

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources Committee Meeting**  
**Monday 3<sup>rd</sup> October 2016**

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

Agenda Item	Actions Agreed	Who
14/17	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 at the Board meeting	MGU
14/17	FSI and SHI are continuing to work through finance and H/R policies to review and determine which are needed	FSI/SHI
14/17	MDO to cost refitting remainder of science labs for November Resources	MDO
15/17	Appendix to be added to Risk Assessment framework re dynamic risk assessing	FSI/MGU
16/17	Proposal re grounds contract to be brought to November Resources	MGU
16/17	Cashless catering quotes and recommendation to be brought to the next meeting.	FSI
18/17	Safeguarding element of Safer Recruitment policy to be highlighted with S&C	ES

**11/17 Apologies**

Apologies were agreed and accepted.

**12/17 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**13/17 Election of Vice Chair**

AW elected as vice chair. DW proposed, TC seconded the proposal, all were in agreement.

**14/17 Minutes and Matters Arising**

Record of people present on 12 September - Jo Trigg attended the meeting as a guest.

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 at the Board meeting.

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

33/16 - Storage space in the gym - the situation will be resolved by Christmas.

4/17 - MDO is working on costs for refitting the remainder of the science labs and will bring figures to November Resources. MDO

Capital Improvement Bids - will be followed up this week and advice sought as to which bids are likely to be successful.

**Wingfield Hall floor** - the company working on the hall needed to use a different varnish than originally planned to make sure that it dried in time for the beginning of the school year. The floor boards are potentially not strong enough to cope with a deep sand enabling the floor to be re-varnished. Pervious/old solvents have been brought up by the varnish used. Company will resolve the issues with chewing gum. MGU will negotiate on the cost of work on this part of the job.

**Wingfield Hall Lights** - the bars of the new lighting are in the line of sight of the top 2-3 rows of chairs. It would be costly to move them now. Governors suggested a couple of television screens strategically placed would resolve the problem.

**15/17 Health and Safety**

**Schools Trips Procedure**

Reviewed to tighten up on current practice - there have been some issues with trips running at a loss, risk assessments being carried out at the last minute and the administration process causing frustration for staff.

The main changes are as follows -

- Increased rigour around H&S
- A dedicated email address and clearer admin procedure - one generic form instead of 3
- An increase in the notice period required for arranging trips, allowing for more notice for parents

Evolve online software is used. Discussion took place around use of the software, and trying to relieve some of the workload by admin staff uploading the information for the trip leader to give the final approval. As there is no allowance in the software for more than one person to be involved in the process governors challenged the pitfalls if it was carried out in this way. Suggestion made instead that the admin process could be helped by faculty assistants collating other background information required for the trip - e.g. medical information and for the trip leader to have full ownership of the risk assessment process.

Training was identified as an area where support would help. The importance of continuing (dynamic) risk assessment while on the trip was highlighted as a key part of the training required. Governors recommended that an appendix is added to the Risk Assessment framework about the need to continue risk assessing while on a trip.

The procedure was accepted by governors with the agreed amendment about Evolve being completed by trip leaders only.

**Action - Appendix to be added to Risk Assessment framework re dynamic risk assessing.**

**FSI/MGU**

## **16/17 Finance Report**

### **3 Year Forecast**

Revenue Budget Report circulated at the meeting - FSI provided a verbal commentary on the report.

- Forecast student numbers are based on LA predictions
- 2017/18 - 3.18% increase in staffing costs is due to a re-evaluation of the LA pension scheme FSI is meeting with someone from the Pension Fund and hopes to gain more accurate figures
- Projected In year deficit for 2016/17 is £20k, with increasing challenges projected for 2017/18 and 2018/19.
- FSI is confident that £20k savings can be made to cover the projected deficit for 2016/17, but that savings needed in 2017/18 will not come naturally. After 2018/19 the picture starts to improve due to LA predicting an increase in student numbers.

### **Deficit Reduction Initiatives**

Options to consider, while being aware of the VAT registration threshold -

Lettings -

- Reducing the hire charge for the gym - to promote in 2017
- A month free for new clubs
- Improved advertising
- Astro turf - to maximise summer bookings

Catering -

- Potential for additional income with Scarfs having been refurbished
- FSI has discussed new products with NHO and is looking into a detailed analysis on cost/product and waste.
- Cashless catering would also increase income

Grounds contract - a proposal will be brought to November Resources. Contracts and suppliers - there are further savings to be made.

**Action - proposal re grounds contract to be brought to November Resources.**

**MGU**

Governors thanked FSI for the consistently accurate figures presented.

Confidential item minuted.

### **Cashless Catering**

Reasons for changing - FSM entitlement cannot be used at Scarfs - there is no system currently in place that allows students to utilise both facilities. There are also security issues around the handling of cash, admin time for staff dealing with the cash and security and healthy eating concerns for students. Would also help behind the scenes with analysis and ordering.

FSI has made contact with 3 different suppliers. The cost will be around £15k for biometric/pin number or £26.5k for a card system. Both options would have an ongoing maintenance cost of £1600.

Proposal - to go to parent consultation with a newsletter signposting to the website with FAQs and a contact number.

Governors had previously expressed concern re data storage and the biometric option. A card system would bring challenges with lost cards. Governors agreed to explore biometric option, with the issue of a pin number as an alternative for those who decline.

Was discussed in S&C who would also like to make a recommendation to the Board re cashless catering.

**Action - Full quotes and recommendation to be brought to the next Resources meeting. FSI**

#### **Science TLR**

Summer results in science were lower than desired, with ongoing challenges in predicted tracking. Governor asked at results meeting what additional support the school could give - ALA identified that an additional TLR for KS5 science would allow more time to be focused on each key stage. This would cost £2.5k pro rata (£2k this year). JWo is also working with the department to give additional support. Governors agreed to the proposal - AW proposed, MPA seconded the proposal.

#### **17/17 Staff Exit Interviews**

SHI circulated an Exit Interview Summary Report for 1/5/16 - 31/8/16 at the meeting. There was a wide range of responses and is early days for a clear pattern to be determined (feedback from 9 staff).

The post of cover supervisor was identified by MGU as being a difficult role, with consideration needing to be given around training and support.

Governors asked how feedback could be used to help shape the structure of the staff survey. SLT and Resources will continue to have feedback from the exit interviews, which will help in preparation of future surveys.

Behaviour is the main item for discussion at the next T/D day - a subject also picked up in the recent staff survey.

#### **18/17 H/R Policy Update**

**Teachers' Pay** - SHI had a positive meeting with the unions with only a few small amendments to wording - policy not fundamentally changed. Pay and conditions are set at a national level, not at JOG.

Acceptance of policy proposed by TC, seconded by DW.

**Safer Recruitment** - contents page to be added. Policy re-drafted to cover the requirements combining equality legislation and safer recruitment practices. SHI will report to governors on recruitment once/year.

Information on unsuccessful candidates - this should be destroyed after 6 months. Governors asked that a process is put in place to ensure that this happens. S&C to be informed of the safeguarding element of this policy. TC proposed acceptance, AW seconded the proposal.

**Action - Safeguarding element of Safer Recruitment policy to be highlighted with S&C. ES**

#### **19/17 AOB**

FSI circulated a report on Catering P&L for 2015-16. £95 loss, which is a massive improvement, with work still to be done.

**The meeting closed at 8.05pm. Next Resources meeting Monday 14<sup>th</sup> November 2016**

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