



To: Alan Benton, Dave Brown, Phil Grundy (Principal), Richard Palmer,  
Tracy Penfold

Copies to: Tom Capewell, Nick Hyde (Deputy Principals)

Summaya Aziz, (CFO)

Sue Gill (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the  
Board

## **RESOURCES MEETING**

This meeting will be held in the School on Thursday 14<sup>th</sup> October at 10.15 am when you will be invited to attend for the business set out below.

Documents to be considered are also available on the Trustees' online resource library.

If you are unable to attend the meeting or wish to include any other matter of business, please notify me at [tmorris@highamsparkschool.co.uk](mailto:tmorris@highamsparkschool.co.uk) Tim Morris Company Secretary/Secretary to the Board.

## **AGENDA**

### **1. WELCOME AND APOLOGIES FOR ABSENCE**

- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 To consider disqualification for non- attendance
- 1.4 Quorum

### **2. APPOINTMENT OF OFFICERS**

- 2.1 Election of Chair for the resources committee for the academic year 2021/2022

### **3. DECLARATION OF INTEREST**

- 3.1 Trustees to declare any interests they have in any of the following agenda items
- 3.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation. Claudine Crossley, Governor at Churchfields Primary School

### **4. MINUTES OF THE RESOURCES MEETING – 1<sup>st</sup> July 2021**

- 4.1 Trustees are asked to approve the previous minutes for content and accuracy.

#### 4.2 MATTERS ARISING

### **5. FINANCE**

- 5.1 Business Continuity Plan 21/22 (PG)  
Trustees are asked to note the Business Continuity Plan 21/22

- 5.2 Benchmarking (PG/SA)



Trustees to note the following benchmarking sources and the school to explain the data sources –

View my financial insights

DFE Benchmarking website

School resource management self-assessment submission

KPI's taken from the school budget -

**5.3 Parental Debt (SA)**

Trustees to note the level of debt and the school's approach

**5.4 Catering Contract (SA)**

Trustees to note the issues regarding the management of the contract

**5.5 Contracts Register (SA)**

Trustees note the Contracts Register

**5.6 Covid Funding streams 21/22 (SA)**

Trustees are asked to note the allocations the school is due to receive this year and the DfE conditions attached

**5.6.1 Recovery Premium**

343 pupils allocated £49,735

**5.6.2 School Led Tutoring**

206 pupils allocated, 3090 hours, £41,715 equals 75% of costs, school funds 25%

**5.7 Summer School Funding (SA)**

Trustees are asked to note how this funding is recorded in the accounts.

**6. ESTATE MANAGEMENT**

**6.1 CIF Bid application 21/22 (RP)**

Trustees are asked to note possible projects for this year's application. Guidance for CIF 21/22 has not yet been released.

**6.2 Estates Vision (PG)**

Trustees are to note the work being undertaken at the Estate Management Group

**6.3 CIF Contracts 18/19 to 21/22 (SA)**

Trustees are to note the current position of the following contracts

Boilers 18/19

Kitchen works 19/20

Roofing Works 19/20

Fire Safety 20/21

**6.4 Schools Rebuilding Programme 21/22 (PG)**

Trustees are asked to note the current progress of this scheme.

**7. HEALTH AND SAFETY**



7.1 – Catering and Natasha’s Law (SA)

Trustees are asked to note the Catering Company’s compliance to this statutory regulation.

**8. SCHOOL ITEMS**

8.1 School Calendar 21/22 (SA)

Trustees are asked to note the additional holiday built into the school calendar due to the additional bank holiday for the Queens Jubilee falling in the May half term break. STPC 21 changes the school days from 190 to 189 for 21/22.

**9. POLICIES AND STATUTORY DOCUMENTS**

9.1 Pay Policy (SA)

Trustees are asked to recommend the pay policy for approval to the Full Board

9.2 Scheme of Delegation 21/22 (SA)

The school is to clarify the levels of authorisation for item 7.2.

**10. AOB notified before the meeting**

**11. Date and Time of next meeting**

18th November 2021 – 10.15am