

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources Committee Meeting**  
**Monday 4<sup>th</sup> July 2016**

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

Agenda Item	Actions Agreed	Who
71/16	Picnic area with outdoor seating - Student leadership to explore student request and feed back.	Student Leadership
72/16	Legal position on accessing staff internet use/work based emails in exceptional circumstances to be explored.	SHI
72/16	Oakford will be asked to add a log on reminder to staff re data protection. Chair of Audit to be asked to do a spot check re data protection once a year.	MGU Audit
72/16	DCO will check figures on the help sheet around assessing risk. Confidential minutes will be password protected.	DCO ES
72/16	DCO will check with ICO about access to current financial information	DCO
73/16	DW meeting with relevant group re storage space in the gym again soon.	DW
73/16	Terms of Reference to be reviewed in advance of the Board meeting.	GC
73/16	FSI will draft a statement to send to SNI re paying 18s-25s the living wage to be added to the website and sent via Parentmail.	FSI/SNI
73/16	FSI will send an email to update the Board on capital projects.	FSI
73/16	FSI and SHI working through finance and H/R policies to review and determine which are needed.	FSI/SHI
73/16	Business use insurance - from September staff will need to provide proof of business use insurance when claiming mileage.	FSI
74/16	FSI will check that the new gates will still work in the event of power failure.	FSI
76/16	All TAs to be offered a change in contract.	SHI
76/16	SHI to circulate additional pay policy appendix for comment.	SHI

**69/16 Apologies**

Apologies were agreed and accepted.

**70/16 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**71/16 Student Leadership - Facilities Committee Feedback**

Dan and Will attended Resources to present feedback from the student body to the governors. A student survey identified small fixes that students would like to see addressed, with general feedback that students would like to see the school facilities improved. Feedback included the following -

43% of students responded that they would like to see the toilet facilities improved. MDO had explained to student leadership that they are cleaned every day and repairs are also attended to on the same day. Discussion was held re unisex toilets as this has proven to be very successful in other schools. Was discussed as part of the 6<sup>th</sup> form project, but 6<sup>th</sup> formers were overwhelmingly against the idea. Suggestion made that this could be explored as a CIF bid. Student leadership were of the opinion that the onus is also on students to have respect for the toilets around the school.

Students would like to see all curtains replaced with blinds. Parts of the school were identified as needing to be re-painted, student leadership keen to involve students in this. Single door in Lancaster identified as a problem.

Students would like to see provision of a gym. This is something that is already on MGU's radar, the benefits would be great, but the project costly.

Improved wheelchair access has been previously identified as an area of need by students, which MGU has promised that he will look into. 6<sup>th</sup> form access will be improved for September as part of the refurbishment plans. Reception is a particular area of concern for access.

Students have expressed the need for new computers in G24.

Students would like a picnic area with outdoor seating. Dan will look into this further and feedback.

**Action - Student leadership to explore student request for picnic area. Student Leadership**

MGU outlined some of the projects planned for the summer - including widening Lancaster doorway and replacing Gloucester windows, to include replacing the curtains with blinds.

ESP explained that Student Leadership meetings are planned to coincide with the relevant governors meetings for next year, giving improved opportunities for students to work with governors. ESP had also discussed with MDO earlier in the year the possibility of students being involved in the bidding process.

ESP, Will and Dan left the meeting. DCO arrived.

## 72/16 Policies

### Secure Data Handling Policy

Policy to take effect from September.

Governors asked if the content of the policy is included in staff training. Currently not included so profile not raised with staff. Will be added to staff induction as part of a signed off procedure. SHI explained that email and ICT usage does form part of staff contracts.

Governors asked what procedures are in place to track compliance. Discussion followed as to how this could be achieved. Governors asked about the practicalities of training staff. MGU said that time needed would be minimal and that this will be picked up in training that requires staff signatures in response.

The right to check staff internet use/work based emails in **exceptional circumstances** was discussed. Clarity on appropriate internet use thought to be covered in the Code of Conduct policy. Reluctance among governors and MGU because of the potential for this to be misunderstood. Governors also asked about accessing relevant work based emails when staff leave.

**Action - SHI will look into this further and feedback on the legal position on this. SHI**

Encryption obligation will be picked up by Oakford.

Governors asked how they will know that the policy is being adhered to.

**Action - When staff log into the new system (IT) there will be a reminder about data protection every time. Chair of Audit to be asked to do a spot check once a year. MGU/Audit**

Figures in help sheet for assessing risk discussed.

