



CAMPSBOURNE PRIMARY SCHOOL

MINUTES OF THE RESOURCES AND PREMISES COMMITTEE MEETING  
Held on Thursday 3 November 2022 at 6.30pm at the school

Position	Name	Initial	Term End Date
LA Governor	*Emily Arkell	EA	20/09/2025
Co-Opted Governors	Gladys Merceron	GM	20/11/2022
	Duwan Farquharson (Chair)	DF	10/07/2026
	Eleanor Jones	EJ	18/09/2022
	Alex Heywood (Vice Chair)	AH	22/09/2024
Headteacher	Jonathan Smith	HT	Ex officio
Associate Members	Gemma Hall	GH	05/07/2025
	Verral Paul-Walcott	VPW	10/07/2026
	Burcu Keser	BK	10/07/2026

\* Asterisk denotes apologies

- Denotes 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.

1.2 Apologies for absence were received and noted from Emily Arkell. Verral Paul-Walcott was noted as absent

**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. FINANCE & RESOURCES COMMITTEE ADMINISTRATION**

**3.1 Agree Chair/Vice Chair**

The Committee agreed to appoint Duwan Farquharson as the Chair and Alex Heywood as the Vice-Chair of the Resources & Premises Committee for the academic year 2022/23, as agreed at the full Governing Body on 28<sup>th</sup> September 2022.

**3.2 Agree membership of committee**

The Membership of the Resources & Premises committee was **agreed** as per the Terms of Reference circulated in advance of the meeting. The Quorum will consist of at least three non-staff members and the Headteacher.

**Pay Sub-Committee**

It was **agreed** the Staff Pay Sub-Committee shall consist of three named members of the governing body, none of whom shall be employees or associate members. The Head Teachers may attend all proceedings of the Pay Sub-Committee for the purpose of providing information and advice.

### 3.3 Agree Clerking arrangement as per Terms of Reference

The Committee **agreed** the Clerking arrangements for the Resource & Premises Committee and the Pay Sub-Committee as set out in the Terms of Reference.

### 3.4 Agree Committee Terms of Reference and Link Governor Roles (if required)

The Resources & Premises Committee and the Pay Sub-Committee Terms of Reference as discussed at the meeting of 4<sup>th</sup> October and circulated in advance of this meeting were **agreed** by the committee. The Terms of Reference of this committee will be presented to the FGB to agree and sign. **Action:** Clerk Governor Link roles will be discussed at the next FGB. **Action:** Clerk FGB Agenda Item

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

4.1 The Minutes of the Resources & Premises Committee meeting held on 4<sup>th</sup> Oct 2022 were agreed.

## 5. ACTIONS LIST ARISING FROM MEETING

5.1 There were none.

## 6. CHAIR'S ITEMS

6.1 The Chair requested that future reports to the Pay Sub-Committee recommending staff incremental progression include breakdown by gender, age, ethnicity disability. The HT said he will provide these details on any staff that are not recommended to receive an increment. **Action:** HT

## 7. HEADTEACHER'S ITEMS

### 7.1 Premises and Health & Safety

The HT updated on the building works as follows:

The boiler is being installed and works close to finishing.

The Fire alarm is now all wired up and needs to be connected.

The windows will arrive from tomorrow, to assess timing of installation going to trial in the music room. It is estimated each classroom will take 2 to 3 days to complete and during this period classes will be decamped to the ICT area. The last window is due to arrive on the last day of term and possibly finish then.

The fencing work is nearly complete.

### 7.2 H&S audit review

The HT updated on the schools Health and Safety Audit carried out on 4<sup>th</sup> October, report circulated in advance of the meeting. The HT reported majority of the areas inspected were compliant with a few needing some improvement and one area not compliant relating to frequent testing of the panic alarm in the disabled toilets which the HT and the Site manager will address by carrying out regular inspections.

### 7.3 H&S update

Timely Fire drills are undertaken. Nothing further to report.

