



MINUTES OF A MEETING OF THE HIGHAMS PARK ACADEMY TRUST RESOURCES COMMITTEE HELD ON THURSDAY 19 OCTOBER 2023 AT 10.15 A.M. AT THE SCHOOL AND VIRTUALLY

Present: Tracy Penfold (Chair)-Trustee (TP)
Nigel Armsby-Principal and Trustee (NA)
Dave Brown-Trustee (DB)
Richard Palmer-Trustee (RP)
Erik Mesel (joined via TEAMS) Trustee (EM)

Also in Attendance: Tim Morris, Company Secretary (TM)
Jacob Adeshina, School Business Manager (JA)

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1.	September 2023 Monthly Budget Monitoring Report: JA to review September figures with evidence re expected NI and pension liabilities.	JA	Ongoing
5.3	Benchmarking: Agreed to use suggested KPS for a self assessed dashboard.	JA	Ongoing
5.4.	Parental Debt: Parents to be emailed to ask if a refund is wanted.	JA	Ongoing
5.5.	Catering Contract: (i)JA to identify GAG funding with expectation of breakeven on staff meals and hospitality costs. (ii) Copy of catering contract to TP (iii) Minutes of catering contract meetings to be sent to committee members.	JA JA JA	Ongoing As soon as possible
5.6	Contracts Register: Reorder by value and show annualised costs, add status column-active, to be reviewed, reconsider, contracts expiring in the next 3 months.	JA	Ongoing
5.8	Capital Expenditure on Fencing: Up to £20,000 re fencing (safeguarding/security issue).	JA	As soon as possible.
5.10	Academy Trust Handbook: TP/DB/JA to review for content.	TP/DB/JA	As soon as possible
6.3	Early Closure July 2024 re Move to Temporary Building for Schools' Rebuilding Programme: Trust Board to formally approve.	TP/TM	Next Trust Board meeting.



7.2	Risk Assessments: To be devised including mitigations.	JA	Ongoing
9	Policies and Statutory Documents: Recommend to Trust Board for approval subject to amendment per minute.	JA re amends. TM re Trust Board agenda item.	Ongoing
11	Date and Time of Next Meeting: 16/11/2023-10.15 a.m.-Virtual.	All to note. School to action.	16/11/2023

1. WELCOME

1.1 Welcome

All were welcomed to the meeting by the Chair.

1.2. Apologies for Absence

There were none.

1.3. Quorum

The meeting was quorate with 5 trustees present.

2. ELECTION OF CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR 2023/4

Tracy Penfold was elected unanimously. (Proposed by Dave Brown and seconded by Richard Palmer.)

3. DECLARATIONS OF INTEREST

3.1 Declarations of Interest in the Current Agenda Items

There were none.

3.2. Standing Declarations of Pecuniary and Personal Interest

These were noted.

4. MINUTES

4.1. Minutes of the Last Meeting Held on 29-06-2023

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4.2. Matters Arising

4.2.1. Health and Safety Report-Fire Wardens and Fire Evacuation

Evacuation routines have been amended and will be amended further when building works started. Fire wardens have been nominated and training will be arranged.

5. FINANCE

5.1. September 2023 Monthly Budget Monitoring Report:

- 5.1.1. TP reported that she had met with JA to review this with AB and NA. Figures are to be updated to reflect the most likely projected year end position. It was noted that a projected deficit of £524,000 is shown which is considered to be a significant over-estimate of the likely position as the issue identified with the NI figures had not been incorporated. TP stated that despite this the Board have to use the figures contained within the reports issued. Full year income will be amended to reflect the budget noting that the monthly position in September 2023 was positive.



Q. Can projections be revised to reforecast if income and expenditure trends are expected to continue? **A.** Will reviews figures and revise actions against it.

Q. Monthly budgets predict 1/12th of expenditure? **A.** The forecast is for the whole year not month by month. Significant items can distort the forecast if extrapolated to the year end.

ACTION: JA to review September figures with evidence re NI and pension liabilities.

5.1.2. A meeting will be held on 08/11 to review the October reported salary costs, NI error and missing income prior to authorising reserves for expenditure on 'P' block works. NA noted recent recruitment of a careers advisor and learning support assistant for students with special educational needs. No departures are expected arising from the October resignation date.

5.1.3. DB noted that the accounts are difficult to interpret with confidence as the spreadsheet is too complex. Variances of expenditure against budget are overstated but need to be accurate and based on accurate projections of individual staffing costs in particular.

5.2. October 2023 School Census Figures

These were noted as 1198 i.e. as last year. 6th form 23/24 income is based on 347 students (now actually 352) so some additional income is expected for 24/25. However, this will be affected by retakes and course funding.

NA noted good attendance at recent recruitment events for next academic year reflecting good 'A' level results in summer 2023. Therefore, it should be possible to maintain pupil numbers and income.

5.3. Benchmarking

JA referred to background work comparing HPAT to Chingford Foundation re non-financial and financial key performance indicators. The KPIs are generated from the DfE website.

Q. Why is Chingford Foundation being used as a comparator when it has a larger PAN (predicted number to admit) and has a resourced special needs provision?

A. The PAN has now reduced, nearest WF comparator. The biggest element is reserves with £1.6 million reported for HPAT possibly due to the EFSA using figures from different sources.

Q. GAG (General Annual Grant) income benchmark figure does not include other secure income streams? **A.** No.

Q. Based on July approved budget? **A.** Yes. JA noted that the KPIs are based on private sector principles and have limited validity. There is a need to consider a plan and desired outcome. TP noted that a self assessment dashboard based on 2021/22 figures including re class sizes and adult/pupil ratios.

Q. Is there any LA information re future trends in the borough? **A.** Smaller numbers are coming through and this is affecting the viability of some schools with more variation in the south of the borough.

ACTION: Agreed to use suggested KPIs for a self-assessed dashboard and to input pupil data on DfE self-assessment form.

5.4. Parental Debt

A surplus of £1242.50 was noted relating largely to Year 11 and 13 leavers. JA noted that action has been taken to control catering debt with children without credit to come to finance office for a token and parents then contacted for 'top ups'. Refunds can be made online. It was noted that some free school meal children take a meal



but are still hungry so the surplus on free school meals funding could be used to address it.

ACTION: JA to email parents to ask if a refund is wanted.

5.5. Catering Contract:

Q. How is the profit shared calculated and will it be sufficient to cover meals for staff undertaking lunch duties and hospitality costs? **A.** Now fixed (£30,000), expected to cover those costs.

Q. Are kitchen staff recording who claims free meals and is there a check re entitlement? **A.** Yes.

Meal prices are expected to increase from £2.49 to £2.59.

Q. Has a new catering contract been signed? **A.** Yes.

Re meetings with catering contractors JA stated that these have been set and that invoices are checked. Management has changed, quality of food has improved and staff reallocated.

It was noted that there are DFE nutritional standards for school meals with NA asking that menu options be limited to reduce children's sugar intake.

ACTION: JA to identify GAG funding with expectation of breakeven on staff meals and hospitality costs, copy catering contract to TP, minutes of meetings to be copied to committee.

5.6. Contracts Register

This was noted and agreed to be detailed.

Q. Are these reviewed for value for money, is there 2023/4 budget provision, which, if any, have no budget provision and how will they be paid for?

ACTION: Reorder register by value, add status column e.g. active/review/reconsider. Show annualised costs and contracts expiring in the next 3 months.

5.7. Fixed Asset Disposal

It was noted that there have been no acquisitions or disposals in year. The increase in expenditure has been buildings related with a strategy to review, renew or replace as part of the school rebuilding programme.

Land and Buildings: 0.

Leasehold Property: 0.

Minibus: 0.

School Equipment Including IT: Negligible value.

