

**ADMINISTRATION COMMITTEE****Notes of Discussion of the meeting held on 3 March at 10.00am in  
Committee Room 5 [ND42]****Members present:**

Nick Smith (in the Chair)

Alex Barros-Curtis  
Bob Blackman  
Mary Glendon  
Carolyn Harris

Navendu Mishra  
Tessa Munt  
Kirsteen Sullivan

Apologies: Bambos Charalambous, Alberto Costa, Marie Goldman

**1) Informal note of the meeting of Tuesday 24 February**

The Committee **agreed** the Informal Note of its meeting on 24 February.

**2) Security update**

Oliver Davis, Deputy Director of Security (Members Security), briefed the Committee.

**Action**

Members **provided feedback** on the proposals and **agreed** the recommendations.

**3) Participation Team – Savings and Improvement (SIP) update**

Matt Ringer, Director of Participation, briefed the Committee on the proposed savings and improvements within the Participation Team.

**Action**

Members provided **feedback** and **agreed** the recommendations.

**4) School Travel Subsidy and Barriers to School Bookings – Free School Meals**

Fran Jeens, Head of Education and Engagement, briefed the Committee on proposed changes to the school travel subsidy and the wider barriers preventing schools from visiting Parliament. The Education and Engagement Team outlined the options developed to increase support for schools with high proportions of pupils receiving free school meals.

**Action**

Members **provided feedback** and **agreed** an option.

**The Committee will next meet on 10 March 2026 at 10.00am**