

The 1st Resources Committee Meeting for 2023 – 2024 was held in school on Friday 6 October 2023

Attendees:	Actions
Adam Nazar-Bhandari (ANB) – Committee Chair Chris Green (CG) Co-Chair of Governors [Remote] Matthew Hemsley (MH) [Remote] Kenneth Law (KL) Stella Porter (SP) – Interim Headteacher Edmond Yeo (EY)	
Also in attendance Ruby Shillingford (RS)	
1. Welcome	
2. Apologies For absence <ul style="list-style-type: none"> Dharmic Meggi (DM) Leena Solanki (LS) 	
3. Authorised / Unauthorised absence <ul style="list-style-type: none"> The absences for DM and LS were both authorised. 	
4. Declaration of Any Other Business (AOB) <ul style="list-style-type: none"> There were no declarations of other business. 	
5. Declaration of interest in any Agenda Items <ul style="list-style-type: none"> There were no declarations of interest in any agenda items. 	
6. Minutes of the meeting on 23 June 2023 for Approval <ul style="list-style-type: none"> These were agreed as a true and accurate record of the meeting and were signed by ANB. 	
7. Matters Arising from the meeting on 23 June 2023 <ol style="list-style-type: none"> RS to factor increased Gas costs into the 3 year plan <ul style="list-style-type: none"> Closed. GD Higgins contract to be approved by Governors [only £7.2K] <ul style="list-style-type: none"> Closed. Approval no longer required as the contract is only for one year and now falls in the Headteacher’s delegation. Appointment of level 3 TA to be approved by Governors <ul style="list-style-type: none"> Closed. Finance Handbook to FGB for adoption <ul style="list-style-type: none"> Closed. RS to add reference to places of safety to the map (Fire safety) <ul style="list-style-type: none"> <u>Carried forward.</u> RS aims to complete this in the next 7 days. 	RS

<p>f) Harassment and Bullying Guidelines to FGB for adoption</p> <ul style="list-style-type: none"> • Closed. 	
<p>8. Finance Action Group membership</p> <ul style="list-style-type: none"> • ANB, KL, SP, RS. 	
<p>9. Budget Update</p> <p>a) Budget Report</p> <ul style="list-style-type: none"> • The Budget report was pre-circulated. <ul style="list-style-type: none"> ○ Staffing numbers <ul style="list-style-type: none"> ▪ SP said that she wanted to discuss increased staff numbers. This will be discussed at the pay committee. ○ Staff Sickness Cover <ul style="list-style-type: none"> ▪ RS will be looking at insurance options, outside of the LA, for staff sickness insurance. ○ Teachers Pay Award <ul style="list-style-type: none"> ▪ The Teachers Pay award was finally agreed at 6.5%. <ul style="list-style-type: none"> • 3.5% had to be met by the school (we had budgeted 4%) with the DfE funding the remaining 3%. <ul style="list-style-type: none"> ○ <u>RS to clarify the specific DfE contribution.</u> ○ Support Staff Pay Award <ul style="list-style-type: none"> ▪ The Support staff pay award has not yet been agreed. <ul style="list-style-type: none"> • This is subject to local (Ealing) negotiation. ○ Inflation <ul style="list-style-type: none"> ▪ RS said that she had changed the inflation assumptions to 6% (8%). ○ Headteacher Recruitment <ul style="list-style-type: none"> ▪ The recruitment options are: <ul style="list-style-type: none"> • TES. <ul style="list-style-type: none"> ○ £4K for a solo advert. ○ £8k for unlimited adverts. <ul style="list-style-type: none"> ▪ This would be for 12 months from now. ○ We currently pay £650 for a Teacher advert; this would be included in our unlimited scheme; assuming we proceed. • LA website. <ul style="list-style-type: none"> ○ Free? • Guardian jobs. <ul style="list-style-type: none"> ○ £600 per advert. • LinkedIn. <ul style="list-style-type: none"> ○ Free. ▪ The LA would like to see a substantive Headteacher in place for the summer term. <ul style="list-style-type: none"> • Our preference would be for a September start. ▪ CG asked about the LA charges for the support from Julia Coop. <ul style="list-style-type: none"> • <u>RS to check.</u> ▪ We have so far spent c. £10K on recruitment. <ul style="list-style-type: none"> • This includes £3,840 for a late invoice in respect of Teacher recruitment. • We will need to increase the recruitment budget to £19K (£13K). • ANB asked RS to explain the increase from £13K to £19K <ul style="list-style-type: none"> ○ Original budget £13K of which £10K has been spent including £3,840 for the late invoice. ○ The increase to £19K relates to the Headteacher 	<p>RS</p> <p>RS</p>

<p style="text-align: center;">recruitment.</p> <ul style="list-style-type: none"> ○ Gas / Agency costs <ul style="list-style-type: none"> ▪ Increased gas and agency costs have increased by £38K. <p>b) Feedback from Finance Audit</p> <ul style="list-style-type: none"> • The Terms of Reference for the audit were pre-circulated. • RS / SP provided an update. <ul style="list-style-type: none"> ○ The audit went well. ○ The audit took place over 2 days. ○ The auditor went through the SFVS. ○ Governor Skills have improved since the last audit. ○ We have recruited new Governors with finance skills. ○ Happy that Governors are asking more questions which are recorded in the minutes. ○ Happy that we are working with the LA. ○ Happy that we have formed the FAG. ○ They noted that there are clear / concise budget monitoring reports (6). ○ One issue with the Business Interest Forms (LS). ○ Noted that we now have SBM, Finance Officer plus support from Bursarial Services. ○ The auditor suggested that we have set the benchmark re turnaround. ○ The auditor suggested that we could be asked to provide support to other schools. ○ The auditor sampled transactions. ○ Gifts and Hospitality Policy is required. <ul style="list-style-type: none"> ▪ <u>To the next meeting.</u> ○ MH asked about the status of the issues from the last report. <ul style="list-style-type: none"> ▪ These are closed. • CG questioned whether the auditors had actually reviewed the various documents e.g. the Business Development Plan, or simply noted that they existed. • CG thanked SP, RS, and others for their contribution to this outcome. • Report awaited. <p>c) Update Contract Review</p> <ul style="list-style-type: none"> • 4 contracts are due for review by the end of the financial year. • These are all small value contracts. <p>d) Lettings Update</p> <ul style="list-style-type: none"> • There has been no progress with new lettings. • SP has so far been unable to arrange meetings with either Little Ealing Primary School or Oaklands Primary School. • Feedback from potential lettees is that we are expensive e.g. £70 per hour for a birthday party. • The income budget has now been reduced to £10 (£30K). <ul style="list-style-type: none"> ○ Income to date is only £3K. <p>e) Business Development Plan</p> <ul style="list-style-type: none"> • The Business Development Plan 2023 – 2026 was pre-circulated. <ul style="list-style-type: none"> ○ RS pointed out that this is not fully costed yet. ○ CG pointed out that there was nothing to demonstrate income generation from lettings. <ul style="list-style-type: none"> ▪ RS stated that she disagreed. ○ CG asked if the auditor had reviewed the plan. <ul style="list-style-type: none"> ▪ RS confirmed that they had reviewed the draft. 	<p style="text-align: center;">Agenda</p>
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Meeting closed at 10:55AM