

PERIVALE PRIMARY SCHOOL

The 4th Resources Committee Meeting for 2022 – 2023 was held in school on Friday 24 February 2023

MINUTES

| | |
|--|-----------------------|
| <p>Attendees: Sandip Bhalsod (SB) – Committee Chair Chris Green (CG) – Chair of Governors Matthew Hemsley (MH) Rabiah Khairoun (RK) Edmond Yeo (EY)</p> <p>Also in attendance Stella Porter (SP) Ruby Shillingford (RS) Duncan Partridge (DP) – Remote Link</p> | <p>Actions</p> |
| <p>1. Welcome</p> | |
| <p>2. Apologies For absence Apologies were received from Audrey Daley (AD). No apologies were received from Dharmic Meggi (DM).</p> | |
| <p>3. Authorised / Unauthorised absence The absence for AD was authorised. The absence for DM was not authorised.</p> | |
| <p>4. Declaration of Any Other Business (AOB)</p> <ul style="list-style-type: none"> Internal Audit Report MH: GB papers. | |
| <p>5. Declaration of interest in any Agenda Items There were no declarations of interest in any agenda items.</p> | |
| <p>6. Minutes of the meeting on 19 January 2023 for Approval These were agreed as a true and accurate record of the meeting and were signed by SB.</p> | |
| <p>7. Matters Arising from the meeting on 19 January 2023</p> <p>a) RS to provide a breakdown of SEND Budget / Spend.</p> <ul style="list-style-type: none"> <u>It was agreed that this would be carried forward to the next meeting.</u> <p>b) Report – Catch Up Funding for website (ST&L)</p> <ul style="list-style-type: none"> £10.9K has been clawed back as the funding has not been used within the relevant timeframe – relates back to summer 2021. <p>c) Pupil Premium Strategy (ST&L)</p> <p>Items B&C were taken together.</p> <ul style="list-style-type: none"> A combined report had been drafted and was pre-circulated. <ul style="list-style-type: none"> There should however be separate reports for Catch Up Funding and Pupil Premium. | <p>Agenda</p> |

| | |
|---|--|
| <ul style="list-style-type: none"> ○ CG stressed that if there was one document it should at least provide detailed information for both aspects. • Both reports need to be available on the website • Pupil Premium should have a 3 year focus i.e. what has been delivered / the impact together with what is planned going forward. <ul style="list-style-type: none"> ○ SP said that reports / strategies were difficult to write in retrospect and that she was not at the school / or responsible for Pupil Premium during 2020 / 2021, 2021 / 2022 and have only picked this up in 2022 / 2023 in AD's absence as the school was not compliant. ○ AD would need to pick this back up on her return as she would have planned and authorised the spend as headteacher. ○ AD to refine / update both reports. • RK asked if there was a breakdown of how much catch up funding had been spent and on what. • These reports are well overdue. <ul style="list-style-type: none"> ○ CG pointed out that this has been challenged by the GB. ○ DP added that this had also been reported as outstanding at Standards, Teaching and Learning. <p>d) RS to provide Benchmarking Data for Staffing Numbers</p> <ul style="list-style-type: none"> • A detailed analysis based on DfE data for 2021 / 2022 was pre-circulated. <ul style="list-style-type: none"> ○ This was based on data for 10 Ealing schools within the following criteria: <ul style="list-style-type: none"> ▪ Between 0 and 460 Pupils (PPS 442). ▪ FSM between 0% and 35% (PPS 24.8%). ▪ SEND between 0% and 20% (PPS 12.6%). ▪ Floor Area between 0 and 4,000m₂ (PPS 3,489m₂). ▪ Workforce Census between 0 and 70 (55). • SB asked how frequently benchmarking can be updated. <ul style="list-style-type: none"> ○ This is based on CFR data which is to be reported to the DfE on an annual basis. | <p style="text-align: center;">AD</p> |
| <p>8. Budget Update</p> <p>a) 2022 / 2023</p> <ul style="list-style-type: none"> • Budget report <ul style="list-style-type: none"> ○ The projected outturn is a deficit of £133,893. • Budget Monitoring Report <ul style="list-style-type: none"> ○ Carried Forward ○ RS to circulate the year end budget monitoring report when finalised. • Contracts <ul style="list-style-type: none"> ○ A schedule of contracts was pre-circulated. ○ This has been produced manually rather than pulled through from the budget. ○ It was agreed that this will be a rolling agenda item. ○ MH suggested that the contract spreadsheet was updated with all contracts presented on a like by like basis e.g. monthly, termly or annual basis. This will then enable everyone to focus on the key contracts. <p>b) Budget preparation 2023 / 2024</p> <ul style="list-style-type: none"> • MH and SB met with RS last week. • MH pointed out that we have no contingency in the proposed budget. <ul style="list-style-type: none"> ○ SP explained that with potential staffing changes (member of support staff attending a 2nd interview) we could increase the contingency to £30K. • SB stressed that we need to focus on the risks / assumptions e.g. | <p style="text-align: center;">Agenda</p> |

