

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources Committee Meeting**  
**Monday 14<sup>th</sup> November 2016**

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

Agenda Item	Actions Agreed	Who
23/17	Appendix to be added to Risk Assessment framework re dynamic risk assessing	FSI
23/17	Cashless catering quotes and recommendation to be brought to the next meeting.	FSI
24/17	Finance manual to be circulated to Resources governors.	FSI
25/17	Use of Email Signatures - postponed to next meeting.	TC/ES
26/17	MDO to liaise with ALA re science lab refurbishment. H&S Audits - DT and PE - agenda item postponed to next meeting.	MDO
26/17	New telephone system - FSI will seek three quotes for comparison to Oakford's quote.	FSI
27/17	FSI will email updated finance reports to governors early December as there is no Resources meeting. FSI will explore benchmarking for January meeting.	FSI
28/17	Staff wellbeing policy to be brought to next Resources meeting. Code of Conduct policy to be recommended for approval at Dec Board meeting.	SHI Resources

#### 20/17 Apologies and Welcome

Apologies were agreed and accepted.

TC welcomed SA to the meeting - her first as recently elected parent governor.

#### 21/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

#### 22/17 Pupil Premium and Y7 Catch up Funding

Agenda item included in response to a request from governors to look at the impact of Pupil Premium and Year 7 catch up funding.

##### Pupil Premium

BRH and APE led governors through reports circulated in advance of the meeting -

- Pupil Premium/Catch-up Premium Actual Spend 2015-16
- Pupil Premium /Catch-up Premium Spending Plan 2106-17
- Pupil Premium Development Plan 2016-17
- PP Key Data September 2016 - New Benchmark Measures
- Implementation Strategy of PP and Catch up Funding

Funding covers academic intervention capacity (staffing) as well as pastoral support, resources needed for curriculum support and personalised support - e.g. part-funding for music lessons, trips, etc. Results are used to inform priorities for the following year.

Governors challenged the bias towards KS4 students, particularly Y11. BRH explained how resources are allocated, trying to ensure that lower years get the support needed, while the emphasis also needs to be on exam preparation. HLTAs are utilised across all year groups.

Governors asked if there is additional funding for academic intervention in subjects other than maths and English - BRH responded that science is also highlighted as an area of high need.

##### Impact Report- New Benchmark Measures

JOG has worked hard with low and middle attainers. 15 students accessed alternative provision off site in 2015/16. JOG's commitment to not excluding students has an impact on whole school figures.

Data indicates that there is a trend of making a positive impact on PP students - progress is being made in closing the gap in maths, and additional funding is also having a positive impact in English.

### **2016/17 Spending Plan**

This will be updated once required figures are known.

Academic Mentor - this role has changed with time being available for lower school students as well, Intervention is targeted sooner in response to improvements in analysis. BRH/APE are trying to increase the capacity of this role, with increased contact with parents. An advert has been published to fill this role as the previous mentor moved to the attendance officer.

It is being considered to appoint an intervention teacher in science or an HLTA to offer targeted provision on a short term basis if an academic mentor cannot be appointed.

Attendance officer - has been appointed for this year.

Governors asked for clarification re counselling provision, particularly those that had accessed only x1 appointment. Governors asked if there is the possibility of an increase in capacity for counselling. MGU explained that this would mean taking funding from elsewhere.

### **PP Development Plan 2016/17**

Picks up on key points that are working, making sure that the focus has a whole-school emphasis.

Governors asked if additional support is being piloted in science. BRH responded that this is not the case, science is a real focus and JOG is making use of additional capacity in this subject.

Governors highlighted that increased intervention in the earlier years at JOG would reap benefits. BRH outlined the benefits of the role of the attendance officer, working to ensure students are in school, supported by the academic mentor building relationships with both students and parents. The funding of accelerated reader supports this work along with the use of the careers advisor for Yr 8 options. Football and mentoring are also occurring with the lower school to develop student resilience and positivity.

### **Y7 Catch up Funding**

Reports circulated in advance of the meeting -

- Catch-up Premium Strategy & Impact 2015-16
- Catch-up Premium Strategy 2016-17

The literacy and numeracy catch -up premium gives additional funding to support pupils who did not achieve the expected standard in reading or maths at the end of KS2. MGU highlighted the allocation funding for both years and the strategy for intervention.

There is a clear overlap between catch up and SEN funding. The cost of provision is more than the £17,500 funding received for catch-up.

