



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

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

Jacob Adeshina (ABO)

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 10th March 2022 at 10.15 am in the Boardroom 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 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. 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 – 27th January 2022

- 3.1 Trustees are asked to approve the previous minutes for content and accuracy
- 3.2 MATTERS ARISING
 - 4.1.1 AAA to look at the slight variation in end of year reserves figure.- - **JA is to meet with AB**
 - 4.1.2 A costing sheet for letting income and staff costs to be created – **to be done**
 - 4.3.1 Reserves Policy to be shared – **this was taken to FB**
 - 4.3.3 AAA to review and challenge the contents of the Reserves Policy – **item 4.5**
 - 4.4.3 Letting Policy to be taken to FB for approval – **approved at FB on 10th Feb**
 - 8 Home school Agreement approved for recommendation to FB – **approved at FB 10th Feb**
 - 10 To confirm next meeting date – **confirmed as 10th March 22.**



4. FINANCE

- 4.1 January 2022 budget figures – JA to provide update, including detail of LAC invoice claims for 20/21 and previous years.
- 4.2 Schools Resource Management Self-Assessment (PGY/TP) – Final check and comments
- 4.3 Confirmation of Funding from ESFA
 - 4.3.1 6th Form funding
 - 4.3.2 11-16 Funding
- 4.4 3-Year Forecast – JA to update
- 4.5 Reserves Policy and spending plans – Review of current provision (JA) and discussion for spending considerations
- 4.6 Catering
 - 4.6.1 Natasha’s Law – Trustees to note receipt of signed document from the caterers
 - 4.6.2 Catering rebate 20/21 – JA to confirm rebate amount confirmed by caterers
 - 4.6.3 Catering 21/22 – JA to confirm progress on arranging regular meetings with the caterers and progress on the rebate for 21/22.

5. ESTATE MANAGEMENT

- 5.1 Schools Rebuilding Programme 21/22 (RP) - Update on current position (RP)
Trustees are asked to note the current progress of this scheme and Education Vision Document submitted to the SRP.

6. HEALTH AND SAFETY

No. items

7. POLICIES AND STATUTORY DOCUMENTS

Trustees are asked to recommend the following policies for approval to the Full Board

- 7.1 Charging and Remissions Policy
- 7.2 Expenses Procedure
- 7.3 Gifts and Hospitality Policy

8. AOB notified before the meeting

9. Date and Time of next meeting

28th April 2022 – 10.15am