

**THE JOHN OF GAUNT SCHOOL GOVERNORS**  
**Minutes of the Resources Committee Meeting**  
**Monday 14<sup>th</sup> March 2016**

**Time:** 6pm  
**Place:** The Hub  
**Present:** Glyn Coy, Liz Summerson, Mike Gunston, Andy Williams, Toby Corden, Rachel Martin  
 Fiona Simpson, Sam Hill, Matt Doughty (part), Eleanor Shergold  
**Apologies:** Matt Palmer

<b>31/16</b>	<b><u>Apologies</u></b> Apologies were agreed and accepted.	
<b>32/16</b>	<b><u>Declaration of Business Interests</u></b> Governors were reminded to declare these as necessary.	
<b>33/16</b>	<b><u>Minutes and Matters Arising</u></b> 9/16 – Suggestion re catering – that a governor takes this on as a project with FSI/MDO – to be added to the agenda for the next S&C. 18/16 – Astroturf – see below for update. 18/16 – Glossary of terms – has been circulated. 26/16 – Storage space in the gym – DW is thought to be following this up. 27/16 – Confidential minutes updated. 30/16 – Confidential Conflict of Interest minutes to be re-sent and agreed via email by the end of the week.	ES  DW  ES
<b>34/16</b>	<b><u>Terms of Reference</u></b> Reviewed and amendments to be agreed via email.	GC/ES
<b>35/16</b>	<b><u>Premises</u></b> <b>The Turtle</b> – MDO raised concerns re the matting which is an identified slip/trip hazard. This needs to be addressed, with no obvious solution. Suggestion made to concrete the area. To be picked up by site visit/Audit committee. <b>Gloucester</b> – quotes for proposed refurbishment of corridors and stairways. Carpet will cost £4k. MDO looking at the option of site services decorating or a painter/decorator carrying out the work. To bring quotes to next meeting for a decision. Gloucester external walkway asbestos ceilings – quote received for removal £3,750. The cheaper option would be to board these over. Is not dangerous asbestos. The long term plan is to remove or cover asbestos across the site. Governors agreed that the best option is to cover the area and for MDO to source quotes, governors also asked if the lighting needs to be upgraded as this would be a good opportunity to do so. MDO will look into this. <b>Electrical distribution boards</b> – these are in need of being upgraded. MDO will email the information to AW. The decision was made to make an EFA grant application due to the potential H&S issues and the substantial cost of carrying out the work. A plan to be put in place to demonstrate that action is being taken and quotes to be sought for comparison. Governors asked about the option of solar panels – this has been explored in the past but not pursued due to issues of ownership and changes to funding.	Site visit/ Audit  MDO  MDO  MDO
<b>36/16</b>	<b><u>Finances</u></b> <b>Astroturf</b> – this was purchased with a £75k loan from reserves – is on track for repayment. Governors asked about upkeep of the astroturf. £35k profit/year from lettings gets used for the maintenance of equipment. <b>Lettings</b> – MGU raised the issue of lettings and the need to maximise potential all year round. Requires strategic planning. Making a business case – an action to be carried forward. <b>Review of Management Accounts as at 29/02/16</b> Revenue and Capital Income and Expenditure, Balance Sheet, Summary Cash Flow documents and commentary circulated prior to the meeting. <b>Revenue Income &amp; Expenditure</b> – current full year forecast position £59k surplus against a budgeted £233k deficit. <b>Capital Income &amp; Expenditure</b> - current full year forecast position £374k deficit, this deficit relates to depreciation of assets and is not a ‘cash’ value. <b>Cashflow Summary</b> – forecast net movement for the year is £14k deficit – the variance between this and the forecast deficit from the revenue income and expenditure report is	Resources

	<p>mainly due to the difference in the timing of cash payments and the accounting period to which they belong.</p> <p><b>Staffing costs</b> to date are currently below budget, but there is a need for SEN cover 3 days a week for the rest of the school year and a First Aider to cover a vacancy. This, along with other variances that need to take place, means that staffing will come in on budget.</p> <p>NI contributions – 3.4% rebate will no longer apply from 1<sup>st</sup> April – impacts the budget this year, more so next year.</p> <p><b>Insurance</b> – current providers have agreed for an early release from existing 3 year contract at no extra cost, enabling a switch to the DfE Risk Protection Arrangement with a potential annual saving of £43,550. FSI will explore additional cover for engineering inspection and insurance. AW declared a potential conflict of interest at this point in the meeting. Governors decided not to pay the additional £2.5k for an insurance broker.</p> <p>The potential savings and the need for cover to be in place by 1<sup>st</sup> April means that there is a business reason not to tender for this. TC proposed. GC seconded the proposal. Governors asked about the new IT infrastructure – FSI explained that the policy covers equipment that belongs to JOG or is JOG’s responsibility.</p> <p><b>School Funds</b> – there is a balance of £63k in the school fund, around £44k of which is unrestricted. This money has to be used for the benefit of students, e.g., school gates, Turtle floor. £25k to be spent on funding some of the smaller projects that are needed.</p> <p>A confidential item was discussed.</p>	FSI
<b>37/16</b>	A confidential item was discussed.	
<b>38/16</b>	<p><b><u>IT Infrastructure and Refurbishment</u></b></p> <p>The tender is written and ready to go out tomorrow. The Network Administrator role will be advertised soon.</p> <p>Refurbishments – Arthur Williams and MDO are preparing for this to go out to tender next week.</p> <p>Next tender document to be prepared is for the interior design of the 6<sup>th</sup> form common room.</p>	
<b>39/16</b>	<p><b><u>Deficit Avoidance Plan Update</u></b></p> <p>A confidential item was discussed.</p>	
<b>40/16</b>	<p><b><u>Staffing Issue</u></b></p> <p>A confidential item was discussed.</p>	
<b>41/16</b>	<p><b><u>AOB</u></b></p> <p>There was no further business.</p>	

**Meeting closed at 8.30 pm. Next meeting Monday 11<sup>th</sup> April 2016**