

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 12th Sept 2016

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

Apologies:

Agenda Item	Actions Agreed	Who
2/17	Expressions of interest for position of vice chair to TC or ES before Oct meeting.	
4/17	Oakford will be asked to add a log on reminder to staff re data protection after the Acceptable Use of IT policy has been approved.	MGU
4/17	FSI and SHI are continuing to work through finance and H/R policies to review and determine which are needed.	FSI/SHI
5/17	MDO to cost refitting remainder of science labs.	MDO
7/17	Proposal to the Board re governors forming the Headteacher's performance review panel - DW, LS and TC.	Resources
8/17	All 6 policies will be put forward to the Board as one proposal, with a recommendation of a 3 year review on all apart from Teachers' Pay.	Resources
9/17	Governors' annual report - conversation to be followed up at next Chairs' meeting	ES

1/17 Apologies

There were no apologies.

2/17 Election of Chair and Vice Chair

TC elected as chair. Election of vice chair to be carried over to October Resources meeting.

Action - Expressions of interest for position of vice chair to TC or ES in advance of October meeting.

3/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.
 JT was welcomed to the meeting - attending as a potential new governor.

4/17 Minutes and Matters Arising

71/16 - Picnic area with outdoor seating - there has been no further feedback from Student Leadership.
 72/16 - Accessing staff internet use/work based emails in exceptional circumstances - the legal position is that if staff are aware that their internet use/emails are going to be accessed then legally it is possible, if staff are unaware it is not.
 72/16 - Oakford will be asked to add a log on reminder to staff re data protection after the Acceptable Use of IT policy has been approved. MGU
 33/16 - Storage space in the gym. DW has met with the relevant group, who will be writing to MGU to update him on their position.
 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
 67/16 - FSI and SHI working through finance and H/R policies to review and determine which are needed. Ongoing. FSI/SHI
 74/16 - In the event of a power failure the new gates have a manual override.
 76/16 - TA contracts - those who have expressed a desire to have a change in contract have taken up the offer.

5/17 Premises

Summer Project Update

- **6th Form Common Room** - this has now been completed and additional work needed to do some re-pointing outside is ongoing. Work is due to start on the canopy this week.
- **Wingfield Hall** - is finished apart from the floor.

- **School Gates** - there are some teething problems with the front gates, which are left open during busy periods. Lines will be added to indicate where cars should wait. Swipe access cards are in the process of being issued. Gloucester gates are still to be done.
- **Gloucester Windows** - work is completed on the windows and doors.
- **Heating Pipe** - asbestos was discovered, which held up the work, but this is now also complete.
- **Science Labs** - 2 science labs painted and replacement furniture purchased - company found to buy old tables, they are willing to buy more.
- **Scarfs** - will be ready by the end of the week.

Next Steps

- **6th Form Upstairs Rooms** - work complete on the stairway. Upstairs room still to be converted into two useable spaces.

Health and Safety Audit is due on 6th October.

Capital Improvement Bids

It is possible to apply for 2 bids. Possible options discussed -

- **Doors and Windows** - bid to be submitted for remaining doors and windows not already replaced. Governors asked if a bid could be submitted to replace internal windows but it was explained that this would not meet the criteria for a bid.
- **Toilets** - to upgrade to open plan - potentially successful due to the H&S risk.
- **Distribution Boards** - £35k to replace these, also H&S issue. Governors asked about the option of replacement LED lighting - FSI said that JOG currently pays £5k/month on electricity.
- **Science Labs** - also in need of upgrading, but potentially difficult to prove H&S risk.

MGU suggested a bid for remainder of windows and doors and the toilets (whole site), governors agreed with this suggestion. Science labs - Governors were of the opinion that it is important to invest in the science department at this time, and that it would be preferable to make this happen rather than wait to see if a bid is successful.

Action - MDO to cost refitting remainder of science labs.

MDO

Governors thanked MDO for his hard work in making the summer projects happen.

6/17 Finance Report

Teachers September Pay Award - Governors agreed to the recommendation that a 1% pay rise is awarded over all pay scales and TLRs. This has already been written into the budget. Proposed by TC, seconded by LS. This will be backdated to 1st Sept.

Management Accounts - Revenue Income and Expenditure as at 31 August 2016 circulated in advance of the meeting. Current surplus deficit for academic year 2015-16 is £157k. There will be other adjustments to be applied to this figure as the year end has just passed. FSI provided governors with a Revenue Performance Commentary, a full year analysis against the budget.

2015-16 Capital Projects Update - Updated figures circulated at the meeting. More up to date costs to follow when final figures are known. Governors questioned the cost of the kitchenette for the 6th form common room. FSI explained that the pressure of the time available meant that there was no option but to agree to the additional cost incurred.

Wiltshire Council Services 2016-17

- **EAMAS** - no longer needed as the role is being covered by a TA.
- **Financial Controls Assurance Service** - FSI has explored the option of school business managers providing this cover for each other. Governors were keen to keep this service with the Council, demonstrating transparency as an academy.
- **Payroll** - the current contract expires at the end of March so a decision will need to be made soon as to whether to continue to purchase this service from the Council. Governors asked if this is an annual contract. FSI responded that it is.
- **Education Welfare Officer** - role no longer required as JOG has appointed an attendance officer. B&NES will provide a more bespoke service if additional input is needed.

Pay Panel - agreed by governors - TC, AW and DW. This will meet on 7th November and additionally as required.

FSI and MDO left the meeting.

7/17 Headteacher Performance Review Panel

This is made up of a panel of 3 governors, approved by the Board, proposed by Resources.

Action - Resources will propose that these governors are DW, LS and TC.

Resources

8/17 H/R Policy Update

Teachers' Pay - not brought to committee as SHI is meeting with union reps to discuss further. NUT regional rep has asked that recognising continuous service is added to the policy, which is current practice. Governors agreed to the proposal that length of service is recognised for statutory requirements, but that JOG will continue to advertise posts according to need, which at times means specifying the grade required. Policy will be brought to October meeting.

Leave of Absence - approved with agreed amendments. TC proposed, AW seconded acceptance of the policy.

Dignity at Work - LS proposed, RM seconded acceptance of the policy.

Appeals Procedure - AW proposed, DW seconded acceptance of the policy.

Code of Conduct - Governors questioned how JOG ensures that policies are read by staff. MGU responded that updates to specific policies are included as part of staff training days. Governors asked if contractors are DBS cleared, SHI explained that they are. DW proposed, TC seconded acceptance of the policy with agreed amendment. Policy will also be reviewed by S&C.

Acceptable use of IT Policy - to safeguard staff and school systems. TC proposed, LS seconded acceptance of the policy.

Action - one proposal to the Board to accept all 6 policies put forward from Resources, with a recommendation of a 3 year review on all apart from Teachers' Pay.

9/17 Scheme of Delegation and Staff Governor Role Description

Scheme of Delegation - TC proposed, AW seconded acceptance of the Scheme of Delegation.

Staff Governor Role Description - Discussion held on the bullet point 'help to prepare the report for the annual parents' meeting'. This is something that has been done in the past. Governors to give consideration whether to re-establish this in the form of a meeting, or a published report. Governors informed that there is a PTA meeting coming up involving several governors. TC proposed acceptance, LS seconded acceptance of the role description with agreed amendment

Action - conversation re annual report to be followed up at the next Chairs meeting.

ES

10/17 AOB

SHI requested a brief pay panel meeting after the Resources meeting.

The meeting closed at 8.10 pm. Next Resources meeting Monday 3rd October 2016

Signed: _____ Date: _____