PERIVALE PRIMARY SCHOOL

The 4th Resources Committee Meeting for 2021 – 2022 was held via Zoom on Friday 13 May 2022

MINUTES

Attendees:	Actions
Sandip Bhalsod (SB) – Committee Chair	
Audrey Daley (AD – Headteacher	
Chris Green (CG) – Chair of Governors	
Rabiaa Khairoun (RK)	
Dharmic Meggi (DM)	
Edmond Yeo (EY)	
Also in attendance	
Yvonne McDonald (YM)	
1. Welcome	
2. Apologies For absence	
Apologies were received from:	
Chris Green (CG)	
Dharmic Meggi (DM)	
Edmond Yeo (EY)	
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3. Authorised / Unauthorised absence	
The absences for CG, DM, and EY were all authorised.	
4. Declaration of Any Other Business (AOB)	
There were no declarations of other business.	
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5. Declaration of interest in any Agenda Items	
There were no declarations of interest in any agenda items.	
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6. Finance	
The budget proposal was pre-circulated.	
• The carry forward from 2021 – 2022 was £278,212 (10%).	
• We will need to use £70,779 from the carry forward to balance the budget for 2022 –	
2023.	
Direct Employee Costs	
 We have allowed for a Teachers salary increment for 9/22 of 3%, and 2% for 	
9/2023 and 9/2024.	
 We have also allowed for Non-Teaching staff increases of 1.5% in 2022 and 15 	
for 2023 and 2024.	
 ND is now on a reduced salary. 	
 The increase in National Insurance is covered by the DfE. 	
 Sickness insurance only covers teaching staff. 	
Premises Related Totals	
 This does not include new playground equipment. 	
 Energy costs are fixed for 3 years. 	
 Increases to the Cleaning Contract (increase in NI / minimum wage) are 	
allowed under the contract.	
Supplies and Services	
 SB proposed that the supplier contracts are reviewed at the next committee 	Agenda
meeting.	

- Early Years Income
 - We have historically had a waiting list for nursery, although this is now reducing.
 - AD is looking at options for nursery recruitment e.g. wrap around cover.
- High Needs
 - This may increase with additional EHCP's
 - The outstanding Out of Brough funding has now been received.
- Other Income
 - Income from the Children's Centre was only £2,315; 2 invoices are outstanding.
 - Charges are based on a per square foot basis for e.g. utilities.
 - AON reminded the committee that the reason for the school giving up control of the Children's Centre was that Governors were not prepared to subsidise the Children's Centre.
 - It was also agreed that any changes to e.g. extending the number of CCTV cameras.
- Lettings
 - o SB asked why there is no lettings income.
 - There are currently no lettings.
- School Buybacks
 - o Noted.
 - There is one change to the previous version; reduction (£1,440) to LTS & Maternity Insurance.
- Expenditure Analysis
 - Direct Employee costs compare well to other Ealing Schools although they are higher than we want.
 - Quality of Teaching / Teachers is the priority.
 - ECT (Early career teachers) is an option.
- School Balances Form
 - There appears to be a discrepancy in the outturn:
 - £278,212 or £297,114?
 - There is no reference to the figure required to balance the budget (£70,779) on the balances form.
 - Committed expenditure (item G) is shown as £55K, but the schedule further down totals £90K.
 - The figure (£60K) for the playground equipment is a guesstimate.
 - O YM to look into the above queries.
- Scheme of Delegation
 - Reference to Management Committee needs to be changed to Resources
 - Reference to Finance Committee needs to be changed to Resources Committee.
 - o References to deputy Headteacher (2) need to be removed.
 - O YM to make the above changes.
- Contract Declaration
 - YM to check contract end dates.
 - o It was noted that there is no capacity to re-tender the Lakethorne contract.
 - It is proposed that this contract be rolled forward by one year.
 - This will need to be agreed by the FGB.
- Budget Saving Adjustments
 - The committee noted the adjustments totalling £10,104.
- Facilities Audit

ΥM

ΥM

YM

FGB

	 At the last meeting CG asked DC to undertake a facilities audit: 	
	Desktop IT infrastructure – all OK.	
	Server – will require replacement.	
	Inventory – New sign in system installed.	
	 Early Years play equipment – allocated in the budget. 	
7.	Review / Agree the minutes of the meeting on 7 March 2022	
	ese were agreed as a true and accurate record of the meeting.	
8.	Matters arising from the meeting on 7 March 2022	
a)	AD / DC to follow up with the LA insurance cover (written confirmation).	
•	Carried forward.	AD
b)	5 Policies carried forward (a-e below).	
•	Closed.	
c)	AON to circulate to expenses claim form.	
•	Closed.	
•	SFVS to FGB.	
•	Closed. DC to undertake a facilities audit.	
•	Closed.	
• f)	DC to chase YM re LA advices.	
•	Carried forward.	AD
	DC to arrange for all LA advices to go to AD and not YM.	AD
<i>61</i>	Carried forward.	AD
	SB to visit the school to review the budget for 2022 – 2023.	
•	Closed.	
	Policies / Documents for Review / Noting / Approval	
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• PM: 25			
b) Reception: 61			
c) Year 1: 59 + 1 offered			
d) Year 2: 60			
e) Year 3: 59 + 1 offered			
f) Year 4: 60			
g) Year 5: 60			
h) Year 6: 58 + 1 offered and 1 vacancy			
Overall 27 on the waiting list (down from 30 last year).			
12. Premises Update			
Covered in budget discussions (see above).			
13. Health & Safety Update			
No Health & Safety issues.			
14. Governor Visits			
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Meeting closed at 11AM