The report outlined 2015-16 end of year tracking. Governors asked if the Trowbridge cluster shares results. MGU confirmed that they do.

BRH and APE left the meeting.

### **23/17 Minutes and Matters Arising**

15/17 - Appendix to be added to School Trips Risk Assessment framework re dynamic risk assessing - FSI

16/17 - Cashless catering quotes and recommendation to be brought to January meeting - FSI

16/17 - Update on confidential minute

### **24/17 EFA Letter - Financial Management and Governance**

Letter from Peter Lauener, Chief Executive EFA, circulated in advance of the meeting for governor information. TC asked if governors had any questions regarding the content. All happy that financial management and governance is as it should be. FSI is happy to circulate the finance manual recently approved by the Audit committee to further inform governors.

**Action - Finance manual to be circulated to Resources governors.**

**FSI**

### **25/17 Use of Email Signatures**

Agenda item postponed to next Resources meeting.

## 26/17 Premises

### Science Labs

Will cost £4,950 per lab to refurbish, with eight labs still needing to be refurbished. Recommendation that three labs are refurbished using identified savings on science staff salaries in budget. The hope would be to do the remaining five later in the year. Not possible to submit a capital improvement bid as it will not meet the criteria.

Governors asked if it is necessary to delay the remaining five, MGU explained that they will be done in house so need to be planned around teaching and site time available. Will also have a clearer picture of finances later in the year.

TC proposed, RM seconded the proposal. MDO will liaise with ALA.

### H&S Audits - DT and PE

Agenda item postponed to January meeting.

### Grounds Contract

FSI outlined cost implications of bringing this service in-house - the initial outlay and long-term savings. Governors asked about renegotiation of the current contract and also if a quote from a competitor had been explored. FSI responded that this has not been done as the hope is to also increase the capacity of the site team. This is being explored under TUPE. Risks and benefits discussed. Consensus among governors for initial steps to be taken and actioned unless there is a problem.

LS proposed acceptance, JT seconded.

Wingfield Hall - governors asked if additional screens had been purchased to resolve issues with lighting blocking the view for some seats. This is still to be followed up.

### New Telephone System

The current system is dated, the current contract does not cover maintenance, and resolving the current issue in Pitman would cost £1.5k. Cost of a replacement system outlined, to tie in with the new IT infrastructure. Investment of £8,600 initially with potential annual saving of £4k. This is not in budget so would require £8k from reserves.

Governors asked if costs over threshold of calls would be expensive and what back up there is if the proposed system goes down. FSI responded that the call allowance is generous and that there are numerous mobile phones available in the event of an emergency.

AW proposed, TC seconded.

**Action - FSI will seek three quotes for comparison to Oakford's quote.**

**FSI**

## 27/17 Finance Report

### Payroll Update

Current contract with Wilts Council ends on 31/3 - FSI/MGU proposed extending the contract until September. Governors agreed.

Governors asked about the pension scheme as FSI had met with someone from the pension fund recently. The contribution is not quite as high as FSI had anticipated, with the contribution rate being phased over 3 years. There is a £2.5m deficit.

### 3 Year Forecast

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

- Education services grant - FSI is phasing this out but exact figures are not yet known
- Cover supervisors - JOG has re-advertised twice - forecast savings from vacant posts but this may see an increase if supply teachers are needed
- Forecast deficit for 2016/17 is now a forecast surplus of £68.5k
- Forecast deficit for 2017/18 has reduced significantly
- SEN funding will be significantly impacted - figures not yet known

Governors asked if the proportion of budget spent on the leadership team is average. MGU responded that a recent comparison to other schools, JOG was light in the number of SLT staff, and also lower in pay scale.

Governor suggestion - benchmarking would give governors a better understanding. The complexity of obtaining comparable figures was discussed. FSI will explore for the next Resources meeting.

**Action - FSI will email updated reports to governors early December as there is no Resources meeting. FSI will explore benchmarking for January meeting.**

MDO left the meeting.

**28/17 H/R Policy Update**

**Staff Code of Conduct Part 1** - referred back to Resources from Oct Board meeting. Discussed further and two points of action agreed - policy approved with amended wording around point 23 and SHI will bring a staff wellbeing policy to the next Resources meeting.

**Action - Code of Conduct policy to be recommended for approval at December Board meeting. Resources**

**29/17 AOB**

Confidential item discussed.

The meeting closed at 8.55pm. Next Resources meeting Monday 16<sup>th</sup> January 2017

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