



**MINUTES OF A MEETING OF THE HIGHAMS PARK SCHOOL RESOURCES
COMMITTEE HELD ON THURSDAY 3 NOVEMBER 2022 AT 10.15 A.M.**

Present: Ms Tracy Penfold (Chair) Trustee
Mr Phil Grundy Principal
Mr Alan Benton Trustee
Mr Dave Brown Trustee
Mr Richard Palme Trustee

Clerk to the Governors: Ms Caroline Russell

Also present: Mr Nigel Armsby Observer and Principal Designate
Mr Jacob Adeshina, School Business Manager
Dr Tim Morris Company Secretary

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1.	Summary Analysis of Cost Centre Codes to monitor against original approved budget: JA to provide to next meeting and to trustees asap per Academies Trust Handbook.	JA/TP	As soon as possible and ongoing
5.2	October 2022 School Census and Funding Figures: Info re 6 th form funding to be circulated to trustees asap.	PG/JA	As soon as possible
5.3.	Key Performance Indicators: JA to devise per minute using the relevant DFE/EFSA link.	JA	Ongoing
5.4.	Parental Debt Credit Balances: Action per minute to offer refunds with cut-off date and then credit any outstanding balances to a school fund account.	PG/JA	As soon as possible
5.5.	Catering Contract: Actions per minute re current contract to continue if possible and 2021/2022 contract rebate now due.	PG/JA	Ongoing
5.6.	Contracts Register: JA to update to include all current contracts and buy-backs with notes to include expiry dates and status notes.	PG/JA	As soon as possible
5.7.	Fixed Asset Register: JA to prepare for next meeting	JA	Next meeting and ongoing
9.1.	Pay Policy: JA to update and investigate per minute	JA	As soon as possible



11	Date and Time of Next Meeting: 17 November 2022 following staff sub-committee meeting @ 10.15 a.m.	School	17-11-2022
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1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting and thanked for their attendance.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Mr Erik Mesel.

1.3 Quorum

The meeting was quorate.

2. ELECTION OF CHAIR OF COMMITTEE FOR THE CURRENT ACADEMIC YEAR 2022-23: Ms Tracy Penfold was elected unanimously. (Proposed by Messrs Benton and Brown).

3. DECLARATIONS OF INTEREST

3.1 Declarations of Interest in the Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

3.2 Standing Declaration of Interest

This was noted by Ms Penfold relating to her governorship with the Opossum Federation.

4. MINUTES

4.1. Minutes of the Resources Committee Meeting Held on 30 June 2022

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

5. FINANCE

5.1. September Monthly Monitoring Report

It was noted that an update was issued on 01/11/2022. Budget notes will include handover from PG to NA + school business manager comments. It was noted that a subjective analysis of cost centre codes had been provided making it difficult to relate to the original agreed budget. TP noted that budget virements may be needed and that monitoring re the use of significant income e.g. re GAG (General Annual Grant) funding and 16-19 funding is needed to ensure accountability. JA argued a rationale for subjective analysis by in years income streams for projects but it was agreed the accounts needing to be restructured to reflect the agreed 3-year budget.

5.1.1.. Income and Expenditure Monitoring

It was noted that income and expenditure is divided by 12 which may affect the reporting of backdated salary claims. JA stated that budget provision is made for these regardless of the actual date of payment. However, there is currently significant uncertainty re actual final costs. These may be 5% (3% included in budget) for teachers' pay costs with financial implications estimated at £300,000 rising to £500,000 if a higher settlement is eventually reached.

ACTION: PG/JA to agree presentation in accounts to include a summary sheet. Summary to be circulated to trustees asap per Academies Trust Handbook.



5.2. October 2022 School Census Funding Figures

These were noted with the School largely full.

ACTION: Census information for 6th form requested for circulation to trustees.

5.3. Benchmarking (PG/TA)

-This was discussed noting that school staffing costs are currently high in relation to EFSA guidelines that these should not exceed 75-80% of gross income without detriment to other areas of expenditure.

