



## CAMPSBOURNE PRIMARY SCHOOL

### MINUTES OF THE RESOURCES AND PREMISES COMMITTEE MEETING Held on Thursday 2 March 2023 at 6.30pm at the school

#### Membership:

Position	Name	Initial	Term End Date
LA Governor	Emily Arkell *	EA	20/09/2025
Parent Governors	Jude Fransman *	JF	23/11/2023
Co-opted Governors	Duwan Farquharson (Chair)	DF	10/07/2026
	Alex Heywood	AH	22/09/2024
Headteacher	Jonathan Smith	HT	Ex officio

\* Asterisk denotes apologies

- Donates absence

#### Also in attendance:

Jasbir Aujla, Clerk to Governing Body (Haringey Education Partnership)

Amanda Harris, School Business Manager

#### Part 1

#### 1. WELCOME / INTRODUCTIONS / APOLOGIES

- 1.1 The Chair welcomed all to the meeting. It was noted the meeting was quorate.
- 1.2 Apologies for absence were received and noted from Jude Fransman and Emily Arkell.

#### 2. DECLARATIONS OF INTEREST, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA

- 2.1 There were no declaration made at the meeting.

#### 3. RESOURCES & PREMISES COMMITTEE ADMINISTRATION

##### 3.1 Committee Membership

Discussion took place regarding the F&P committee membership which due to recent governor resignations/term end needs to elect another governor and also have a reserve governor on the Pay committee. It was noted when filling vacant positions on the full Governing Body the skills audit is reviewed to ensure skill gaps are covered and the Governing body has a good balance as currently there are too many parents that are governors. It was agreed to discuss at GB Membership/constitution at the awayday. **Action: HT/Chair.**

##### 3.2 Link Members feedback from other committee meetings

No verbal update received.

#### 4. MINUTES OF THE PREVIOUS MEETINGS AND MATTERS ARISING

- 4.1 The Minutes of the Resources & Premises Committee meeting held on 3<sup>rd</sup> November 2022 were agreed as an accurate record of the meeting and will be signed and retained on file at the school.



## 5. ACTIONS LIST ARISING FROM MEETING 3 NOVEMBER 2022

ITEM Nos	ACTIONS	ASSIGNED TO
3.4	FGB Agenda Items: Terms of Reference of Finance & Premises committee to be presented to the FGB to agree. <b>Completed</b> Governor Link roles	Clerk
6.1	Provide to the Pay Sub-committee a breakdown by gender, age, ethnicity disability of staff that are not recommended to receive an increment. 2/3/23 – HT updated this would involve a lot of work as this info is not held and questioned whether it is good use of staff time. The Chair said for future reference would be good to understand but it is not good use of staff time. It was agreed the HT will provide a breakdown by gender, age, ethnicity disability of <b>teaching staff</b> that are not recommended to receive an increment as that is manageable to do.	HT
7.5	Circulate Safeguarding report. done The Resources and Premises committee agreed to have Premises and H&S as a standing Items on the agenda. <b>Completed</b>	HT Clerk
8.1	Items/updates for next meeting on: After School, Breakfast Clubs Tree maintenance is done every 3 years SBM will check that this is included in five-year budget. Bad Debt <b>Completed on agenda</b>	SBM
8.3 & 8.4	Agenda item - Benchmarking & ICFP review – <b>Completed on agenda</b>	Clerk
8.6	Look at the HOC digital contract for the Photocopier and how long the school is tied into a contract. <b>Completed</b>	SBM
9.1	The committee agreed Finance Policy subject to the HT updating page 10. <b>Completed</b>	HT

## 6. PREMISES and HEALTH & SAFETY

### 6.1. H&S update

The HT said he has nothing to report the school is working through the actions from the H&S audit.

### 6.2. Safeguarding Update

The HT had nothing to report but felt this item should appear on both C&S and R&P committees.

## 7. POLICIES

### 7.1. Letting School Premises Policy (Summer 2022)

The HT updated on his proposal to increase the amount the school charges for school lettings. Taking into account inflation and that the letting charges have not been changed for a number of years the Committee felt it was appropriate to increase the charges as below which are still very reasonable. It was agreed to review the charges on an annual basis.

Dining Hall - £50 per hour

Gym - £60 per hour

The HT to check if this includes the farmer's market and to remove information relating to the hire of the Eco room and the ICT suite as these areas have not been booked to date. **Action: HT.**

### Expended Schools Policy (Summer 2022)

The Committee **agreed** the Extended School Policy as circulated in advance of the meeting.



## 7.2. SFVS

The SBM shared the report at the meeting and reported most of the items on the SFVS are similar to the previous version the Committee went through the relevant actions and provided updates as follows:

Q.1 GB did a skills matrix to ensure the right skills are recruited. Chair of governors has financial experience and Chair for resource committee is a qualified accountant.

Q.6 & Q.7 – School is developing a realistic, sustainable, and flexible financial strategy for at least 3 years. This point to be included in the actions to be completed.

