



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 18th November 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@highamparkschool.co.uk Tim Morris Company Secretary/Secretary to the Board.

RESOURCES - 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. DECLARATION OF INTEREST

- 2.1 Trustees to declare any interests they have in any of the following agenda items
- 2.2 Standing declarations – Tracy Penfold, Chair of Governors Edinburgh Primary School, Governor Opossum Federation.

3. MINUTES OF THE RESOURCES MEETING – 14th October 2021

- 3.1 Trustees are asked to approve the previous minutes for content and accuracy.
- 3.2 Matters Arising.
 - 5.1.4 – Summaya Aziz to finalise BCP – this agenda item 4.1
 - 5.2.2 – Summaya Aziz to clarify figures – this agenda item 4.2.1
 - 5.2.6 – Summaya Aziz to email DFE guidance on KPI areas - this agenda item 4.2.2
 - 5.4.1 – Summaya Aziz to look in detail at catering contract – this agenda item 4.3.1
 - 5.4.2 – Feedback to be given on meeting with catering contractor – this agenda item 4.3.2
 - 6.3.2 – Summaya Aziz to provide financial update on Fire Safety Works – this agenda item 5.2
 - 7.1 – Summaya Aziz to obtain documentation from the catering company – this agenda item 6.1
 - 9.1 – Pay Policy to be added to Full Board – to add to full board agenda
 - 9.2.1 – Summaya Aziz to review S of D clause 7.2 and 7.3 – this agenda item 8.1



- 9.2.2 – Summaya Aziz to review S of D with regards to order/invoice process – this agenda item 8.1
- 9.2.3 – Tracy Penfold to amend S of D regarding committee membership ready for full board – to add to full board agenda
- 10.1 – Debt recovery policy to be added to full board agenda
- 10.2 – LAC write off – agenda item for this meeting

4. FINANCE

4.1 Business Continuity Plan 21/22 (SA)

SA to present the amended Business Continuity Plan 21/22

4.2 Benchmarking (SA)

4.2.1 SA to clarify where the figures entered onto the portals come from.

4.2.2 Trustees are to note the DFE guidance on KPI areas.

4.3 Catering Contract (SA)

4.3.1 SA to update on catering contract rebate

4.3.2 SA to update on catering contract meeting held in November re management of the contract and submission correct invoices

4.4 Summer School Funding (SA)

Trustees are asked to note the Summer School Statement to be published on the school website

4.5 Look After Children Income/Expenditure 19/20

SA to report on possible write off.

4.6 September 21 Management accounts including feedback on monthly finance meeting

Trustees are asked to note the report for September.

4.7 Pupil Census Figures October 21

PG to provide a report on number on roll and applications submitted for September 2022 entry

4.8 External Accounts Report for 20/21

SA to present draft Accounts report, Trustees are asked to submit questions prior to this meeting to allow incorporation of amendments following this meeting, so it can be issued to the Members and Trustees during the week following this meeting.

5 ESTATE MANAGEMENT

5.1 CIF Bid application 21/22 (RP)

RP to provide update. Trustees to note submission deadline is the 15th December 21

5.2 CIF Contracts 18/19 to 21/22 (SA)

Trustees are to note the current position financial position of

Fire Safety 20/21



5.3 Schools Rebuilding Programme 21/22 (PG).
RP/PG to update.

6. HEALTH AND SAFETY

6.1 – Catering and Natasha’s Law (SA)

Trustees are asked to note the documentation received from the Catering Company

7. SCHOOL ITEMS

None

8. POLICIES AND STATUTORY DOCUMENTS

8.1 Scheme of Delegation 21/22 (SA)

The school is to clarify the levels of authorisation for item 7.2. and order/invoice process

9. AOB notified before the meeting

10. Confidential Items

Feedback from Staffing Committee

11. Date and Time of next meeting

Thursday 27th January 2022