



Highams Park Academy Trust

To: Alan Benton, Jonathan Kemp, Richard Palmer, Tracy Penfold, Nicky Whitehead, Phil Grundy (Principal)

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 Committee Meeting

Monday 4th March at 7.00 pm in the 6 Form Block (N16)

A meeting of the Resources committee will be held on the above date when you are 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. Apologies for Absence**
- 2. Declaration of Trustees' Pecuniary Interests / Gifts and Hospitalitys**
- 3. Minutes of the Board Meeting held on 26th November 2018**
The draft minutes of the meeting are attached
- 4. Matters arising from the minutes not on the Agenda**
- 5. Management Accounts (SAZ - information)**
 - 5.1** Management accounts up to January 31st
- 6. A2020 Project - 5 year forecast (SAZ- Information)**
 - 6.1** A2020 5 year plan
 - 6.2** Summary of Reserves and Reserves statement
 - 6.3** Timetable for budget setting 2019/20
 - 6.4** Funding

7. Internal Controls (information)

- 7.1 Internal audit tracker (SAZ)

8. Updates to Scheme of Delegation (SAZ)

- 8.1 Add CFO to bank mandate and update financial Scheme of Delegation. (Approval)
- 8.2 Add capitalisation threshold to Scheme of Delegation. (Approval).

9. Contracts (SAZ)

- 9.1 External Audit tender update (Information/discussion)
- 9.2 Internal Audit tender proposal to Board in July. (Information/discussion)

10. Policy review (Information and discussion)

- 10.1 Charging and Remissions Policy **(SAZ)**
- 10.2 Whistleblowing Policy **(TPM)**
- 10.3 Code of Conduct **(PGY)**
- 10.4 Disciplinary Procedures **(PGY)**
- 10.5 Bullying and Harassment Policy **(PGY)**

11 Date of next meeting (information)

- 11.1 Monday 24 June 2019
- 11.2 Agenda items

12 Chair's Action

13 Any Other Business