



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

Copies to: Tom Capewell, Nick Hyde, Angie Osman

Jacob Adeshina (ABO)

Caroline Russell (Clerk to the Trustees)

Also in Attendance: Tim Morris Company Secretary/Secretary to the  
Board

### **RESOURCES MEETING**

This meeting will be held in the School on Thursday 29<sup>th</sup> June 2023 at 10.15 am in the Boardroom 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](mailto: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 – as noted on the school website

**3. MINUTES OF THE RESOURCES MEETING – 4<sup>th</sup> May 2023**

- 3.1 Trustees are asked to approve the previous minutes for content and accuracy
- 3.2 MATTERS ARISING

**4. FINANCE**

- 4.1 April 2023 Monthly figures – JA
- 4.2 3-Year Forecast/Budget 23/24 – JA
- 4.3 Catering update - JA
- 4.4 Lettings rates 2023/24
- 4.5 21/22 Outturn Figures – August 2022 monthly report

**5. ESTATE MANAGEMENT**

- 5.1 Schools Rebuilding Programme (RP)
- 5.2 Estates Group Feedback
- 5.3 P Block toilets
- 5.4 DFE Energy Efficiency grant



**6. HEALTH AND SAFETY**

6.1 Report on statutory compliance checks and feedback on remedial works identified

**7. POLICIES AND STATUTORY DOCUMENTS**

Trustees are asked to recommend the following policies for approval to the Full Board

7.1 Reserves Policy (JA)

7.2 Business Continuity Plan (JA)

7.3 Gifts and Hospitality Policy (JA)

**8. AOB notified before the meeting**

**9. Date and Time of next meeting**

TBC