

**GOVERNING BODY OF EVERSLEY PRIMARY SCHOOL**

Chaseville Park Road, London, N21 1PD

Telephone No: 0208 360 5159

**RESOURCES COMMITTEE**

**VIRTUAL**

**23<sup>RD</sup> SEPTEMBER 2020**



Members

Hadiza Adeyemi

*Bambos Charalambous*

Michael Florides (Chair)

Sanah Khan

Wahida Khan

Sam Williams (Headteacher)

*Italics denotes absence*

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**

There were no apologies for absence.

**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 3<sup>rd</sup> June 2020, a copy of which is included in the Minute Book, which were confirmed as a correct record.

5. **BUDGET 2020-21**

**RECEIVED** a Report from the Business Manager, a copy of which is included in the Minute Book.

(a) 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 there were no waiver of contract items.

(b) Quarterly Return

**RECEIVED** the First Quarterly Return, a copy of which is included in the minute book.

**REPORTED** that there was a deficit of £28,335. There was a projected deficit of £33,113 by 2020-21/22, there could be a deficit of £233,000-£324.000 by 2021-22/23. The Headteacher and Finance Manager had not had the opportunity to look at staffing for that year. Two members of staff were out on maternity leave, when they return, it could be that the 1-year contract for 2 NQT's may come to an end or there may be other staff go on maternity leave so the budget should balance out.

(i) Income

**NOTED** in answer to questions that:

I03; High needs top-up funding

The school had been received £181.189 from the LA. This would be reduced as 4 SEN children had left and gone to special schools.

I05; Pupil Premium

This should remain the same.

106; Other Government Grants

This should remain the same.

I08; Income from Facilities/Services

There was a reduction in income from £70,000 to £33,539 due to social distancing in September 2020. There should be some money from Sherpa Kids, but the numbers were down from 100 to 30.

I09; Income from Catering

There is a lower meal uptake anticipated due to Covid-19. Lunches were being served in the classrooms. Parents are not pre-ordering and are deciding on a daily basis, changing the choice of meals. Lunches were being served in the classroom.

I12; Income from contributions to visits

Potentially no further trips or visits this financial year due to Covid-19.

I13; Donations and/or private funds

No income from the Parents Association or donations from parents.

(ii) Expenditure

E02; Supply Teachers

There is no money for Supply Teachers as the school currently have class bubbles and Teaching Assistants should work across the year bubbles.

E26; Agency Teachers

No money was being spent on agency staff because of class bubbles. Unless there is an emergency, the school would not be requiring agency staff during the Covid 19 crisis.

E09; Staff and development training

£18,735 was in available in this area. The LA were charging 10K for the school to buy back into training. It was decided that better training could be obtained outside, such as Safeguarding with Sue Manning which was money well spent.

E10; Supply Teacher Insurance

Not using the LA at the moment, it was unclear if the school would have to pay.

#### E12; Building maintenance & improvement

The school budget would increase because there is a lot of work to be done.

#### E14; Cleaning & caretaking

Four cleaners had been employed and were at the school every day, doing an excellent job. There will be a very high cleaning bill, but the school were trying to get money back as the Government promised. This is a very important job as the toilets and sinks need to be kept clean at all times and the children are eating their lunch in the classrooms. Cleaning bill was higher than other schools.

#### E19; Learning resources

Money will be transferred from here into another area, such as, Building and Maintenance as only 1% was spent.

#### E20; ICT Learning Resources

The Headteacher had spoken to EPSA. Two of the year groups did not have interactive white boards. The school need to make sure that ICT resources are updated because if there is a lockdown, they need to have what is necessary for communicating with children at home. 10 laptops were bought for staff.

#### E25; Catering Supplies

Reduced further due to Covid 19, social distancing, low uptake on meals. Hot lunches/ take away dishes, are provided 3 days a week. By providing these lunches the school had been able to keep the catering numbers up. Catering will be reviewed for next term.

The Government advised that schools could buy additional things up to £50,000 due to the Covid 19 crisis. A claim was put in for £37,637.75. Hand dryers had to be turned off, so paper rolls for children to wipe their hands after washing had to be purchased. The school rely a lot on the income from after school and weekend clubs but because of the crisis they were not hiring out at all after school. There was a small amount of income from weekend clubs. This was possible as when finished everything is cleaned.

Michael Florides received a Chair of Governors letter from Peter Nathan to Headteachers to say about the new up-coming spending review. Eversley plan to be in deficit and have to produce a deficit recovery plan, to be submitted at half term. There was another letter from Peter Nathan to Headteachers to express concern about the

new up-coming spending review and how it was going to be funded. There will be increases on quarter by quarter, a budget showing massive deficit problems. The NFF will be introduced in 2022/23.

Laptops are required for some Pupil Premium children, they may or may not get them.

