

PERIVALE PRIMARY SCHOOL

The 6th Resources Committee Meeting for 2022 – 2023 was held in school on Friday 23 June 2023

MINUTES

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| Attendees: Sandip Bhalsod (SB) – Committee Chair Chris Green (CG) – Chair of Governors Rabiah Khairoun (RK) Edmond Yeo (EY) Also in attendance Stella Porter (SP) Ruby Shillingford (RS) | Actions |
| 1. Welcome | |
| 2. Apologies For absence Apologies were received from: <ul style="list-style-type: none"> Matthew Hemsley (MH) Dharmic Meggi (DM) All other Governors were in attendance. | |
| 3. Authorised / Unauthorised absence The absences for MH and DM were authorised. | |
| 4. Declaration of Any Other Business (AOB) <ul style="list-style-type: none"> Final CFR Report Internal Audit Report | |
| 5. Declaration of interest in any Agenda Items There were no declarations of interest in any agenda items. | |
| 6. Minutes of the meeting on 5 May 2023 for Approval These were agreed as a true and accurate record of the meeting. | |
| 7. Matters Arising from the meeting on 5 May 2023 There were no matters arising. | |
| 8. Feedback from Finance Action Group on 21 June 2023 SB, SP and RS met earlier this week. <ul style="list-style-type: none"> The budget is overall in line with the budget plan. The audit report was reviewed on a line by line basis. <ul style="list-style-type: none"> It was proposed that the items RAG rated red be dealt with first. It was further proposed that each of the red items be allocated to governors. <u>SB proposed that the increase in Gas costs be factored into the 3 year plan.</u> <ul style="list-style-type: none"> RS will be meeting with the gas supplier next week. | RS |
| 9. Budget Update a) Budget Report <ul style="list-style-type: none"> The resources Committee report was pre-circulated. In Year risks – Expenditure <ul style="list-style-type: none"> The possible server replacement could be covered by devolved capital. | |

