



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

Copies to: Ange Osman, 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 19th October 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. APPOINTMENT OF OFFICERS

- 2.1 Election of Chair for the resources committee for the academic year 2023/2024

3. DECLARATION OF INTEREST

- 3.1 Trustees to declare any interests they have in any of the following agenda items
- 3.2 Standing declarations – as per the school website

4. MINUTES OF THE RESOURCES MEETING – 29th June 2023

- 4.1 Trustees are asked to approve the previous minutes for content and accuracy.
- 4.2 MATTERS ARISING

5. FINANCE

- 5.1 September Monthly Monitoring Report.

Note: the Finance link/chairs meeting is due to take place 18th October.

- 5.2 October 23 School Census Figures

Trustees are asked to note the Pupil numbers submitted and note possible financial implications for 24/25



5.3 Benchmarking (NAY/JA)

Trustees to consider possible KPI's for the academic year 23/24

5.4 Parental Debt (JA)

Trustees to note the level of debt from 22/23 and the school's approach

5.5 Catering Contract (JA)

Trustees to consider the Catering report which details Caterer's forecast figures for 23/24 and anticipated rebate, the catering rebate for 22/23, the contract renewal, confirmation that meetings are taking place between the school and caterers as detailed in the contract.

5.6 Contracts Register 23/24 (JA)

Trustees note the Contracts Register

5.7 Fixed Asset Disposal 22/23 (JA)

Trustees to note any disposal of assets during 22/23.

5.8 Reserves Expenditure Request – Fencing (NAY)

Trustees to consider the report on the school's request for reserves

5.9 Risk Register 23/24

Trustees to note the updated risk register

5.10 Academy Trust Handbook 'Musts' 23/24

Trustees are asked to note this document and that it will be reviewed over the autumn term to ensure compliance. We are not required to submit this to the ESFA

6. ESTATE MANAGEMENT

6.1 CIF Contracts (RP)

Trustees are asked to note current position with regards to any of the CIF projects – ie are all works now completed, are all defects period complete, have all monies been released

6.2 Estates Group (RP)

Trustees are to note this group will now meet once a half term

6.3 Schools Rebuilding Programme (RP)

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

6.4 DFE Energy Efficiency Contract

Trustees are asked to note the progress of this contract

6.5 Estate Maintenance Works

Trustees to note progress on works related to the staff car park drainage issue and the sports hall trim



7. HEALTH AND SAFETY (JA/RP)

7.1 Health and Safety Annual Report 22/23

Trustees are asked to note the annual report

8. SCHOOL ITEMS

8.1 Trustees are asked to note

The SRMSA form has been issued and needs to be submitted by 15th March 202

9. POLICIES AND STATUTORY DOCUMENTS

9.1 Pay Policy (JA)

9.2 Discretionary Leave of Absence Policy

9.3 Sickness Policy

10. AOB notified before the meeting

11. Date and Time of next meeting

16th November 23 10.15am