PERIVALE PRIMARY SCHOOL

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

MINUTES

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. Analogica Farrahaanaa	
2. Apologies For absence	
Dharmic Meggi (DM)	
Leena Solanki (LS)	
3. Authorised / Unauthorised absence	
The absences for DM and LS were both authorised.	
• The absences for Divi and L3 were both authorised.	
4. Declaration of Any Other Business (AOB)	
There were no declarations of other business.	
5. Declaration of interest in any Agenda Items	
 There were no declarations of interest in any agenda items. 	
6. Minutes of the meeting on 23 June 2023 for Approval	
 These were agreed as a true and accurate record of the meeting and w 	ere signed
by ANB.	
7. Matters Arising from the meeting on 23 June 2023	
a) RS to factor increased Gas costs into the 3 year plan	
Closed.	
h) CD Higgins contract to be approved by Covernors [only C7 3V]	
b) GD Higgins contract to be approved by Governors [only £7.2K]Closed.	
	uu falla in
 Approval no longer required as the contract is only for one year and no the Headteacher's delegation 	W Talls III
the Headteacher's delegation.	
c) Appointment of level 3 TA to be approved by Governors	
Closed.	
- Closed.	
d) Finance Handbook to FGB for adoption	
Closed.	
- Ciosca.	
e) RS to add reference to places of safety to the map (Fire safety)	
• Carried forward.	RS
RS aims to complete this in the next 7 days.	

f)	Harassme • Closed	nt and Bullying Guidelines to FGB for adoption d.	
8.		ction Group membership KL, SP, RS.	
	• AND,	(L, 31 , 1(3)	
9.	Budget U	odate	
a)	Budget Re	•	
	• The B	udget report was pre-circulated.	
	0	Staffing numbers	
		 SP said that she wanted to discuss increased staff numbers. This will be discussed at the pay committee. 	
	0	Staff Sickness Cover	
		 RS will be looking at insurance options, outside of the LA, for staff 	
		sickness insurance.	
	0	Teachers Pay Award	
		 The Teachers Pay award was finally agreed at 6.5%. 	
		• 3.5% had to be met by the school (we had budgeted 4%)	
		with the DfE funding the remaining 3%.	RS
	0	 RS to clarify the specific DfE contribution. Support Staff Pay Award 	
	· ·	 The Support staff pay award has not yet been agreed. 	
		 This is subject to local (Ealing) negotiation. 	
	0	Inflation	
		 RS said that she had changed the inflation assumptions to 6% (8%). 	
	0	Headteacher Recruitment	
		The recruitment options are:TES.	
		£4K for a solo advert.	
		 £8k for unlimited adverts. 	
		 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.	
		• LA Website. o Free?	
		Guardian jobs.	
		 £600 per advert. 	
		• Linkedin.	
		o Free.	
		 The LA would like to see a substantive Headteacher in place for 	
		the summer term.Our preference would be for a September start.	
		 Our preference would be for a september start. CG asked about the LA charges for the support from Julia Coop. 	
		RS to check.	RS
		 We have so far spent c. £10K on recruitment. 	
		 This includes £3,840 for a late invoice in respect of 	
		Teacher recruitment.	
		We will need to increase the recruitment budget to £19K (\$13K)	
		(£13K). AND asked PS to explain the increase from £13K to £10K	
		 ANB asked RS to explain the increase from £13K to £19K Original budget £13K of which £10K has been 	
		spent including £3,840 for the late invoice.	
		 The increase to £19K relates to the Headteacher 	

recruitment.

- Gas / Agency costs
 - Increased gas and agency costs have increased by £38K.

b) Feedback from Finance Audit

- The Terms of Reference for the audit were pre-circulated.
- RS / SP provided an update.
 - o 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.
 - o 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.
 - o The auditor sampled transactions.
 - o Gifts and Hospitality Policy is required.

To the next meeting.

