

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources Committee Meeting**  
**Monday 9<sup>th</sup> May 2016**

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

Agenda Item	Actions Agreed	Who
54/16	FSI will arrange a date for DW to meet with relevant group re storage issues.	FSI
54/16	Date for FSI to meet with chairs of Resources and Audit to discuss Terms of Reference to be arranged.	FSI GC/EB
54/16	Living wage for 18-25s - to be included in the pay policy and a statement added to the school website and communicated via Parentmail.	
48/16	Recommendation to Board re Support Staff T&Cs. Information to be circulated in advance of the meeting.	Resources SHI/FSI
55/16	Feedback on details of increased cost of 6 <sup>th</sup> form project at next Resources.	MDO
55/16	Quote to be obtained for repairs to Gloucester boiler system	MDO
57/16	To explore options regarding cover for weekend lettings.	

#### 52/16 Apologies

Apologies were agreed and accepted.

#### 53/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

#### 54/16 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** **FSI**

45/16 - Date for FSI to meet with chairs of Resources and Audit to discuss Terms of Reference still to be arranged.

**Action - date to be arranged.** **GC/EB**

46/16 - CCTV arrangements for school gates in hand. Trip hazard resolved with the Turtle. Long-term solution being explored by the Audit committee.

47/16 - Paying 18-25s the living wage - FSI reported back. Governors agreed that it is a clear statement of intent for the future that the school believes in paying the living wage.

**Action - To be included in the pay policy and a statement added to the school website/Parentmail.**

48/16 - Support staff T&Cs - SHI has checked the pay policy and clarified that JOG does not have to follow Wiltshire's proposal of an incremental freeze. Governors agreed to continue with the recommendation to the Board to follow national T&Cs, rather than Wiltshire's.

**Action - Proposal to be brought to Board on 16<sup>th</sup> May. FSI will circulate further information in advance of the meeting.** **FSI/SHI**

49/16 - Confidential minute updated.

#### 55/16 Premises - Capital Projects Update

- **6<sup>th</sup> form project** - the tenders are all in. Concern that the cost is currently £100k over budget. MDO is looking into this.

**Action - MDO to feedback details of increased cost at Resources on 23<sup>rd</sup> May.** **MDO**

- **Wingfield Seating** - a provisional order has been placed.
- **Windows and Doors** - 2 quotes have been received - MDO will know more by 23<sup>rd</sup> May meeting. Governors agreed to MDO's proposal that the curtains are replaced with roller blinds - quote received for £5,800. Either out of the existing budget for replacement windows and doors, or as a priority over Gloucester carpets and decorating. Governors clarified that the replacement windows will have safety openers.

- **School Gates** - order placed.
- **Scarfs Serving Hatch** - work has been started and MDO hopes that the builders will be able to fit the doors during half term.
- **Gloucester Boiler System** - a leak has been discovered and a company called to give a quote for repair. Thought to be caused by general wear and tear.

**Action - Quote for repair to pipework to be brought to next meeting.**

**MDO**

## **56/16 H/R Update**

**Staff Absence Report** provided for Sept to April. Average sickness 5.56 days, average absence 6.5 days. CIPD 2015 Absence Report for 2015 reflects a comparison of 8.8 average days lost for Education and Central Government, 8 for Local Government.

Absence tracking as higher in the Student Development Team and the TA team, with 256.6 days absence in the latter, a number of the staff experiencing long term sickness.

SHI explained that absence is generally okay, with work to be done in some areas.

Governors expressed an interest in knowing how this compares to last year, what the FTE is for absence in the TA team and to discuss with the team what they think the issues are. SHI reported that there has been an improvement in comparison to last year.

Governors asked what form of monitoring system is used. SHI explained that it is difficult to use SIMS for staff absence recording. Staff have a return to work meeting with their line manager who passes the information on to HR. Triggers reached (total absence or number of absences) or stress related absence leads to formal absence management, though SHI felt that the latter can be hit or miss.

Instances of unpaid leave need to be identified and absence management a little more focused, but not so much as to lead to over-managing. More consistency in procedures. There has been very few occupational health referrals.

Care First provides telephone support for staff through their employee assistance programme.

