

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 11th April 2016

Time: 6.15 pm
Place: The Hub
Present: Toby Corden, Mike Gunston, David Whewell, Rachel Martin, Liz Summerson, Matt Palmer, Matt Doughty (part), Fiona Simpson, Sam Hill, Eleanor Shergold (Clerk)
Apologies: Glyn Coy, Andy Williams

Agenda Item	Actions Agreed	Who
44/16	FSI will arrange a date for DW to meet with relevant group re storage issues.	FSI
45/16	FSI to meet with chairs of Resources and Audit to discuss Terms of Reference. To be submitted to May Board meeting for approval.	FSI GC/EB
46/16	CCTV arrangements to be clarified. Turtle flooring to be discussed at site visit.	MDO
47/16	Living wage to be costed for 18-25s.	FSI
48/16	Recommendation to Board re Support Staff T&Cs. Pay policy to be reviewed.	Resources SHI
49/16	Agenda items carried over to next meeting.	ES

42/16 Apologies

Apologies were agreed and accepted.

43/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

44/16 Minutes and Matters Arising

33/16 - Storage space in the gym - still to be resolved.

Action - FSI will arrange a date for DW to meet with the relevant group.

36/16 - Insurance - additional cover needed purchased at the cost of £160.

36/16 - Update on a confidential minute.

36/16 - Astroturf - amendment to minute - this was the cost of refurbishment, not the purchase price.

45/16 Terms of Reference

Resources and Audit TOR still to be approved. Governors agreed that FSI will meet with the chairs of Audit and Resources to finalise draft.

Concern raised by a governor previously about the increase in the threshold for formal tendering. Reassurance given that three quotes will still be sought for comparison for amounts under £25k (EFA recommended amount) and that expenditure of £10-£25k will continue to need governors' approval.

Action - FSI to meet with chairs to finalise draft for next Board meeting.

FSI

46/16 Premises Update

- **Gloucester** - MDO has received comparable quotes of £4,800 and £2,131 for carpets for the stairs and first floor corridor and £7,500 to decorate. Governors approved the cost of carpeting and for the decorating not to go ahead at this stage.
- **Scarfs Serving Hatch** - £2,400 - £2,900 for French doors and £1,850 for the outside area. This project is hoped to help generate income. Governors approved this project.
- **School Gates** - quotes received for £23,486 plus VAT. Wingfield pedestrian and Pitman Avenue included as part of the 6th form project. This project will not go out to tender given the urgent need to resolve security and safeguarding issues. £25k will be taken from the school fund to cover the cost. It was thought that planning permission will need to be sought. CCTV arrangements to be clarified. TC proposed and RM seconded acceptance of quote received. Governors approved the additional cost of having the school's name on the gates.

- **Lancaster Doorway** - bottle neck effect giving cause for concern. Would cost £1,150 to widen. This does not include the cost of a replacement door as JOG has just won a bid to replace all doors. This project was agreed due to the H&S risk, work to be carried out during the summer holidays.
- **Turtle Flooring** - trip/slip hazard identified - to be picked up at site visit on 18th April.
- Governors agreed a spend of £8.5k on the projects approved.

Action - CCTV arrangements to be clarified. Turtle flooring to be discussed at site visit.

MDO

47/16 Finance Report

Draft Budget Headlines for 2016/17 - Income reduced by £400k due to reduced pupil numbers and reduction in Education services grant.

Expenditure - staffing costs will be further impacted by the loss of NI contributions rebate from 1st April this year. Governors asked FSI to cost the living wage for 18-25s.

Reserves - FSI has been advised by a colleague that individual one off costs can be taken from reserves (e.g. redundancy, unexpected maintenance issues).

Confidential item discussed.

Action - FSI to cost living wage for 18-25s employed by JOG.

FSI

48/16 - HR Update

Support Staff T&Cs

Wiltshire Council - Trade union negotiations affecting schools support staff - Wilts Council looking to make £2.5m savings. Historically JOG has followed Wiltshire Council's T&C, this would include a 2 year pay freeze and additional 2 days leave, which would have to be paid as overtime as leave cannot be taken during term time. SHI recommended that JOG consciously move away from Wilts T&C and continue to follow national T&C as per green book. Proposals would incur a cost increase for JOG of £111k over 5 years.

Support staff had their pay increase in April due to the time frames involved.

The governors approved the proposal to follow national T&Cs, for the benefit of support staff (T&C would remain the same) and JOG. Recommendation to Board proposed by LS, seconded by MPA.

Action - SHI to check Pay Policy. Recommendation to May Board meeting.

SHI/Resources

49/16 Agenda items moved to next Resources Meeting

- Payroll
- YPSS service level agreement - no solution at this stage. For discussion at next meeting.

Action - Agenda items carried over

ES

50/16 Confidential Item Discussed

51/16 AOB

Staff Exit Interviews - data from interviews needs to go to SHI to validate the purpose of them taking place. Governors will use the form drafted by DW.

Non-staff governors may get a more honest response from staff, so therefore considered more appropriate for non-staff governors - interviews can be anonymised if preferred. Feedback will help build a picture over time. SHI will depersonalise any data received.

Confidential item discussed.

Meeting closed at 8.35 pm. Next Resources meeting Monday 9th May 2016

Signed: _____ Date: _____