Some of the capital income would probably be used on projects that that the Business Manager and Site Manager thought necessary. 11K would need to be used for buildings and maintenance which had started with a £4,778 deficit. There were a lot of problems with the boiler so that needed to get fixed.

Hadiza Adeyemi asked if the school had looked into the insurance for the boiler. The Chair pointed out that once the boiler was too old the school probably would not have the cover. The Chair and Business Manager would check to see if there was any existing insurance or maintenance agreement but unlikely, because it was old.

**Action: Chair/Business Manager**

(c) Scheme of Financial Delegation

**RECEIVED** the Scheme of Financial Delegation a copy of which is included in the Minute Book.

**RESOLVED** to refer the Scheme of Financial Delegation to the next Governing Body meeting for ratification.

**Action: Clerk**

(d) School's Financial Value Statement

**RECEIVED** the completed Schools Financial Value Standard statement, a copy of which is included in the Minute Book.

**RESOLVED** to refer the SFVS to the next Governing Body meeting for ratification.

**Action: Clerk**

The biggest cost is the salaries. There was a big reduction in income from lettings and there is a lower school meal up-take, due to Covid 19. The school is looking to find money for building repairs.

Eversley has less adults in classes than in other schools. Currently there are only 4 lunch time leaders. There was a dramatic cut in staffing since pre Covid 19.

6. **POLICIES**

**RECEIVED** the Health and Safety Policy and Code of Conduct, copies of which are included in the Minute Book.

**RESOLVED** to defer the Health and Safety Policy until November.

**Action: Chair/Headteacher**

**NOTED** there was no change to the Staff Code of Conduct Policy.

7. **HEALTH & SAFETY**

**REPORTED** that residents were complaining that parents were congregating outside their houses. There were four entry points and at first years 4, 5 and 6 were going through one gate which was chaos. Years 3 and 4 used the top gate, years 1 and 2 staff car park and Reception used their own gate. Years 4,5 and 6 were lining up across the paths so residents could not get out of their driveways.

**RESOLVED** to trial a different way in.

8. **PREMISES WORK PLAN**

A big concern is the subsidence in the reception building area. It was time to notify the insurance company to come and see the level of subsidence, there would be an excess involved. Previously a Civil Engineer had looked at it and suspected subsidence but did not highlight any immediate concerns. The insurance company will take over and monitor.

On the Building Works Planner all the grey items had been completed.

The ceiling outside the SEN needs plaster boarding and painting. Colin and Ali could do this but need the materials. This could be done in the half term.

The children's toilets were constantly blocking as they do not flush properly. A new booster pump to make the pressure is required and will cost £2395.

The Horse Chestnut tree needs cutting down as this could be contributing to the subsidence. The Headteacher will sort a date to discuss with the Maintenance Manager.

**Action: Headteacher**

The SEN room needs decorating.

The Welfare Room could be turned into a therapy room supporting Mental Health for children.

The ground is moving under the foot path in the KS1 playground. Need to find out what the excess is on a subsidence claim. The steps are also related to groundwork.

The curtains in the hall need to be taken down and cleaned. A quote needs to be obtained.

**Action: Business Manager**

The hand dryers and water fountains are not a priority at the moment as they cannot be used.

Fire doors in the Junior Hall are rotting. The Maintenance Manager had confirmed that the doors were closing properly.

Footpath and gates subsidence were being monitored.

Gutters and soffits needed painting.

Classroom sink areas need replacing. The sinks and toilets are all very old.

The following works were desired:

Development of pond area – waiting to see what is happening, if the playground project goes ahead.

The drains outside infant dining hall were blocking and flooding. The Chair advised that drains need jet washing on an annual basis, this was being monitored.

Wooden gates outside Year 2 classrooms need replacing but are not a priority.

Leader flush doors needed sorting. The Business Manager would obtain a quote.

**Action: Business Manager**

A quote for linoleum flooring to the SEND room was obtained but this was not a priority.

The staff windows and old windows in the junior building need replacing but would be a big expense.

## 9. LOCAL AUTHORITY REFERRALS

The information contained in the financial briefing was noted.

## 10. COVID 19

Covid 19 costs from now are a concern because towards the end of next term the school is expected to take all costs out of the budget.

A claim has been made to the D of E for Covid 19 costs but there is no guarantee the school will get it back. The Government had allowed 6 months of Covid 19 and the planning situation is a worry. It is hoped to get this information before Christmas.

The numbers are really low for Sherpa Kids. A governor commented that people are not going to send their children to a breakfast club if they themselves are working from home. It is hoped that the LA will work together on this matter.

**11. DATE AND TIME OF NEXT MEETING**

The next Resources Committee Meeting will be held on 10<sup>th</sup> February 2021.

Confirmed and signed at a meeting of the  
Resources Committee held  
on the      day of      2020