**Action - DCO to check figures. Confidential minutes will be password protected. DCO ES**

DW proposed acceptance of the policy with information to be clarified as agreed. GC seconded. Policy to be reviewed every 2 years.

### Freedom of Information Action access Policy

Access to current financial information questioned. Otherwise policy accepted with agreed points to be clarified. TC proposed. AW seconded.

**Action - DCO will check with ICO about access to current financial information. DCO**

DCO left the meeting.

## 73/16 Minutes and Matters Arising

33/16 - Storage space in the gym. DW has met with the relevant group and will meet with them again soon. This is a H&S issue - governors suggested that short term it may be better to lock the gym when not in use. DW

45/16 - GC will review Terms of Reference for the Board meeting. GC

47/16 - FSI will draft a statement to send to SNI re paying 18s-25s the living wage to be added to the website and sent via Parentmail. FSI

64/16 - FSI will send an email to update the Board on capital projects. FSI

67/16 - FSI and SHI working through finance and H/R policies to review and determine which are needed. FSI/SHI

67/16 - Business use insurance - from September staff will need to provide proof of business use insurance when claiming mileage. FSI

#### 74/16 Premises - Capital Projects Update

MDO circulated an update on capital projects in advance of the meeting.

6<sup>th</sup> form project - is now in budget. Heating has been revised. MDO will lead a project in the autumn to renovate the upstairs classrooms. Work has started on the 6<sup>th</sup> form common room, some damp issues have been encountered, which will need to be resolved.

School gates - being kept in the same position as company hadn't allowed enough room for buses/coaches, this means that the gates will now open automatically when cars approach them. This is not quite as planned, but thought to be an acceptable compromise. Will be monitored in September. Governors asked if the gates will still function in the event of a power failure.

Action - FSI will check that the gates will still work in the event of a power failure. FSI

#### 75/16 Finance Report

##### Management Accounts 2015/16

- Income/Expenditure report circulated in advance and explained in more detail at the meeting. Forecast surplus of £16k, though it is looking more likely that the budget will break even.

Pension costs - every 3 years the support staff pension scheme is revalued - JOG currently paying 24.4% on top of salaries. Recent report indicates that this might go up to as much as 31%. This means a £70k increase for 16/17 and £169k on top of the current wages bill for 17/18, which is unsustainable. Governors asked if this has been challenged. MGU responded that it has been challenged by headteachers. FSI will receive an updated statement at the end of September. Governors suggested a freedom of information request.

- Summary Cash Flow - forecast cash movement reflects agreed expenditure on capital projects.

##### Budget 2016/17

Forecast deficit of £65,529 with figures for 2017/18 even more challenging. All schools are in the same position.

Funding statement from EFA will not be available until February, situation with fairer funding unclear at this stage.

IT have highlighted a need for replacement pcs - a decision for September.

Governors recognised the hard work that has gone into getting the budget to this position. FSI will continue working on identifiable savings.

##### Bursary Guidelines

Eligibility reduced in line with other local P16 providers. Groups B - D will be allocated less funds with a further review required for 2017/18.

##### Astroturf

All year round bookings have increased, with the knock on effect of reducing the number of seasonal slots available.

##### Lettings Charges

Governors agreed a 2 % increase for September.

#### 76/16 H/R Update

##### TA Contracts

Consultation has taken place with TAs with no clear pattern that is acceptable to all. Proposal therefore to offer a change of contract that would include break and tutor times as part of the working day and also include inset days. Increasing the current pattern from 25 hours a week, 38 weeks a year to 30 hours a week, 39 weeks a year and recruit on this basis going forward. This will need to be reviewed if

all current TAs want to accept the proposal. Governors were in support of this recognising the benefits to both students and TAs.

**Action - All TAs to be offered a change in contract.**

**SHI**

#### **Pay Policy**

This policy will go to union reps before going to Board. Policy contains more explicit criteria on pay progression and an additional appendix relating to career expectations.

Concern expressed by a governor that staff feel it inappropriate for MLs to make decisions about pay progression. Reassurance given that MLs are expected to make recommendations, not decisions. Governors were of the opinion that those who know the member of staff best should be making the recommendation - i.e. MLs. Pay Panel makes the decision.

Further appendix to be circulated for comment re the definition of exceptional performance. Policy approved pending governor acceptance of the additional appendix. Will then go to union reps for consultation before going to Board.

**Action - SHI to circulate additional appendix for comment.**

**SHI**

#### **77/16 AOB**

There was no further business to discuss.

**The meeting closed at 8.40 pm. Next Resources meeting Monday 12<sup>th</sup> September 2016**

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