- MH asked about the status of the issues from the last report.
 - These are closed.
- CG questioned whether the auditors had actually reviewed the various documents e.g. the Business De4velopment Plan, or simply noted that they existed.
- CG thanked SP, RS, and others for their contribution to this outcome.
- Report awaited.

c) Update Contract Review

- 4 contracts are due for review by the end of the financial year.
- These are all small value contracts.

d) Lettings Update

- 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).
 - Income to date is only £3K.

e) Business Development Plan

- The Business Development Plan 2023 2026 was pre-circulated.
 - RS pointed out that this is not fully costed yet.
 - CG pointed out that there was nothing to demonstrate income generation from lettings.
 - RS stated that she disagreed.
 - CG asked if the auditor had reviewed the plan.
 - RS confirmed that they had reviewed the draft.

Agenda

- CG then asked if there had been any feedback.
 - It was noted we had plans in place.
 - No specific feedback on individual plans.
- CG stated that this is really a marketing plan which does not generate income.
 - RS pointed out that is only a draft.
- CG expressed concern that plans for income generation had been reduced significantly:
 - Budget setting £30K
 - Reduced to £15K
 - Reduced again to £10K
 - There is no indication where this would come from.
 - Income generated so far £3K
 - RS pointed out that this had been aspirational.
 - RS added that reductions had been supported by Bursarial Services.
 - RS to review the Business Development Plan next iteration:
 - To identify income revenue streams available.
 - To determine which of these streams will produce income.
 - To show how much income each stream will produce least and most.
 - RS said that she was looking at external providers to support our lettings.
 - RS added that we will look at weekend lettings initially.
 - CG questioned if we could enter into a partnership with another school.
 - RS said that she currently has no capacity to progress this due to staff training.
 - ANB to work with RS.

ANB

- f) Proposal for photocopy tender
 - The draft Invitation to tender was pre-circulated for information.
 - The tender process will be handled by the school.
 - RS sought support from Governors for the scoring.
 - MH said that he would help with the scoring.
 - MH pointed out that the current ranking (see below) was not in line what would be expected for this type of tender.
 - o Pricing 30%
 - o Technical 70%
 - MH proposed an equal 50% / 50% split.
 - o RS to review.

RS

10. Staffing Update

- Nursery Teacher is on long term sick leave.
 - We have agency cover to December.
- Nursery Teaching Assistant is on long term sick leave.
 - 2 Teaching Assistants are covering.
 - We have been working with Schools HR re above.
 - OT referrals are being arranged.
- Year 3 Teacher post is being covered by Agency.
 - o First round of advertising was unsuccessful.
 - o To be readvertised.
- We have received a liability claim in respect of a fall.

 This has been passed to the insurance company. 				
 We are awaiting feedback. 				
 CG asked about likely costs. 				
We await the costs for the solicitors letter.				
 SP said that she wanted to discuss additional support staff. 				
 This will be discussed at the Pay Committee meeting which follows this 				
meeting.				
11. Premises Update				
See pages 5 / 6 of the Budget Report.				
12. Policies / Documents for Noting, Approval, Review				
For Noting				
Data Protection				
o Noted.				
Equality Policy				
o Noted.				
GDPR Policies				
o Data Breach				
Noted.				
o Data Retention				
Noted.				
 Information Security 				
Noted.				
 Privacy Notice – Staff & Governors 				
Noted.				
 AON to circulate to Governors. 	AON			
 Privacy notice – Parents & Pupils 				
Noted.				
Guidance for Visitors				
o <u>Carried forward.</u>	Agenda			
PE and Sports Premium Report				
o Noted.				
Site Security				
o <u>Carried forward.</u>	Agenda			
For Approval				
There were no policies / documents for approval.				
For Review				
Terms of Reference				
Approved.				
 To FGB for adoption. 	To FGB			
13. Any Other Business as agreed above				
 MH questioned whether all Governors should receive the draft minutes for 				
review / approval.				
 AON pointed out that the due process, followed at other Ealing Schools is that 				
the minutes are reviewed by the Committee Chair and Headteacher, and then				
submitted to the next meeting for approval.				
14. Date and time of next meetings				
24 November 2023 at 9:30AM				
 The meeting will be held in School. 				

Meeting closed at 10:55AM	<u> </u>	
Weeting closed at 10.55AW		