The vast majority of cover is provided by cover supervisors.

## **57/16 Finance Report**

**Revenue Income and Expenditure** - From 1<sup>st</sup> April there will be a 25% reduction on LA funding through ELP (confirmed) and NPA (estimated). YPSS finding will be reduced £20k for 2016/17.

Catering and lettings are on track, as are staffing and premises. There is a heating problem with Lancaster which needs to be clarified. The insurance brokers charged a £1k admin fee.

It would be desirable to increase weekend lettings. Governors discussed possible options around this, including having a team of bank staff with the cost covered in the letting fee.

**Action - To explore options and report back.**

**Cash Flow** - forecast cash movement for 2015/16 £5,385. A good position to be in.

Confidential item minuted.

### **3 Year Forecasts - PP, SEN, YPSS**

**SEN** - There is £35k unbudgeted for 2016/17. The school needs to invest the money ring-fenced for the SEN budget in the department. Proposal - increase of admin hours from 15 to 25 hours/week to increase admin capacity, also to invest in staff development with the opportunity of training up a higher level TA, with an additional member of staff to backfill on a 1 year contract. Governors agreed to the proposal.

**Pupil Premium** - income from 1/4/16 estimated.

JOG currently uses a LA attendance officer but is planning to employ someone for this role to be part of the Student Development Team, funded out of the projected surplus in the budget. Will still need some input from the LA in terms of legal advice, but employing someone is a school improvement priority reflected in the SEF. Governors asked what this would look like. MGU outlined the key aspects of the role - working on site contacting key students, key parents, and relieving pressure from the SDT.

YPSS - is funded April to April and has been reduced by £20k. Projected surplus of £48k. MGU outlined plans to spend some of the surplus on preventative work with students. Proactive intervention of an additional academic mentor to work with Y7, 8, 9, a catalyst for fewer interventions in later years. Governors asked if this would be a permanent role - MGU reviewed annually.

Also a site licence for online learning, which another local senior school is using with success.

Governors agreed to the proposal.

#### 58/16 Policies

Whistleblowing, Managing Allegations Against Staff, Staff Grievance and Staff Discipline all to be sent out in advance of the Board meeting with the understanding that they can be withdrawn if Resources governors have any concerns.

#### 59/16 YPSS Service Level Agreement

No further detail at this stage in terms of the structure of the contract being offered going forward. One proposal being made by the LA is to extend the SLA for a year and to put together a more sustainable model. Fair access could have a domino effect if school(s) make the decision not to sign the agreement. Increasing provision of free schools would bankrupt the system.

#### 60/16 AOB

**Staffing Panel** - SHI asked for governors' availability for a staffing panel coming up before the end of term. DW, AW and TC volunteered.

**Freedom of Information Act** - request for information. MGU has been asked to provide data around bullying that could potentially lead to the identification of individuals. DW has looked into this and reported on DFE guidance - the standard number below which data is not given to protect individuals' identity.

**Faculty Budgets** - a staff governor asked for clarification across the school as to how faculty budgets are currently and how they might be changing.

**Oakford** - Information shared by email after the meeting - JOG has been unable to appoint a Network Administrator. With the vacancy beginning on 6<sup>th</sup> June there is no time to re-advertise and have someone in post at such a crucial time ahead of the summer works. A temp from Oakford would cost £400 per day.

MGU proposing that Oakford is asked to include a Network Administrator as part of the 3 year contract. They would charge £30,800 per year for full-time, 42 weeks per year, whereas the post would have cost £31,990 but all year round. Governors were asked for approval given that it is a change to the IT contract/budget that had previously been approved.

Governors questioned the loss of an independent professional to check and challenge Oakford, on the School's behalf, about its provision, if necessary. Also, who would have the technical skills in the school to be able to keep their finger on the pulse?

MGU explained that JOG will have a SLA in place to measure their performance against. The Oakford network administrator will also have greater access to the wider Oakford support network which our internal staff wouldn't have had in the same way.

Governors were in agreement with the proposal.

Meeting closed at 8.15 pm. Next Resources meeting Monday 23<sup>rd</sup> May 2016

Signed: \_\_\_\_\_ Date: \_\_\_\_\_