### 7.4 Premises and Development Plan Update

The HT said this will be addressed as part of the budget item. The company that carried out the work on the ICT suite over the Summer were difficult to work with and have added additional costs to the contract. The HT has sent a complaint email and has said school is not paying the last 10% or their additional costs. No response received regarding the complaint to date but have received an invoice and the HT has gone back to them requesting a response to his email, not heard anything back.

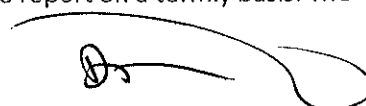
The Wi-Fi has been set up in the Infants school.

The Site Manager is getting some quotes for the playground area. **The Chair asked if funding had been earmarked for this** and the HT responded no.

Works to the Infants Hall and other areas will also need doing in due course.

### 7.5 Safeguarding Update

The HT updated EA will share her report on Safeguarding. The HT shared his report and pointed out it is a requirement to report on safeguarding annually, but best practice is to report on a termly basis. The



Safeguarding report from Richard Blackmore, HEP School Improvement Partner is very good and positive, just one issue was raised about a missing tick in a tick box on the system however the paper file was ticked. The HT will circulate report to all. **Action: HT**

The Resources and Premises committee agreed to have Premises and H&S as a standing Items on the agenda. **Action: Clerk**

## 8. FINANCIAL REPORT

### 8.1 Financial update / budget monitoring and agreement of accounts and Quarter 2 – Finance report.

The Resources & Premises committee received the Budget report, Quarter 2 as circulated in advance of the meeting. The SBM updated on the financial position and reported on actual to date against the budget, which is on target although not everything is profiled at present but there is nothing of concern. Capital still got some expenditure to go in as not come through yet. Received (101) £56k supplementary funding which has not been budgeted for as announced late for all school and includes a small amount for the teachers' pay and pensions pay grant

**A Governor asked what does works still ongoing mean?** the HT said this is work not done yet.

The Chair said he had asked the questions (Q) below in advance of the meeting, the SBM provided answers (A) as follows:

Q. The BCF next financial year (revenue balances) of £143,404 & £138,832 seems a bit high in comparison to 2022/23, Can you please confirm if the respective pay increases were factored into this figure? Can the report where this figure was taken be referenced?

**In year revenue balance [surplus / (deficit)]**

54,019	(62,471)	49,447
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Surplus

Surplus

**BCF next financial year (revenue balances)**

143,404	138,832
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Surplus

Surplus

(72,448)	(126,647)
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Deficit

16,737
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Surplus

A. The £143,404 & £138,832 are based on the budget before the support and teaching staff pay awards were factored in. The original budget was amended in July 2022, but this was mainly based on staffing changes, changes in hours worked etc. Therefore, the 6-month projection column reflects the pay award increase and the effect of this can be seen in the variance column.

**Q. The school is projecting an income of £172,941 from after school and breakfast club to the 31<sup>st</sup> March 2023. In comparison to 2021-22 accounts the school has budgeted for £258,800, however based on the P12 report to the Board in March 2022, the school only received £173,016. Are you confident that the increase in waiting list for both clubs are sufficient to generate this projected income? Are there any bad debts for these clubs? If yes, what is the amount?**

A. The remaining income due projection of £172,941 is for all income lines under I08, including lettings and nursery fee income. However, a detailed analysis and projection of all income under this section has not yet been carried out and will be completed within the November 2022 monthly budgeting monitoring report.

**The Chair asked at the meeting how the budget is to date with regards to after school club, a possible risk if do not receive the income.** The SBM added she has kept the original budget although tracking lower than budget to date still got two terms to go but she will be meeting with Diane to do proper analysis and projections based on the current numbers involved and will report back.

**The Vice-Chair asked about reviewing the prices for the After school and Breakfast Clubs.** The HT said today the committee will be considering school meals and swimming pool costs and should therefore consider looking at the clubs cost in due course.

**Q. What is the bad debt for dinner money? Based on the income collected last financial year is the £17K forecasted for Q3 & Q4 achievable?**

A. Similarly as with I08 above, a detailed analysis and projection for remaining income to come will be carried out in November, along with up-to-date reporting on outstanding debt.

**Q. Is there a strategy for tree maintenance? Is this cost included in the five years multi-budget?**

Tree maintenance is done every 3 years SBM will check that this is included in five-year budget. **Action: SBM**

**Q. Will the school be reimbursed for the rate expenditure of £2,160 in E17?**

A. I can confirm the school are expecting a refund of this. I did not receive confirmation in time before completion of the report, therefore left it as an expenditure just in case. I will be chasing the borough up on this and re-set the budget in the next budget monitoring report.

The Chair updated he spoke to Ali Muhammad from Haringey, Finance department he confirmed that the rate was taken from the school section 251 budget and this amount of £2,160 does not need to be paid. The SBM said some of this was previously paid and she has been chasing to get that amount back.

**Q. Is the school planning to increase the E25 catering suppliers to offset the FSM vouchers reimbursement from the LA? Or were the vouchers included in the budgeted amount?**

A. The FSM voucher expenditure was not included in the original budget, which does throw out the spend vs budget variance. Therefore, going forward, I can adjust the budget to reflect the spend and similarly under income, so it does not interfere with the true school meals cost/income projections.

The SBM updated the FSM vouchers for meals provided over the school holidays looks like overspent as there was no budget against it, but we be offset as will get the money back.

**The Chair asked if the name BCF next financial year could be redefined to make it clearer.** The SBM will look at redefining this and explained why kept the figure of £145,323, original budget rather than start with £18,656. Also, the in-year revenue balance changed from 54k to 72k deficit after including 5% teachers and the flat fee for support staff costs.

The Chair said the school overall is in a good financial position in comparison to other Haringey schools and also from the information provided, it can be concluded that the school is doing all it can to finish this financial year in surplus. If we look at expenditure, maintenance, property costs, the employee assisted programme there is a possible risk of the school going into overspend compared to previous years. The SBM said the budget was kept lower this year due to the building works.

**A Governor asked how the in-year figure compares to other schools.** The Chair said that comparison has not been done but at the joint budget meeting all schools are showing similar figures.

The Resources & Premises noted and **agreed** the projected overall year end position at present is a surplus carry forward of £18,656. The committee thanked the SBM for the budgetary report and updates provided.

## 8.2 **Gas Usage for the Swimming Pool**

The GB received the Gas usage report as circulated in advance of the meeting. The HT updated he took the readings from the swimming pool meter and compared March to September the difference showed usage had gone up 47%. The costs involved are as follows

Sept 2020-21 = £2630.23  
Sept 2021-22 = £5549.28 (47% increase)

There are 168 hours per week and the pool is unused for 128 hours per week (76%).  
Campsbourne School use of the pool is 16 hours per week (10%)  
Just Swim use the pool for a total of 24 hours per week (14%)



Hire Fees are £40 per hour. 24 \* 40 = £960 per week.

Maintenance Costs £10,000

Energy Costs Sep 20 to Sep 21 £5212.88

Total Costs £15212.88

The HT proposed with the unused 128 hours per week the school does a 50/50 split of the bills with Just Swim and rest paid according to the usage. The HT suggested keep money for rent and keep the school charges the same, this arrangement will be better as the school will get a contribution towards the bills. The school has a good working arrangement with Just Swim. The committee **agreed** to 48/52% split of bills between the school and Just Swim based on bills rather than charge more.

The HT said he is looking into whether the pool needs to be kept on all the time especially when not used during the school holidays or reduce the temperature. He has been seeking comparative figures. Haringey pool may consider some joint forces re buying things together.

### 8.3 **Bad Debt**

An update will be provided to next meeting. **Action:** agenda item

### 8.4 **Benchmarking & ICFP review**

Item deferred to the next meeting. The Chair mentioned when looking at benchmarking data to bear in mind Campsbourne are two schools. **Action:** Item next agenda

### 8.5 **School Dinners**

The HT tabled proposed school meal charge increase in light of food and staff cost increases. It was noted Campsbourne School is a lot cheaper at £2.20 compared to other schools around the area that range from £2.50 upwards.

The Committee discussed costs, noted the cost-of-living crisis, the need to provide children with a balanced meal and **agreed** to increase the school meal cost to £2.40, a 9% increase with effect from January 2023 and thereafter to review in the summer term annually. The Committee **agreed** to increase the cost of the school meals for staff to £2.40 with effect from January 2023 and to review in the summer term annually.

### 8.6 **Photocopier**

The HT tabled photocopier costings and said the SBM has been looking at what other schools are doing. It was noted the current providers charges are considerably higher when compared to the other companies presented. The Resources & Premises Committee noted the good recommendations and agreed to go with HOC digital. The SBM to look at the HOC digital contract and how long the school is tied into a contract.

**Action:** SBM

## 9. **POLICIES**

### 9.1 **Finance policy**

The Resources & Premises committee received the Finance Policy as circulated in advance of the meeting. The Chair asked if any changes made since the last time the policy was approved, the HT said no changes had been made. The Chair said he has highlighted page 10 of the policy, under outsourcing says have to approach the Local Authority regarding third parties and has added in 25k into the scheme of delegation form. The Policy and the Scheme of Delegation was **agreed** by the committee subject to the HT updating page 10. **Action:** HT.

### 9.2 **Finance Scheme of delegation**

The committee noted that the Scheme of delegation is a part of the Finance policy and was **agreed** with the Finance policy.



### 9.3 Review statutory and mandatory policies document

The Resources & Premises Committee **agreed** to adopt the following Haringey policies:

- Managing Organisational Change
- Safer Recruitment
- Staff well being
- Equality & Accessibility
- Managing allegations against staff
- Staff code of conduct
- Pay Policy

The Committee **noted** the following policies:

- School Emergency policy
- School Travel

The Committee noted **deletion** of the following Policy:

- Visitors Policy and Procedure

### 9.4 Agree the policies that will be reviewed and approved by the Finance and Resources Committee

Item deferred to the next meeting.

### 10. STAFFING

10.1 Staffing update (absences etc.)  
No update

### 11. ASSET DISPOSAL – Standing Item

11.1 Noted the Asset Disposal policy says anything over £250 needs governors' approval but agreed to extend this amount to £500. The HT said the school has only disposed defunct IT equipment. The Chair requested the HT keeps a log of everything that is disposed. Action: HT.

### 12. RISK REGISTER

12.1 Item deferred to next meeting.

### 13. GDPR

13.1 Nothing to report.

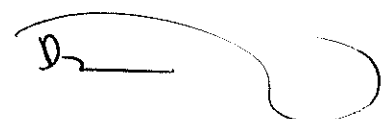
### 14. ITEMS FOR THE NEXT AGENDA

14.1 The following items were agreed for the next meeting

- Budget. The HT said the school roll numbers are looking good and having the Forests school helps. The HT mentioned looking at changing the advance loan license next year.
- Cleaners
- After school club, Breakfast clubs and summer holiday provision
- Premises and H&S – Standing items
- Bad debt
- Benchmarking & ICFP review
- Agree the policies that will be reviewed and approved by the Finance and Resources Committee

### 15. DATE AND TIME OF NEXT MEETING

15.1 The dates of the next meeting agreed as follows:  
Thursday, 12th January 20223 at 6.30pm - Not Clerked  
Thursday, 2nd March 2023 at 6.30pm, at the school - Clerked



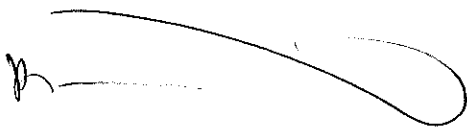
**16. ANY OTHER BUSINESS**

16.1 The Chair suggested each committee to agree to send a person as link at each committee meeting from Jan 2023

**ACTIONS LIST**

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. 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.	HT
7.5	Circulate Safeguarding report. The Resources and Premises committee agreed to have Premises and H&S as a standing Items on the agenda.	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	SBM
8.3 & 8.4	Agenda item - Benchmarking & ICFP review	Clerk
8.6	Look at the HOC digital contract for the Photocopier and how long the school is tied into a contract.	SBM
9.1	Finance Policy was agreed by the committee subject to the HT updating page 10.	HT

SIGNED



DATE 2-3-23

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