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| <ul style="list-style-type: none"> ▪ £7K. ○ We have received details of unpaid invoices from May 2022. <ul style="list-style-type: none"> ▪ RS has verified that these are correct. ▪ The invoices were sent to Yvonne MacDonalds e-mail address. ▪ We have established new procedures and all invoices will go to a new generic e-mail address. ▪ CG asked if there were more unknown invoices. <ul style="list-style-type: none"> • No? – We should know by the end of the academic year. • In Year risks – Income <ul style="list-style-type: none"> ○ Changes in SEND funding. <ul style="list-style-type: none"> ▪ Potential clawback of £19K due to one child possibly being placed elsewhere. ▪ There is the possibility of one further EHCP - £15K? ▪ Potential reduction in Pupil Premium as parents will see no reason to register with UIFSM. <ul style="list-style-type: none"> • We will need to communicate the reasons for still claiming e.g. Pupil Premium. • In Year Opportunities and Savings. <ul style="list-style-type: none"> ○ The UP1 teacher who was due to return from maternity leave has resigned and will be replaced by a main pay scale teacher (M1 – M6) Minimum saving £4K. ○ There may possibly be additional funding for extended schools. ○ RK asked about 30 hour nursery. <ul style="list-style-type: none"> ▪ All 12 30 hour places have been taken from September. • Devolved Capital. <ul style="list-style-type: none"> ○ Balance is £28,382 including a grant of £18,826 for energy efficiency measures. <ul style="list-style-type: none"> ▪ We will replace lights with LED when they fail. • Contract Register. <ul style="list-style-type: none"> ○ The updated contract register was pre-circulated. • Premises. <ul style="list-style-type: none"> ○ There has been some movement in the main corridor floor. <ul style="list-style-type: none"> ▪ There is no trip hazard. ○ The new premises manager has said that he can replace the polycarbonate sheets in the canopies. ○ The LA will fund the repairs to the flat roofs. ○ The ceiling tiles represent a fire risk. <ul style="list-style-type: none"> ▪ We have some replacement tiles. b) Update Contract Review <p>The updated contract review was pre-circulated.</p> <ul style="list-style-type: none"> ▪ We have terminated the G20 contract. <ul style="list-style-type: none"> ○ The contract has been awarded to GD Higgins. ○ <u>This requires Governor approval.</u> ▪ Copiers will be going out to tender. ▪ Cleaning will be going out to tender. ▪ All figures in column 5 are the annual figures. c) Income Generation <ul style="list-style-type: none"> • CG said that this should be an urgent priority. • CG proposed trying to “recruit” an intern to promote this work stream. <ul style="list-style-type: none"> ○ Ideal for work experience / a graduate programme. | <p>RS</p> |
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| <ul style="list-style-type: none"> ○ <u>Maybe worth approaching Ferrero or Greenwich Business School, both of whom are large local employers.</u> • AON has agreed with the Headteachers of both Oaklands Primary school and Little Ealing Primary School to provide guidance on income generation. • SB asked if the summer was a good time for lettings. <ul style="list-style-type: none"> ○ Yes, however we have none. | SP / RS |
| <p>10. Staffing Update</p> <ul style="list-style-type: none"> • 1 UPS1 teacher with a TLR2 has resigned. <ul style="list-style-type: none"> ○ This leaves a vacancy in year 3. ○ We have advertised and will be interviewing in early July. • We have 3 Phase leader vacancies. <ul style="list-style-type: none"> ○ We will shortlist today. • The SALT teacher left early. <ul style="list-style-type: none"> ○ SALT will now be delivered by the Learning Partners. ○ Assessments were all completed before the SALT teacher left. • The new site manager started last week. <ul style="list-style-type: none"> ○ Is very proactive. • We have to recruit one senior administrator. <ul style="list-style-type: none"> ○ We shortlisted yesterday. ○ We will interview 3 / 4 candidates next week. • We need to recruit one TA. <ul style="list-style-type: none"> ○ If we recruit at level 3, rather than level 2 <ul style="list-style-type: none"> ▪ They could cover for teacher absences. ▪ The additional cost this year would be £2,732 and in a full year c. £5,500. ▪ <u>The be confirmed by e-mail for approval.</u> • SB asked about the SLT structure <ul style="list-style-type: none"> ○ If SP is out of school she will choose a “deputy” based on experience and the timescale. <ul style="list-style-type: none"> ▪ All AHTs are happy with this. ○ SP said that she would prefer a DHT post. ○ SB stressed that this would need to be made clear to the school. • RK asked what had been decided about the AHTs in class. <ul style="list-style-type: none"> ○ 1 will be in Year 1 and 1 will be in Year 5. ○ They will both be in class for 2.5 days per week. ○ They will both partner with part time teachers. • RS reported that 2 Teaching Assistants are on long term sick. <ul style="list-style-type: none"> ○ These are being covered internally. ○ Occupational Health referrals. | RS |
| <p>11. Premises Update</p> <ul style="list-style-type: none"> ▪ SB asked about the Ground Source Heat Pump. <ul style="list-style-type: none"> ○ This is operational. ○ The LA would replace if required. | |
| <p>12. Policies / Documents for Noting, Approval, Review</p> <p>a) Finance Handbook (Review)</p> <ul style="list-style-type: none"> • Agreed. • <u>To FGB for adoption.</u> <p>b) Fire Safety (Noting)</p> <ul style="list-style-type: none"> • Noted. • <u>RS to add reference to the map of places of safety for children.</u> | <p>To FGB</p> <p>RS</p> |

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| <p>c) Harassment and Bullying Guidelines (Review)</p> <ul style="list-style-type: none"> • Agreed • <u>To FGB for adoption.</u> <p>d) Management of Absence Guidance (Noting)</p> <ul style="list-style-type: none"> • Noted. <p>e) Probation Policy and Procedure (Noting)</p> <ul style="list-style-type: none"> • Noted. <p>f) Staff Dress Code (Noting)</p> <ul style="list-style-type: none"> • Noted. <p>g) Statement of Procedures for Dealing with Allegations Against Staff (Noting)</p> <ul style="list-style-type: none"> • Noted. | To FGB |
| <p>13. Any Other Business as agreed above</p> <p><u>Final CFR Report</u></p> <p>The Final CFR Report was pre-circulated.</p> <ul style="list-style-type: none"> ▪ Noted. <p><u>Internal Audit Report</u></p> <p>The summary was pre-circulated.</p> <ul style="list-style-type: none"> ▪ See also FAG comments. ▪ A target date of end October was agreed for the review of the High Risk (red) items. <p>SB said that he will be standing down as a Governor because he will be moving abroad.</p> <ul style="list-style-type: none"> ▪ SP and CG thanked SB for his support for the school. | |
| <p>14. Date and time of next meeting</p> <p>Friday 15 September 2023 at 9:30AM.</p> | |