ACTION: Key performance indicators (KPIs) were agreed for development in relation to staffing, educational supplies, curriculum costs, premises, Progress 8 measures, behaviour and attendance in relation to other local schools in similar circumstances (to be determined by the School using the DFE link).

5.4. Parental Debt (JA)

Current year (2022/23) debt of £432 was noted.

ACTION: Parents of children with credit balances to be contacted to offer refund by a date after which any outstanding balances will be credited to a school fund account.

5.5. Catering Contract

5.5.1. It was noted that the current contract expires in May 2023 but agreed to try to avoid retender at that time due to the impending school rebuilding programme. It was also noted that a contract rebate from 2021/2022 is now due for monthly reimbursement.

ACTION: Continue with current contract on basis of revised figures if not onerous but noting the possibility of temporary/new accommodation after April 2025.

5.6. Contracts Register (JA)

This was reviewed with some possible omissions noted.

ACTION: JA to update register to include all current contracts and service buy-backs e.g. Hawkswood PRU, careers service, educational psychology service. Schedule notes to include contract expiry and status.

5.7. Fixed Asset Register 2021/2022

It was noted that this is not on the portal.

ACTION: JA to prepare for next meeting.

6. ESTATE MANAGEMENT

6.1. Condition Improvement Fund Bid Applications 2022/23

None will be made pending the school rebuilding programme.

6.2. Estates Vision (PG)

PG indicated this has been drafted and submitted to the DFE/EFSA and used to inform plans for the future fabric of the building, curriculum and subjects and aspirations.

6.3. Condition Improvement Fund Contracts 2018/19 to 2021/2022

Final accounts have been agreed for boilers 2018/19, kitchen and roof works 2019/2020. An audit challenge was noted re allocation of costs between years and expenditure/income on bids. There is scope for a fire safety project to be changed to remedial only pending school rebuilding. It is expected that bid expenditure will match income and answer the audit challenge.



6.4. Schools' Rebuilding Programme-PG

PG update indicated that there are weekly meetings to Christmas with Bowmer Kirkland and the DFE to scrutinise rebuilding plans. New information is presented weekly with feedback and reconsideration the following week.

Ongoing considerations include the siting of a multi games area and distribution of offices. There is some flexibility re costs with a good response from the DFE to date and assurances sought and received that the rebuilding project is secure.

PG noted the need to consider temporary accommodation in 2023/24.

7. HEALTH AND SAFETY (JA/DB)

- 7.1. Juniper Internal Scrutiny Annual Report-This was screenshared. It was a one-day audit with 3 minor items identified which the School has actioned. There may be a need to scope minor non-financial audits in future but costs are relatively insignificant. Lanyards are to be provided.

7.2. Health and Safety Compliance and Software

ACTION: Defer to next meeting.

8. SCHOOL ITEMS

- 8.1. SRMSA Form: This has been issued by the DFE for submission by 15/03/2022 based on the 2022 submission. The Business Continuity plan should include planning for extreme weather conditions.

9. POLICIES AND STATUTORY DOCUMENTS

9.1. Pay Policy

Re teachers' pay TP noted the recommendation of the School Teachers' Pay and Conditions document (statutory in maintained schools) for a 3% pay increase. This was increased by central government to 5% but unfunded (2% budgeted). Academies have discretion re pay.

PG advised of the School's intention to match STPC pay scales but the trade unions have balloted for strike action for a higher settlement. If this is agreed the Trust board will review at that point.

ACTION: JA/PG to update the school pay policy per the STP&C document, investigate any differences re school pay rates and make a recommendation to rectify any past over payment and amend the pay policy.

10. ANY OTHER BUSINESS

Minuted as confidential under separate cover.

11. DATE AND TIME OF NEXT MEETING

- 11.1. 17 November 2022 following staffing sub-committee.

11.2. 2.Draft Agenda Items for Next Meeting

-Welcome/Apologies for absence.

-Declarations of interest/quorum.

-Minutes and matters arising from the last meeting held on 03-11-2022

Health and Safety compliance and software.

-Feedback from staff survey.



The meeting closed at 12.30 p.m.

Chair: (print)

..... (sign)

Date: