The John Fisher School
Part A Minutes of the Resources Committee meeting
Held on 18th June 2026 at the School

Governors:		
Mr Aidan Tierney (ATi)	Foundation Governor - **Chair**	Present
Mr Andrew Theobald (AT)	Foundation Governor	Present
Ms Grainne Grabowski (GG)	Foundation Governor	Present
Dr Anita McGowan (AM)	Foundation Governor	Absent
Mr Robert Teague (RT)	Headteacher and Ex-Officio	Present

Attendees: Mrs I Hendley (IH) – Director of Finance and Operations
Mrs L Laviniere (ML) – Office Manager / PA to the Headteacher
Mrs J Beeson (JB) - CEP Governance Clerk

Item	Minutes	Action
1.	**Apologies for absence and declarations of interest** AM had sent apologies which were accepted. The meeting was confirmed to be quorate. There were no declarations of interest in any agenda items.	
7.	**Staffing –** presented by ML, document distributed. *(It was agreed to move this item forward on the agenda to allow ML to leave afterwards).*	
7.1	ML confirmed that she had checked the policy with regard to how part day absences are managed and recorded. It is not referenced in the policy; however, they are now recorded consistently for any period of absence less than a day to allow management to check any patterns of absence which might cause concern.	
7.2	ML also confirmed that, as had been requested at the last meeting, every staff member now has a unique anonymised code to allow absence comparisons. It is not their staff number. When a staff member leaves the school, their code will not be reused.	
7.3	ML referred governors to the report which is a direct comparison with the same period in the last academic year i.e. 1.9.24-12.6.25. ML expanded on some of the data to explain longer periods of absence. RT added that teacher absence days have reduced. The Chair asked if there were any trends which the data suggested? ML said there had been none identified.	
7.4	A governor asked if the cover costs were down as a result of the reduced teacher absence? RT confirmed it had come down but explained about one position where cover is being used rather than recruitment.	

	The Chair said he felt cost information would be useful to be included in the report. MLV agreed it was possible to add this – **ACTION.** IH advised they had sourced good cover through another agency at a much more reasonable level. The Chair thanked ML for her work and she left the meeting.	 **1.**
2.	**Minutes from the previous meeting on 6th May 2026** **DECISION: The Part A and B minutes of the meeting held on 18th June 2025 were agreed to be a true and accurate record of the meeting.** Update on Actions:- 1. IH to send DRP report to LA for meeting of 21.5.26 – **completed.** 2. IH to update in year surplus for 25/26 figures in the report – **completed.**. 3. IH to send out the Raza alternative proposal details by email to committee members – **completed.** 4. IH to ask Reuben to prepare a scope and costed proposal for IT – **completed.** **5.** Rules for working party decision making - **completed**. 6. ML to check the policy regarding how part day absences are managed and recorded – **completed.**. 7. ML to reconfigure the anonymised absence reporting data format – **completed.** 8. IH to introduce the new proforma for the Return to Work form – **completed.** 9. NM to check whether the tree quotations cover 4 or 10 trees – **completed.** 10. List of priority jobs to be done over the summer holidays – **completed.** 11. NM to investigate any possible grants for solar panel installations - **completed.** 12. NM to investigate any site managers' forums he might be able to join – **completed.** 13. RT wishlist – Part B minutes – **completed.** 14. Update on budget figures based on any further known staffing changes after 31.5.26. - **completed.** 15. IH to research/stop the mobile phone contracts – **In hand**	
3. **3.1** **3.2** **3.3**	**Finance update –** presented by IH, documents distributed IH referred governors to the Resources / DRP report, she highlighted various points including:- For the end of year returns, she had discovered a journal from last year which had not been reversed which reduced by SMS, the in year deficit by £31,000 from £240745 to £216,063.34 against a forecasted budget of -£284,134.00. It is felt that they are making good progress to allow the closing balance of the school's debt to £1.19m rather than £1.26m A governor asked if this helped with the staffing position? RT said everything helped as it all ultimately affects the bottom line however they cannot be a sustainable school until the bottom line is clear. IH referred governors to pages 4-6 which was a breakdown of all the income and expenditure ledger codes with the totals for each in 25/26 for their information. Page 8 is the CRP committed budget sent to the LA in October 2025 from SMS with the key points	

	to note. The budget is forecasted over the next 5 years. Page 10 is IH revised committed 5 -year DRP plan.	
3.4	A governor queried the cost line for staff development and CPD as being too low. She feels this is one area where they can add real value. IH agreed to increase this budget and submit to the LA. IH said it was currently set for £10000 for 26/27 The governor said normally within a school of this size it would be around £30000. IH agreed she would add £20000, but cautioned this would change the position to £134000 – **ACTION.**	**2.**
3.5	Part B minutes.	
3.6	IH reminded governors that the figures presented take not account of the success they anticipate with the new catering company. This has been set at nil cost so any surplus is a bonus. The Chair agreed that he feels they will do better with this company. He asked about Cleanology. IH said she will be starting to look at the cleaning contract this coming week. The Chair added that he felt the energy cost area will improve with the prices from January.	
3.7	IH said she had applied 2% inflation to both income and expenditure. Apart from staffing where the relevant inflation factors that are known have been applied. RT added that they had also built in the incremental drift in salaries working on the premise that staff will stay, which is a cautious approach. IH said this is important to do as it demonstrates an accurate picture of the school's staffing and mitigates risk.	
3.8	IH said the only thing she had applied 5% was for utilities due to the market trends. The Chair said it was crucial that they were completely full for the October census. IH said they were focussing on that and also due to the changes to the FSM funding, the catering company will have a suitable offer to maximise the numbers. RT said they had been doing a lot of marketing, including having a film crew in school for the 6th form. He thinks this will be very good for the marketing and admissions.	
4.	**Contracts**	
4.1	Energy – The Chair said he had been in contact with Charlotte with regard to the electricity pricing and she will do benchmarking for June. He will bring these to the FGB. The costs 3 years ago were c£320K and for this year have been just £127K which has really helped the deficit. For 27/28 he is hoping it will reduce again by £5-7000. The broker has been very proactive and worth every penny to use them. All the contracts will be signed together in October.	
4.2	Cleaning – The Chair asked about the current position with Cleanology? IH said the standard remains low; she has met with key players in the contract 3 times in the last week. She will start the tender process in the next week.	

4.3	Catering – IH advised they are currently in the cool-down period until Monday next week. During this time other bidders can raise any concerns about the process. The contract will be signed on Tuesday (23.6.26) it was sent to the governors today to check. She will do so over the weekend. The TUPE will start straightaway and the new company will be in school from the second week of August. It would be up to Harrisons to allow them in any earlier. Currently the relationship with Harrisons seems amicable. IH advised they are owed money back from Harrisons, they have got the data but will need to work through it. This pertains to FSM uptake and the sales tariff being incorrect. RT expanded this is about lots of data over the last 3 years, but he plans to use the analytics tool Power BI. He feels moving forward the quality of the data will be better. The Chair advised they should not pay the June/July bill until the debt amount is known. He said the new company are planning to invest £60000 in the school on a gifted basis. RT said they had received mock-ups of what they will do and feels the projections for sales were ambitious. The Chair said that the current uptake is just 54%, he feels this will increase dramatically because the company's organisation and detail were so good. He feels it will make a big impact for the school. IH added that they had factored in for the 6th form to have food available all the time. RT said the staff would also be able to use the facility. IH said she was pleased that the company's FSM provision was very good. It had been a very positive afternoon when they were in school. There will be free water points and they will give each student a free water bottle. RT added that at breakfast time they will also be offering free porridge. The Chair thanked IH for the work she had done on this tender. A governor echoed this and said she had been amazing.	
4.4	Grounds – IH said she will look to run a tender process for this too. RT advised that due to the link with Purley Sports Club (PSC) it is not very clear what the school is getting from them. IH said she had spoken to PSC yesterday (17.6.26) and gave details of their conversation.	
4.5	Boilers – NM had sent information about R&M Heating replacing Jayserv in May.	
5.	**Facilities and Maintenance** – presented by IH in NM's absence.	
5.1	Summer works projects *(report distributed)* – IH also referred governors to the diocese funded projects on page 11 of her report.	
5.2	Part B minutes.	
5.3	Part B minutes.	

5.4	The Chair asked what is the situation with regard to the fitting of the blinds? IH confirmed these are still out for delivery. NM had got a 20% discount on the order. The blinds will go up immediately they arrive and every window will have one.	
5.5	Trees – IH advised that the 4 trees had been taken down and 6 further trees will be done in August. RT added that these are covered by a TPO which is the reason for the delay. A governor commented that one of these had already caused a H&S problem and caused the school to be closed for several days in December 2023. The LA should have this rationale presented. RT added that the problem had also messed up the boilers. *(AT left the meeting at 6.30pm due to a clash of commitments)*	
5.6	Facilities staff cover over the summer holidays – The Chair asked what was the situation with regard to staff cover over the summer when all the work is being done; last year it had not been good. IH said all the staff were in during the summer, including herself. Holidays do not clash between IH, NM and MS. There will be someone on site at all times.	
5.7	Rebuild – RT advised that there has also been follow up from the rebuild team. They do not have any date, but someone from the team will come to visit the school. The only details are any time from June to September but they will get notification.	
5.8	Boilers and new contract – IH advised that Connor from R&M will be coming in to speak to Reuben about remote monitoring. They will be spending £30000 on various jobs.	
5.9	Catering – The Chair asked IH to establish what equipment the new company will be bringing in and that she does an inventory of the school's equipment. IH confirmed that NM has already started one. The Chair said they would need to hand this over to the new company together with any servicing which might be required for it. The Chair asked if they know how much is taken in the 6^{th} form to be able to compare with the new company? He thinks this will be a huge area of uptake and will increase the revenue.	
5.10	High pressure hose – IH confirmed they had got one and the 6^{th} form canopy will be done.	
5.11	Benches – IH confirmed they had got them, but they need to be put together. The Chair felt this will make a big difference to that area.	
5.12	Holes left by the trees – a governor asked if they had looked at tarmacking the holes left by taking out the trees? RT said they were advised to let it settle for 6 months. They had received a quote for tarmacking which was huge. A governor proposed they look at other options.	

	IH agreed she would recontact a company they had previously spoken to about this matter – **ACTION.**	**3.**
5.13	Lighting going to the boilers in the cellar – a governor asked what is the current position as this is a dangerous H&S matter. IH said she would check – **ACTION.**	**4.**
5.14	Zig zag lines – IH confirmed that Croydon LA had responded to her email from 2025 about the markings outside the school. This work is now planned to be done.	
6.	**IT infrastructure**	
6.1	A governor thanked them for the report but said it was about hardware and infrastructure, but needs also to be about IT vision for staff and students for teaching and learning in the classroom. This forms part of the school's marketing and how they will train people. It is about learning and transforming. IH said she would work with Reuben on the operational side and RT will guide him as to who will manage the teaching and learning side. The governor said this feeds into the SDP for the future. RT said they had discussed the approach to be a focus on text not tech, so they are looking more at visualisers to model work. Each teacher currently has their own laptop but they want to change that so they can move around the class more. The Chair asked if they had costings for this? RT said not yet, but he does not think it will be expensive.	
6.2	A governor asked what about what they had in music? RT said they have Sibelius and Garage Band (which is free). The governor said she knows of a place in Oxford to visit about music, she will get the details for RT – **ACTION.**	**5.**
6.3	RT said that Power BI can save money in this area. A governor suggested that they might run a training day for staff on the use of AI and modern technology. The Chair suggested that governors might come too, he feels it would be good to be part of INSET day training and shows the governors' commitment to the school and staff. RT agreed he was happy for governors to be included on INSET training – **ACTION.**	**6.**
6.4	The governors thanked IH and NM for the reports which are so comprehensive. The Chair added the level of detail is good and will also be able to be used for Ofsted. IH said they had used them for the LA finance audit.	

	RT confirmed that the audit went well. The auditor had commented that the school had always been in the third category of risk but now had gone up to the second level which equates to good.	

The meeting closed at 7pm

Actions list: -

No	Action	For	Date	Comments	Status
Meeting of 18th May 2026					
1.	Cover cost information to be added to the absence report where it is used.	IH / ML	Ongoing		Open
2.	Amend staff CPD budget to £30000 for 26/27	IH	19/06/2026.	completed	Open
3.	IH to speak to company about covering the holes left by the trees.	IH	a.s.a.p.		Open
4.	IH to check lighting leading to the cellar where the boilers are situated.	IH	19/06/2026	IH Advised NM in line management and being actioned.	Open
5.	GG to give RT details of the Oxford company she knows for music.	GG	a.s.a.p.		Open
6.	Governors to be invited to relevant INSET training.	RT / all	Ongoing		Open
Meeting of 6th May 2026					
1.	IH to send her DRP report to Kieran at the LA ready for meeting on 21.5.26.	IH	a.s.a.p.	To be sent following the LA approval of the final position and accruals for FY25/26	Completed
2.	IH to update in year surplus for 25/26 figure in the report.	IH	a.s.a.p.	Done 11/05/2026	Completed
3.	IH to send out the Raza alternative proposal details by email to the WP members.	IH	a.s.a.p.	Done 07/05/2026	Completed
4.	IH to ask Reuben to prepare a scoped and costed proposal for IT.	IH	a.s.a.p.	Report back to WP.	Completed
5.	Check the rules around working party decision-making.	JB	a.s.a.p.	Emailed response 7.5.26.	Completed
6.	ML to check the policy regarding how part day absences are managed/recorded.	ML	a.s.a.p.	Report back to WP.	Completed
7.	ML to reconfigure the anonymised absence reporting with the same person coded the same across each year.	ML	a.s.a.p.	Future report to be presented differently.	Completed
8.	IH to introduce new proforma for Return to Work form.	IH	a.s.a.p.	Sent on 11/05	Completed
9.	NM to check whether the quotations cover 4 or all 10 trees.	NM	a.s.a.p.	Report back to WP.	Completed
10.	List of priority jobs which are to be done over the summer holidays.	IH / NM	a.s.a.p.	Report back to the WP	Completed
11.	NM to investigate any possible grants for solar panel installations.	NM	a.s.a.p.	Report back to the WP	Completed

12.	NM to investigate if there are site manager forums he might be able to join.	NM	a.s.a.p.		Completed
13.	Part B minutes				Completed
14.	Part B minutes				Completed
15.	IH to research/stop mobile phone contracts.	IH	a.s.a.p.	Report back to the WP	Completed

Part A minutes of the meeting held on 18.6.26. were agreed as a true record and signed by :-

Signed:
Name
Date