- Letting income
- Clubs
- CCTV
- School gate
- We are currently forecasting a budget deficit of £183,410 by March 2024.
- GB questioned the support the school now receives from Bursarial Services
 - SP stressed that Bursarial Services have gone “above and beyond.”
- SB asked whether the LA Maternity and Sickness cover made sense.
 - Annual premium £6K.
 - We submitted claims totalling £17K, but claims are capped at £7K which is the income received.
 - We can consider other “external” options.
- c) Formation of Finance Action Group
 - SB, MH, SP, AD, RS plus Bursarial Services as required.
 - It was agreed that meetings of the Finance Action Group should be minuted by AON.
 - Meetings will be held monthly and more frequently if required.
 - There will be a further meeting on Monday evening.
- d) Income Generation
 - We have received a number of enquiries from organisations wishing to use the school:

School 1

- Weekly let, Saturdays.
- 48 weeks per annum.
- They are proposing £550PM (£7K PA).
- They have offered to take responsibility for:
 - Opening
 - Locking up
 - Cleaning
- The area that they want to use can be isolated.
- They have offered references.

School 2

- No details at this stage.

Dance School

- No details at this stage.
- RK asked if we can use the caretaker for lettings.
- CG suggested we should be able to generate more income.
- RS advised that we have set a target of £15K in the 2023 / 2024 budget for lettings income.
- We will need to decide who will manage the lettings.

Nursery – 30 hour provision

- We currently have 1 nursery class:
 - AM 26
 - PM 26
- We are looking to offer 30 hour provision.
 - A total of 12 full time places.
 - 4 places initially.
- A feasibility study was proposed to consider the possibility to extend capacity.
 - Could the “music room” be converted to an additional nursery classroom.

| | |
|--|-----------|
| <ul style="list-style-type: none"> • SB questioned whether we are proposing the appropriate price point. <ul style="list-style-type: none"> ○ How does this compare to Child Minders. ○ RS stated that the cost should be affordable for parents. The proposed charge is in-line with the hourly funding received and benchmarking against other local schools. ○ SP also stated that the charge for lunchtime supervision was also in-line with local schools and would cover the cost of employing a supervisor if needed. • SB asked what commitment would be required. <ul style="list-style-type: none"> ○ Termly • RK asked what the position would be if parents only wanted say 3 days per week. <ul style="list-style-type: none"> ○ We will only offer full time i.e. 5 days per week. | |
| <p>9. Preparation for follow up meeting with the LA</p> <p>a) 3 Year Budget Plan</p> <ul style="list-style-type: none"> • The 3 year budget plan needs to be submitted to the LA by 28 February. • The next meeting with the LA is scheduled for 20 April. • CG questioned if we should reach out to the LA regarding dates i.e. extending the dates. • CG also questioned if it was right to reduce staff. • The structure being proposed is: <ul style="list-style-type: none"> ○ Headteacher ○ Deputy Headteacher ○ 2 x Assistant Headteachers – one of which would be inclusion / SEND • CG questioned if the Headteacher should be in class. <ul style="list-style-type: none"> ○ SP said certainly not in 2023 / 2024. <p>b) Licensed Deficit Agreement</p> <ul style="list-style-type: none"> • A copy of the Licenced Deficit Agreement which we will be required to sign (HT & CoG) was pre-circulated. | |
| <p>10. Staffing Update</p> <p>The Staffing update was pre-circulated.</p> <p>a) Staff turnover</p> <ul style="list-style-type: none"> • 30 staff left between September 2021 and August 2022: <ul style="list-style-type: none"> ○ Permanent Contract:14 ○ Fixed Term Contracts: 4 ○ Agency: 12 <p>b) Staff sickness</p> <ul style="list-style-type: none"> • CG observed that there had been a significant reduction in sickness: <ul style="list-style-type: none"> ○ 01/09/2022 to 21/10/2022 – 159.5 ○ 31/10/2022 to 16/12/2022 – 127 ○ 01/01/2023 to 10/02/2023 – 53 • CG then asked what this can be attributed to: <ul style="list-style-type: none"> ○ Staff are helping each other. ○ Staff are showing greater commitment. ○ Staff feel that they are making a difference. • Governors asked if we could benchmark attendance. <ul style="list-style-type: none"> ○ There is no mechanism for this. ○ <u>It was suggested that it may be possible to obtain some data via discussion at a local Quadrant (GNP) meeting.</u> <p>c) Resignation / Recruitment</p> | <p>AD</p> |

