



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

Erik Mesel (Via Teams)

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

Jacob Adeshina, (ABM)

LA Clerk to be advised (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 3rd 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@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 2022/2023

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, Governor Opossum Federation.

4. MINUTES OF THE RESOURCES MEETING – 30th June 2022

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

4.2 MATTERS ARISING

5. FINANCE

- 5.1 September Monthly Monitoring Report.

Note: the Finance link/chairs meeting is due to take place 19th October.

- 5.2 October 22 School Census Figures



Trustees are asked to note the Pupil numbers submitted and note possible financial implications for 23/24

5.3 Benchmarking (PG/JA)

Trustees to consider possible KPI's for the academic year 22/23

5.4 Parental Debt (JA)

Trustees to note the level of debt from 21/22 and the school's approach

5.5 Catering Contract (JA)

Trustees to consider the Catering report to be provided as required by the action from the 30th June resources meeting.

5.6 Contracts Register 22/23 (JA)

Trustees note the Contracts Register

5.7 Fixed Asset Register 21/22

Trustees to note the Fixed Asset Register and to note any disposal of assets during 21/22.

6. ESTATE MANAGEMENT

6.1 CIF Bid application 22/23 (RP)

Trustees are asked to note possible projects for this year's application. Guidance for CIF 22/23 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 (JA)

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 (PG)

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

7. HEALTH AND SAFETY (JA/DB)

7.1 Trustees are asked to note the findings from the Health and Safety Audit carried out in July 22 and the School's response with regard to actions needed.

7.2 Health and Safety Compliance Software

RP to demonstrate new software

8. SCHOOL ITEMS

8.1 Trustees are asked to note

The SRMSA form has been issued and needs to be submitted by 5th March 2023



The BCP needs to include planning for extreme weather – this will be included at the next review (if its not already in there).

9. POLICIES AND STATUTORY DOCUMENTS

9.1 Pay Policy (JA) - may be deferred

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

10. AOB notified before the meeting

11. Date and Time of next meeting

17 November 2022 following the Staff Sub Committee Meeting (10.15 am)