THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 23rd May 2016

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

Agenda Item	Actions Agreed	Who
63/16	DW meeting with relevant group re storage space in the gym.	DW
63/16	Date for FSI to meet with chairs of Resources and Audit to discuss Terms of Reference to be arranged.	FSI GC/EB
63/16	Living wage for 18-25s – to be included in the pay policy and a statement added to the school website and communicated via Parentmail.	
64/16	FSI will send an email update to the Board re 6th form project and Resources support of the agreed way forward.	FSI
66/16	To consult with TAs to gauge response to a potential increase in hours.	SHI/MGU
67/16	Pay policy to be reviewed asap	FSI
67/16	Data protection policy to be reviewed for next Resources meeting	DCO
67/16	All Wiltshire policies to be passed on to SHI for review and to determine which are needed.	ES/SHI
67/16	All finance policies to be passed on to FSI for review and to determine which are needed.	ES/FSI
67/16	Care First – to check that this is signposted in the staffroom.	FSI
67/16	Business use insurance – FSI will look into the school's liability in the event of staff not having appropriate insurance SLT will determine what the procedure will be.	FSI SLT

61/16 Apologies

Apologies were agreed and accepted.

62/16 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

63/16 Minutes and Matters Arising

33/16 – Storage space in the gym.
Action - DW meeting with the relevant group. DW
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
47/16 – NJC approved pay increases for this year. Lower grades have had a bigger increase, adding £9k to the budget. Paying 18-25s the living wage – governors would like to give a clear message that the school believes in paying the living wage.
Action – Statement re paying 18s-25s the living wage to be sent via Parentmail.
57/16 – Options will be explored regarding cover for weekend lettings after the lettings supervisor starts. Some bookings may need to be cancelled due to shortage of cover in the meantime.

64/16 Premises – Capital Projects Update

- **Windows and doors –** planning approval granted. Windows, doors and blinds ordered. Work to be carried out during the summer holidays.
- **School gates –** order placed. Company to provide a template of the lettering for the main gates.
- **Scarfs Serving Hatch –** work has started.
- **Gloucester boiler system –** MDO waiting on a quote for repair.
- **6th form project** – currently £100k over budget. MDO and FSI are waiting on revised tenders from all 4 companies. Some of the planned work will not be able to be included.

Proposal made that converting the upstairs classrooms is omitted from the project and to move ahead with the rest of the work. Work is planned to start on 1st July. Governors expressed concern that the extent of the work planned does not get whittled down too much. Reassurance given that the proposal is to remove the work planned for the upstairs rooms, as per the itemised costing report, which does not give good value for changing this space. Also to review the current heating spec, which again does not appear to give good value. The rest of the work would still go ahead. Governors were in agreement with the proposal.

MDO will discuss concerns with project manager re level of communication.

Work on the upstairs rooms will still need to be carried out so that the space is useable. MDO will lead a project in the autumn to resolve this. The revised tenders should leave enough money in the budget for this work to be carried out.

Action – FSI will send an email update to the Board explaining the situation and Resources support of proposal for the way forward. FSI

65/16 Finance Report

- **Draft Budget 2016/17**

  Income/Expenditure report circulated at the meeting. £120k savings identified to reduce forecast deficit from £200k to £80k.

  Update on posts agreed at last Resources meeting - Attendance officer post advertised. Academic mentor – post not advertised. Staff leaving will not be automatically replaced.

  Education services grant will be phased out as fairer funding phased in. Formula unclear.

  Committee agreed a strategy of allowing up to 2% deficit.

- **Payroll Update**

  FSI has looked into several providers considering 1st September start date. Has concluded that JOG needs to continue with Wilshire Council until the end of March. Changes in IT would mean that changing Payroll at the same time would be too many changes at the same time.

66/16 H/R Update

Scenarios for TA contracts would cost £8k - £50k.

In terms of what other schools offer locally and nationally JOG is in the minority with TA contracted hours. SHI/MGU will consult with TAs to see if they would be willing to an increase in hours if offered the option. Would potentially be a mixed bag for a while but would allow provision for ongoing training. Governors agreed that it would be good to get an understanding of staff response.

Action – to consult with TAs to gauge response to an increase in hours. SHI/MGU

67/16 Policies

Policy review dates reconciled for Resources Committee

- Pay policy to be reviewed ASAP.
- Data protection to be reviewed for next meeting.
- All Wiltshire policies to be passed on to SHI to review and to determine which policies are needed.
- All finance policies to be passed on to FSI to review and to determine which are needed.

Managing Allegations against Staff and Volunteers – policy passed back from Board meeting for Resources to review – approved with no further changes.

- Appropriate insurance is in place.
- Telephone support is available for staff through Care First. Information is signposted in the staff room – FSI will check.
- Staff would also be signposted via a point of contact given in the school at the time should the need arise.

Action – FSI to check that Care First is signposted in the staff room. FSI

Staff Expenses - policy passed back from the Board meeting for Resources to review – approved with no further changes.

- Petty cash can be used to reimburse staff for approved school expenditure up to £10, using the staff expenses form, anything above that is repaid through BACS.
- Discussion held re staff claiming expenses for alcohol when entertaining on school's behalf. Governors agreed that expense claims will not cover alcohol.
- Business use insurance for vehicle drivers – there is not an issue with the policy itself as staff are not requested to travel by a particular form of transport.
- Staff can claim for mileage if using their own car, but will need to have insurance cover.
- There is a site van that can be loaned out.
- MGU will confirm with the SLT that it is staff's discretion to choose the mode of transport used when accessing training.
- FSI will check if JOG would be liable if a member of staff does not have business insurance. Staff may need to have a declaration on file re business use insurance in order for mileage claims to be approved. FSI will look into this.

Action - SLT will determine what the procedure will be. **SLT**

68/16 AOB

There was no further business to discuss.

The meeting closed at 7.55 pm. Next Resources meeting Monday 13th June 2016

Signed: _____ Date: _____