



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

Copies to: Tom Capewell, Nick Hyde, Angy Osman (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 Committee Meeting

This meeting will be held in the Board Room (opposite the Principals Office) on Thursday 26th January 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. DECLARATION OF INTEREST**
 - 2.1 Trustees to declare any interests they have in any of the following agenda items
- 3. MINUTES OF THE RESOURCES MEETING – 17th November 2022**
 - 3.1 Trustees are asked to approve the previous minutes for content and accuracy.
 - 3.2 MATTERS ARISING see appendix
- 4. FINANCE**
 - 4.1 January 23 Accounts (JA)
 - 4.2 ESFA funding 23/24
 - 4.3 August 22 budget monitoring report – Outturn figures for 21/22
- 5. ESTATE MANAGEMENT**
 - 5.1 Schools Rebuilding Programme (RP)
Trustees are asked to note the current progress of this scheme.
 - 5.2 Estate Group Feedback



6. HEALTH AND SAFETY ITEMS

- 6.1 Report on any Health and Safety issues (JA/RP)
- 6.2 IAMS – deferred to next meeting

7. SCHOOL ISSUES

- 7.1 Report on Staff absence – term 1 (TPM)
- 7.2 Update on catering contract and concerns during the rebuilding process (JA)
- 7.3 Purchase of Compactor (JA)

8. POLICIES FOR RECOMMENDATION

- 8.1 Charging and Remissions Policy

AOB notified before the meeting

9. DATE AND TIME OF NEXT MEETING

- 9.1 Thursday 2nd May at 10.15 am

APPENDIX

ACTIONS

RESOURCES MEETING – 26th January 23

Ag Nr	Action	Who	Date by
3	Arrange meeting to discuss progressing Fixed Asset Register JA, DB, AB	DB?	ASAP
3	Parent debt – To provide schedule showing to AB <ul style="list-style-type: none"> - Current students on role - Students that have left 	JA	9 Mar
4.1	Report of salary forecast – budget monthly report	JA	FIN met
4.1	Jan salary cost by number report so AB/TP can analyse changes	JA	1/2/23
4.1	Transaction history to date to AB/TP	JA	1/2/23
4.2	SRMSA – arrange meeting to discuss 22/23 action plan	TP	Apr 23?
4.2	AGREED – recommend SRMSA to FB		
6	Demo of IAM software – AGENDA ITEM March	RP	9 Mar
6	Risk Assessment update progress	JA	9 Mar
6	Arrange to alter tarmac to stop P Block door contact	JA	ASAP
6	Warning sign to be placed on P Block door	JA	ASAP
7	Confirm email sent to Taylor Shaw re price increase from Sept 22	JA	1/2/23
7	To confirm proposed length of catering extension/or wording to be used	JA	9 Mar
AOB	To refer back to Buzzacott how this has happened and why we should pay more	JA	JA
AOB	Charities Commission accounts submission	JA	asap