



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

Nigel Armsby (Observer)

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 Committee Meeting

This meeting will be held in the Board Room (opposite the Principals Office) on Thursday
17th 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. 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, Governor Opossum Federation.

3. MINUTES OF THE RESOURCES MEETING – 3rd 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 Draft Annual Accounts 21/22
JA to present draft accounts as prepared by the external accountants - Buzzacott
- 4.2 Draft Trustee Report 21/22 (JA)
Trustees to note report to be included.
- 4.3 Report from Pay subcommittee (TP)
Brief overview of pay recommendations for 22/23
- 4.4 Support Staff pay award (JA)
- 4.5 October Accounts (JA)



5. ESTATE MANAGEMENT

5.1 Schools Rebuilding Programme (RP/PGY)

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

6. POLICIES AND STATUTORY DOCUMENTS

6.1 Cyber Security Policy (RP)

6.2 IT Major Incident Policy (RP)

6.3 Pay Policy (JA)

AOB notified before the meeting

7. Date and Time of next meeting

26th January 2023 10.15am

8. CONFIDENTIAL ITEMS



APPENDIX ACTIONS FROM RESOURCES COMMITTEE MEETING - 3RD NOVEMBER 2022

5.1 – Budget code breakdown to be provided to TP

5.1 – JA to match budget monthly monitoring spreadsheet to budget heading set in and agreed in July 22. This will be ready when the November accounts are reviewed.

5.2 – Sixth Form Census figures to be provided.

5.4 – Parental Debt – need the figure for the academic year 21/22

5.4 – To write to parents whose child is no longer at the school and has money sitting in their scopay account to ask if they want money credited back or will donate to school

5.5 – Taylor Shaw to confirm term and conditions of the possible new contract starting in May 23.

5.5 – Need to agree what the extension of the contract will be (if any)

5.5 – Taylor Shaw to give confirmation of the rebate for 21/22 when they have completed their accounts for 21/22

5.6 – Contracts register to be updated to show all contracts for 22/23 (Contracts also refers to SLA)

5.7 – Fixed Asset Register will be available for the next meeting

7.2 – Deferred to next meeting

9.1 Pay policy – issues raised need to be resolved with urgency and a draft provided for committee recommendation. Deadline – ASAP