There has been in year disposal of IT equipment (laptops). (February 2023 £9,000 and June 2023 income of £2,100 received).

5.8. Reserves Expenditure Request

The need to ascertain an accurate financial position of the school was noted.

Q. £32,000 capital funding received for what? **A.** For fixed asset replacement e.g. IT, furniture and premises. The meeting discussed the issue of intruders and escapees so it was **AGREED** to fence at the front of the school wooded area as a potential safeguarding issue. 3 quotes are being obtained with contractors to be DBS checked.

ACTION: £20,000 authorised for works to be done.

5.9. Risk Register 2023/4

This was noted including the top 10 risks per post mitigation scores.

Action: to adjust spreadsheet so pivot tables can be used

5.10. Academy Trust Handbook 'Musts' 2023/4

ACTION: Review for Compliance (TP/DB/JA).

6. ESTATES MANAGEMENT



6.1. Condition Improvement Fund Contracts

These are all under review as affected by the School's Rebuilding Programme. Some have been abated but little expenditure has been incurred and will use reserves if necessary. Outstanding income has been noted from the EFSA (Education Funding and Skills Agency) so it is hoped that reserves will increase as the school has already paid for works invoices.
The most financially significant Fire Safety Project has been completed.

6.2. Estates Group

This now meets ½ termly.

6.3. Schools Rebuilding Programme

-A video was shown of the interior of the proposed rebuild including new Year 12 study area, new front entrance including landscaped area, reception area, dance studio (community use), theatre, dining hall, external covered areas, lower ground floor, science labs.
-The LBWF planning committee will consider on 10/11/2023 with a deed of variation to be negotiated re the Youth Centre.
-NA proposed a 3 day early closure in July 2023 to allow for staff to move equipment and consumables to temporary buildings. Skips will be hired to facilitate disposal of waste and redundant equipment.
ACTION: Agenda item for formal Trust Board approval once the DfE works programme is agreed.

6.4. DfE Energy Efficiency Contract

It was noted that new LED lighting has been delivered for installation work scheduled mid November.

6.5. Estate Maintenance Works

Drainage works to the staff car park are scheduled for ½ term. Works to sports hall trim are ongoing.

7. HEALTH AND SAFETY

7.1. Health and Safety Annual Report:

-This was noted including compliance with legislation, staff training conducted which substantiated a recent successful insurance claim.
-Some Health and Safety items have not been actioned due to site services staff absence. Items not considered to be worthwhile pending rebuild have been identified unless of significant impact regardless of risk (impact and probability assessed). Deliberators have been obtained (1 purchased, 1 supplied).
Q. Regarding outstanding items do any relate to buildings to be retained?
A. Yes and are being actioned.

7.2. Risk Assessments

These have been introduced following staff training.
ACTION: Risk register to be devised with mitigations.

7.3. Insurance Claims

Summary details of 4 recent successful insurance claims were noted.
The School does have DfE Risk Protection Arrangement (RPA) cyber- attack cover.

8. SCHOOL ITEMS



8.1. School Resource Management Self Assessment Form (SRMSAF)

This was noted for submission by mid March 2024.

9. POLICIES AND STATUTORY DOCUMENTS

- 9.1. Pay Policy: This was noted with a query re Appendix 3 appointment of external consultant for Head Teacher/Principal performance management arrangements to be actioned.

ACTION: Amend Appendix 3 to Appendix C.

- 9.2. Discretionary Leave of Absence:

ACTION: Discretions to be detailed in policy + delegation of staffing appointments to Principal.

- 9.3. Sickness Absence Policy:

ACTION: Stipulate timescale for appeal.

ACTIONS: Recommend to Trust Board for approval subject to amendments above being made.

10. ANY OTHER BUSINESS

There was none.

11. DATE AND TIME OF NEXT MEETING

Thursday 16 November 2023-10.15 a.m.- School/Virtual.

The meeting closed at 12.20 p.m.

Chair: (print)

..... (sign)

Date: