessary for three members of staff to be in one class as support does not have to be 1-1.

The school is £14,000 in deficit. Peter Neil said that no school could go forward with a deficit budget.

The SBM may have to work with the LA as the school was coming up to no contingency and was firefighting to see if they could get an increase.

The Headteacher and SBM were going to discuss and see how to make necessary cuts.

**Action: Headteacher/SBM**

**RESOLVED** to approve the Third Quarterly Return and it be returned to the Local Authority.

(b) Expenditure

(i) Items to be purchased over the Headteacher's Delegated Limit

**NOTED** that there were no items to consider.

(ii) Chair's Action

**NOTED** that there were no items to consider.

(iii) Waiver of Contract

**NOTED** that a waiver for Count On was considered and signed by the Chair.

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

(iv) Proposed Virements

The Headteacher would confirm if there was a proposed virement for £10,000 at the next meeting.

5. SERVICE LEVEL AGREEMENTS

**REPORTED** that the Local Authority advised not to stay with them for insurance as their premium was more expensive, £26,000. There was a quote from AstonLark for £22,000 and another from the Governments' RPA. The RPA quote was £18.00 per pupil but no other schools had used them so far so would not be an option until next year.

**RESOLVED** to go with AstonLark for insurance this year.

**REPORTED** that the lease with Toshiba had been cancelled and another 3-year lease would not be taken up. The printers would be kept as there was still another 2 years warranty and ink and services would still be provided.

**REPORTED** that 4 quotes were obtained for the asbestos in the boiler room. The LA recommended Robyland which was the most expensive.

**RESOLVED** that the Headteacher would send an email to the parents and go forward with the necessary works.

**Action: Headteacher**

6. POLICIES

**RECEIVED** copies of the following policies:

- Charging and Lettings
- Exclusion
- First Aid
- ICO Freedom of Information
- School Environment
- Upper Pay Range Application Stand-Alone Doc for Schools from Pay Policy
- Visitor Behaviour Policy
- Medicines in School Policy

copies of which are included in the minute book.

**RESOLVED** to refer the policies to the next Governing Body Meeting for ratification.

**Action: Clerk**

7. HEALTH & SAFETY

**REPORTED** that the asbestos in the Boiler Room is an urgent issue.

**RESOLVED** to go forward with the necessary works.

**NOTED** that additional blinds were required to comply with the Lockdown Policy.

**RESOLVED** to go forward with this.

**NOTED** that some parents, with relevant expertise, had volunteered to help with certain repair works at the school. The Headteacher and Governors thought it a good idea to accept the offers of help which would help prevent some outstanding works move from the moderate to urgent category, such as repairing the rotting logs in the flower beds, subsidence in the gates, sleepers etc.

**RESOLVED** that the Headteacher would put out an email to parents for help with these works.

**Action: Headteacher**

8. STAFFING

**RECEIVED** a staffing update.

**REPORTED** that there was a need to review, on a quarterly basis, if the school was spending more on staff than necessary. Every member of staff, including the Headteacher and Senior Leadership Team had been used for teaching roles. This could not be cut as one senior member of staff had been seconded to another school and the other two Senior Leaders were not full time.

**RESOLVED** that every month, at the Futures Meeting, this would be updated and analysed.

**Action: Headteacher**

9. LA REFERRALS

(a) Financial Management Briefing

**NOTED** the issues highlighted in the Financial Management Briefing.

(b) Clerking SLA

**REPORTED** that the revised SLA was considered and governors were happy with the Clerking.

**RESOLVED** to recommend the Clerking SLA for ratification at the next full Governing Body meeting.

**Action: Clerk**

10. DATE AND TIME OF NEXT MEETING

**NOTED** that the next Resources Committee Meeting will be held on 3<sup>rd</sup> June 2020 at 8am.

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