

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 4th May 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@highamparkschool.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 – 9th March 2023**
 - 3.1 Trustees are asked to approve the previous minutes for content and accuracy.
 - 3.2 MATTERS ARISING - see appendix
- 4. FINANCE**
 - 4.1 March 23 Monthly Report and Meeting Notes (JA)
 - 4.2 Budget 23/24 (JA)
 - 4.3 August 22 budget monitoring report – Outturn figures for 21/22 – ACTION from 9th March 23 (JA)
 - 4.4 DFE Financial Support – (JA)
- 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 – Demo of H&S software (RP)
- 7. SCHOOL ISSUES**
 - 7.1 Update on catering contract and concerns during the rebuilding process (JA)
 - 7.2 Report to seek funding from reserves for works on P Block toilets (JA)
 - 7.3. Report on proposal to procure the supply and fitting of energy efficient lighting –
Trustees to note funding is via the DFE's Energy Efficiency Grant (RP)
- 8. POLICIES FOR RECOMMENDATION**
 - 8.1. Gifts and Hospitality Policy (JA)
 - 8.2 Charges and Remissions Policy (JA)

AOB notified before the meeting

9. Date and Time of next meeting - 22nd June 10.15am – Board Room

APPENDIX – ACTIONS FROM 9th March 23
Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date | UPDATE 27/4/23 |
|------------------|---|--|---------------------|--|
| 3.2.1. | Fixed Asset Register: C/f to early April for next financial year. | TP/DB/JA | Ongoing | To arrange |
| 3.2.4. | Self Assessment Form: Complete in April | JA to draft for trustee review | Ongoing | To arrange |
| 3.2.8. | Audit Fee Renegotiation: SBM. | SBM | Ongoing | Agreed Fee |
| 4.2 | EFSA Funding 2023/24: Details to be put on portal for info of trustees. | JA | As soon as possible | Complete |
| 4.3. | Budget Monitoring Reports: To next meeting. | JA | 04/05/2023 | |
| 5 | School Rebuilding Programme-Summary Document: School to put on portal for info of trustees. | TM | As soon as possible | |
| 7.1 | Staff Absence: Future termly reports requested. | TM | Ongoing | Ongoing |
| 7.2 | Contract Extension: JA to email T-S per contract and seek trustee approval for 3-year contract extension. | TM/JA | Ongoing | 3-year extension agreed at FB Queries raised on tariff increase at FB |
| 8 | Charging and Remissions Policy: Amend as proposed and refer to full Board for ratification. | TM | Next board meeting | Approved at FB |