| | |
|--|-----------------------------|
| <ul style="list-style-type: none"> • One Teacher has accepted a post at another school however they have not yet resigned. <ul style="list-style-type: none"> ○ The advert is ready to go. ○ We need their resignation by 28 February so that we can appoint by 28 February, or we will not be able to recruit in time for a post Easter start. • The new Teacher recruited via agency is from Canada. <ul style="list-style-type: none"> ○ We would like to convert to permanent. • The following vacancies are currently being advertised: <ul style="list-style-type: none"> ○ Premises Manager – 1 Application so far. ○ Administration and Finance Manager – 1 Application so far. <ul style="list-style-type: none"> ▪ This was advertised at grade 9. Will now be grade 7. ○ Administration Assistant – 6 Applications so far. <ul style="list-style-type: none"> ▪ This was advertised at full time, now be 20 hours. • SB asked whether Governors will be able to see any cost implications. <ul style="list-style-type: none"> ○ Any changes to the structure need to be agreed by the Pay Committee. | |
| <p>11. Premises Update</p> <p>a) Audit Assistance Survey</p> <ul style="list-style-type: none"> • The Audit Assistance Survey was pre-circulated. • The main issue was poor record keeping. <p>b) Fire Risk Assessment</p> <ul style="list-style-type: none"> • The Fire Risk Assessment was pre-circulated. • The SBM / SLT have now had training in the use of the Fire Panel. • 48 out of 50 staff have now received fire training. • CG observed that the Fire Panel must reflect accurate zoning <ul style="list-style-type: none"> ○ <u>RS will arrange to change room name to room number.</u> • CG asked if we now have a contract in place with Firecrest. <ul style="list-style-type: none"> ○ No specific contract in place. ○ RS said that she was also talking to 2 other potential suppliers. • RS said that she will be meeting with Judicium regarding their compliance tracker product | RS |
| <p>12. Policies / Documents for Noting, Approval, Review</p> <p>a) Electronic Information and Communication Systems Policy (Noting)</p> <ul style="list-style-type: none"> • The policy was pre-circulated. • Noted. <p>b) Harassment & Bullying Guidelines (Review)</p> <ul style="list-style-type: none"> • The policy was pre-circulated. • MH asked about Governor visibility for this policy. <ul style="list-style-type: none"> ○ It was pointed out that this was an operational matter. • Approved. • <u>To FGB for adoption.</u> <p>c) Health & Safety Policy (Noting)</p> <ul style="list-style-type: none"> • The policy was pre-circulated. • Noted. <p>d) Induction Policy (Review)</p> <ul style="list-style-type: none"> • <u>Carried forward.</u> | <p>To FGB</p> <p>Agenda</p> |

| | |
|--|-------------------|
| <p>e) Nursery Charging Policy</p> <ul style="list-style-type: none"> • The policy was pre-circulated. • Approved. <p>f) SFVS (Review)</p> <ul style="list-style-type: none"> • The draft SFVS return was pre-circulated. • The committee worked through the draft SFVS, section by section. The following sections were updated: <p>1- Membership includes 2 Governors with finance expertise...</p> <p>3- Updated from In part to No.</p> <p>6- Updated from In part to No.</p> <p>7- Updated from In part to No.</p> <p>9- Updated from In part to No.</p> <p>10- Updated from In part to No.</p> <p>12- Updated from In part to No.</p> <p>14- Updated from Yes to In part.</p> <p>15- Updated from Yes to No.</p> <p>17- Updated from Yes to No.</p> <p>18- Set at No.</p> <p>21- Updated from No to In part.</p> <p>27- Updated from Yes to No.</p> <p>29- Updated from Yes to In part.</p> <p><u>The updated SFVS will go to the next FGB for approval.</u></p> <p>It was agreed that in future sections of the SFVS would be reviewed at each Resources Committee meeting.</p> | <p>To FGB</p> |
| <p>13. Any Other Business as agreed above</p> <p>The Internal Audit Report was only received late yesterday.</p> <ul style="list-style-type: none"> • <u>CG proposed that in view of the importance of this report that it be carried forward to the FGB which will mean that all Governors can participate in the discussion.</u> <p>MH proposed that when meeting papers are uploaded to the Governor Room they are numbered to coincide with the agenda.</p> <p>SB asked how staff are updated on new / updated policies.</p> <ul style="list-style-type: none"> • Currently staff are not advised that a policy has been approved, but there is a policies folder in the staffroom with access to some policies and also on the school drive. • SP suggested that updates could be shared with staff in future briefings / staff meetings. | <p>FGB Agenda</p> |
| <p>14. Date and time of next meetings</p> <p>Friday 21 April 2023 at 9:30AM (Budget)</p> | |