Q.18 - Yes to benchmarking. The SBM to share the information with the FGB.

Q.19 Yes HT to share with leadership team

Q.21 The Chair has seen the contracts and confirmed a process was in place where contracts are reviewed

Q.22 Part of the budget the SBM to share in terms of prices at next FGB

Q.23 Yes

Q.25 SBM updated she is liaising with Finance. An update report will be provided at the next FGB meeting.

The SBM to add to the SFVS portal the above comments against the questions. **Action: SBM**

## 8. FINANCIAL REPORT (SBM & HEADTEACHER'S ITEMS)

### 8.1. Financial update / budget monitoring and agreement of accounts for Quarter 3

The SBM shared the current budget spend report as at period 10, comparing year to date to projections and took the committee through the commentary and updated on the changes since the last report.

The SBM reported a surplus carry forward of £51,406 as of 31<sup>st</sup> January 2023. The Committee received and noted the budget position. The Chair requested to note a well done to the HT and the SBM for their hard work, maintaining a high standard, funding the pay award, and doing very well in managing the budget and breaking even.

### 8.2 Budget 2023-24

The SBM shared 3 budget scenarios with differing percentages and commented as follows:

The National employers have made a pay offer to support staff similar to last time.

Teachers staff 3% recommendation.

DFE funding estimated 67k – will be confirmed in May.

**A Governor asked if more is known about the energy costs, 42% electricity and 62% gas.** The SBM responded she has asked the energy company to come back with some guidance regarding the relief.

The HT stressed staff savings have been made wherever possible and there is nowhere else where savings can be found without impacting key roles. The school is likely to lose circa £40k funding as a result of pupil roll drop in Year 4, over the next two years but he is reluctant to go down the licence deficit loan route as that still needs to be paid back. The Chair suggested to be open to the 2023-24 budget go to the LA requesting a licence loan as a buffer whilst the school is in a cashflow position. The committee discussed if school is in a deficit needs to consider not replacing staff, having more lower paid than highly paid staff however, noted the need to retain key roles to ensure continuity and maintain the good relationships built up with the children. The Chair said he is happy to provide support with the 3-year budget and financial strategy planning from which will know more regarding the budget position.

**The Chair referred to the infrastructure and asked about the position with computers/screens, do they need replacing.** The HT said the IT suite computers need replacing and has spoken to HAS and they would provide funding for replacements. The bigger issue is decoration in the Infants school where the hall and some classrooms need attention.



It was noted the budget needs to be submitted 29<sup>th</sup> May 2023, will need to work with what is known at the next Resources and Premises meeting on 18<sup>th</sup> May.

The Committee thanked the SBM for her reports and updates.

**8.3 Pupil roll – advance loan license – discussed at 8.2 above.**

**8.4 Gas Usage for the Swimming Pool**

The HT said the school is waiting for the LA to come back on this and the SBM will chase them. **The GB Chair asked about the term of the lease**, the HT responded the lease is for more than 10 years. **The Chair asked how the HT is going to cost the lease**, the HT said if LA say yes he will seek advice from them regarding costs.

**8.5 After School & Breakfast Clubs and Summer holiday provision**

Update to be provide at the next meeting.

**8.6 Bad Debt**

The SBM report at present at a reasonable level and there are no concerns.

**8.7 Benchmarking & ICFP review**

Will be discussed as part of budget strategy.

**9 ASSET DISPOSAL – Standing Item**

**9.3 The Resources & Premises Committee noted and received the Asset Audit reports as circulated in advance of the meeting and thanked the HT for this information and to use his discretion.**

**10 DATE AND TIME OF NEXT MEETING**

**10.1 The next meeting of the Resources & Premises Committee will take place on Thursday, 18<sup>th</sup> May 2023 at 6.30pm at the school.**

**11 ANY OTHER BUSINESS**

**Away Day – 24<sup>th</sup> March**

DF to provide a 15-minute budget update and share the scenarios this committee considers at the Awayday.

**12 PART 2 CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING**

The confidential Minutes of the R&P Committee meeting held on Thursday 3<sup>rd</sup> November 2022 were **agreed** for the Chair to sign and school to retain on file.

There were no Part 2 items for consideration. The meeting closed at 19:58.



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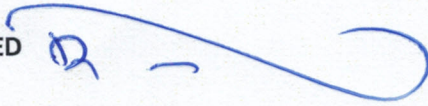


## ACTIONS LIST

ITEM Nos	ACTIONS	ASSIGNED TO
3.1	Discuss at GB Membership/constitution at the awayday.	HT/Chair
7.1	School Letting Charges Check if this includes the farmer's market! Remove information relating to the hire of the Eco room and ICT suite as these areas have not been booked to date.	HT
7.2	SBM to update the SFVS portal.	SBM

I, Chair of Campsbourne Primary School, Resources & Premises Committee, approve these minutes as an accurate representation of the meeting.

SIGNED



DATE

18/5/2023

**DUWAN FARQUHARSON**  
**CHAIR OF THE RESOURCES & PREMISES COMMITTEE**