

PERIVALE PRIMARY SCHOOL

The 1st Resources Committee Meeting for 2022 – 2023 was held in School on Friday 21 October 2022

MINUTES

<p>Attendees: Sandip Bhalsod (SB) – Committee Chair Audrey Daley (AD – Headteacher Matthew Hemsley (MH) Rabiah Khairoun (RK) Dharmic Meggi (DM) Edmond Yeo (EY)</p> <p>Also in attendance Ruby Shillingford (RS)</p>	<p>Actions</p>
<p>1. Welcome</p>	
<p>2. Apologies For absence Apologies were received from Chris Green (CG)</p>	
<p>3. Authorised / Unauthorised absence The absence for CG was authorised.</p>	
<p>4. Declaration of Any Other Business (AOB) There were no declarations of other business.</p>	
<p>5. Declaration of interest in any Agenda Items There were no declarations of interest in any agenda items.</p>	
<p>6. Election of Committee Vice Chair DM said that he would stand as Vice Chair.</p> <ul style="list-style-type: none"> There were no other nominations. DM was seconded by AD. A vote was taken, and DM was elected as Vice Chair. 	
<p>7. Finance</p> <ul style="list-style-type: none"> The Budget Monitoring report (Period 6) was pre-circulated. <p>a) Budget update.</p> <ul style="list-style-type: none"> SB updated the committee on the budget deficit meeting held last Friday. <ul style="list-style-type: none"> Governors were advised that the surplus for 2021 – 2022 was £278,212, of which £70,779 was used to balance the budget. <ul style="list-style-type: none"> Net surplus carried forward £207,433. <ul style="list-style-type: none"> Current in – year deficit £274,726. <ul style="list-style-type: none"> Net deficit £67,293. All budget lines are over except for indirect employees / transport. Based on the above Governors agreed to the playground improvements (£60K) plus the employment of Stella. RS will be investigating if the original information was accurate or if Governors were given misinformation. The SBM's report was pre-circulated: <ul style="list-style-type: none"> Whilst the new School Teacher's Pay and Conditions has been published, there is currently no confirmation that this will be funded. We should know in early 	

<p>November.</p> <ul style="list-style-type: none"> ○ We currently have Devolved Capital of £44,493. <ul style="list-style-type: none"> ▪ We can use this on the playground works. ▪ This would have the effect of reducing the net deficit. ○ In addition to the budget review being undertaken by RS we will need to identify cost savings. <ul style="list-style-type: none"> • EY pointed out that he had rented the hall in April / May (Council Elections) but has not yet received an invoice. <ul style="list-style-type: none"> ○ <u>RS to investigate.</u> <p>b) Contracts review (Standing Agenda Item)</p> <ul style="list-style-type: none"> • Detailed review to be undertaken. 	
<p>8. Benchmarking Report</p> <p>a) Review of Red Areas.</p> <ul style="list-style-type: none"> • The report will need to be reworked – carried forward. 	Agenda
<p>9. Review / Agree the minutes of the meeting on 24 June 2022</p> <p>These were agreed as a true and accurate record of the meeting and were signed by SB.</p>	
<p>10. Matters arising from the meeting on 24 June 2022</p> <p>a) Supplier Contract review.</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> <p>b) AON to prepare a template for the contract review.</p> <ul style="list-style-type: none"> • Closed. <p>c) Contract reviews to be a standing agenda item.</p> <ul style="list-style-type: none"> • Closed – agenda item 7(b). <p>d) AON to follow up with Governors re approval of Purchase Orders.</p> <ul style="list-style-type: none"> • Closed. <p>e) AD to obtain written confirmation from the LA regarding insurance cover.</p> <ul style="list-style-type: none"> • Closed. <p>f) AD to check if we have a working generator.</p> <ul style="list-style-type: none"> • <u>Carried forward</u> – RS said probably not. <p>g) Complaints Procedure to FGB for adoption.</p> <ul style="list-style-type: none"> • Closed. <p>h) AD to follow up with the LA regarding the discrepancy in pupil vacancies.</p> <ul style="list-style-type: none"> • Closed – this in year vacancy data is out of our control. <p>i) DM to undertake a Health & Safety visit.</p> <ul style="list-style-type: none"> • <u>Carried forward</u> – now to be undertaken by EY. 	<p>Agenda</p> <p>Agenda</p> <p>Agenda</p>
<p>11. Policies / Documents for Review / Noting / Approval</p> <p><u>For Information (Noting)</u></p> <ul style="list-style-type: none"> • Data Protection Policy <ul style="list-style-type: none"> ○ There were no changes. ○ Noted. 	

- Equality Policy (Plan)
 - This a new policy adopted from The Key.
 - Noted.
- PE & Sports Premium Report
 - This has been prepared by the PE Lead.
 - Elm Sports now support rather than write the report.
 - Noted.
- Statement of Procedures for Dealing with Allegations of Abuse Against Staff
 - **Carried forward.**

For Approval

None

For Review and approval by FGB

- Critical Incident Planning Policy
 - **Carried forward.**
- Supporting Pupils with Medical Conditions
 - Approved.
 - **To FGB for adoption.**
- Terms of Reference
 - Approved.
 - **To FGB for adoption.**

12. Staffing Update

- Our 3 new AHT's are having a great impact.
- RS is getting to grips with the financial position.
- 3 of our 4 new teachers are Early Career teachers (ECT).
- 1 Learning Support Assistant is providing Speech and Language across the school.
- Maternity Leave:
 - Class Teacher returns summer term 2023.
- Vacancies:
 - Our sports Lead (year 4) is taking up a role with the LA.
 - Position has been advertised with a closing date of 20 October.
 - May need to go to Agency for a January Start.
 - Finance and Office Manager role is currently being covered by Agency Staff.
 - YM resignation was cut short by 1 week.
 - RS is covering some aspects of the role.
 - AD and RS are considering an office restructure.
 - Premises Manager advert to go live 21 October.
 - RS to review the process next week.

13. Pupil Vacancies

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<ul style="list-style-type: none">Nursery<ul style="list-style-type: none">Capacity 52Current on roll 34 (Vacancies 18)<ul style="list-style-type: none">22 offers issued last weekWe will be offering 30 hour provision from January.<ul style="list-style-type: none">Last weeks open evening was positive.				
14. Premises Update <ul style="list-style-type: none">See report.				
15. Health & Safety Update <ul style="list-style-type: none">a) Feedback from Health & Safety visit<u>Carried forward</u> – scheduled for later today.				
16. Governor Visits <ul style="list-style-type: none">a) Agree Governor visit Priorities for 2022 – 2023.Attendance: DM<ul style="list-style-type: none">To be arranged before FGB.Equality: RK<ul style="list-style-type: none">To be arranged in the New Year.Health & Safety: EY<ul style="list-style-type: none">Today.PE Premium: SB<ul style="list-style-type: none">To be arranged before FGB.Premises: EY<ul style="list-style-type: none">Today.Safeguarding: RK<ul style="list-style-type: none">To be arranged before FGB.School Meals: RK<ul style="list-style-type: none">To be arranged before FGB.RK said that she was aware of complaints from parents.RS confirmed that the ESCC had been advised of the problems.SEND: MH<ul style="list-style-type: none">To be arranged before FGB.b) Governor Visit reports.There were none.				
17. Any Other Business as agreed above <p><u>Audits:</u></p> <ul style="list-style-type: none">GDPR – scheduled for Monday.Finance – scheduled for 7 November.Health & Safety – scheduled. <p><u>Bank Mandate:</u></p> <ul style="list-style-type: none">Governors agreed to the following changes to the Bank Mandate:<ul style="list-style-type: none">Remove Stellar Porter.Add the 3 new AHT's. <p><u>Governor Support:</u></p> <ul style="list-style-type: none">MH asked if there was anything that Governors can do to support RS?				

<u>IT</u> <ul style="list-style-type: none"> • MH asked if there were any burning IT issues. <ul style="list-style-type: none"> ○ Short term – None. ○ 2 years' time – Server replacement. 	
<p>18. Date and time of next meetings Friday 24 February 2023 at 9:30AM</p> <ul style="list-style-type: none"> • <u>An additional meeting will be arranged once we have bottomed out the budget positioned.</u> 	<p>AON / SB</p>

Meeting Closed at 10:40AM