

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 16th January 2017

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

Agenda Item	Actions Agreed	Who
32/17	Appendix to be added to Risk Assessment framework re dynamic risk assessing	FSI
32/17	Use of Email Signatures - postponed to next meeting	TC/ES
32/17	FSI will email governors with benchmarking access information	FSI

30/17 Apologies and Welcome

Apologies were agreed and accepted.

31/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

32/17 Minutes and Matters Arising

15/17 - Appendix to be added to School Trips Risk Assessment framework re dynamic risk assessing. Most are including this in their assessment already - FSI

16/17 - Cashless catering - FSI has looked at options that will integrate with JOG's current IT systems. Live Registers receives good reviews. This system would allow for the option of biometrics or a pin number, previously identified as essential by governors. The initial cost is likely to be £12k with £1.5k/year maintenance fee. This amount is not in the budget so would need to be taken from reserves. FSI will prepare information on FAQ for the website and school newsletter. AW will see the project through with FSI. Governors asked about the key benefits of this move - FSI outlined concerns re security and admin time, and the benefits - including FSM students will no longer be able to be identified. RM proposed and JT seconded allowance of £12-£15k set up, all in agreement. FSI will update governors re progress.

16/17 - Update on confidential minute.

25/17- Use of email signatures postponed to next meeting.

26/17 - Science lab refurbishment - work has been completed on the first of three labs.

26/17 - H&S audit DT and PE - this has been followed up, no longer needs to be brought to Resources.

26/17 - New telephone system - FSI has obtained 3 quotes for comparison to Oakford's. Governors in agreement that Oakford is the best option. Oakford have quoted £11k.

27/17 - FSI circulated data on benchmarking at the meeting and will email governors with the website address and guidelines on how to access relevant information.

33/17 Premises

Heating Leak - governors were informed that the leak has been found and will cost £2.5k to repair.

34/17 Finance Report

Management Accounts and 4 Year Forecast Update

Revenue Income and Expenditure as at 31 December circulated in advance of the meeting along with a performance commentary, which FSI went through at the meeting.

- Full year forecast investment income reduced by £1.2k due to the fall in the Bank of England base rate.
- YTD staffing variance of £95.5k is mainly due to vacancies that have not been filled or where there has been a delay in filling posts. Governors asked if this is putting the School Improvement Plan at risk. MGU outlined where some of the challenges are. The academic mentor post has now been filled and the lack of surplus in English has been resolved. The situation is being monitored closely.

- IT expenditure is currently below budget - governors asked when this funding will be released. FSI explained that this is down to the timing of spending, the budget is planned for the year. Replacement staff laptops currently not in the budget as this was done recently.

Full Year Forecast - Current deficit forecast for academic year is £1.3k against a budgeted deficit of £65.5k, mainly due to the staffing variance as above.

Cash Flow - remains strong, with a forecast cash position as at 31 August 2017 as £1.13m.

4 Year Forecast - Income figures based on initial indication from EFA re NFF. Governors asked if it is any clearer when this may take place, FSI responded that it is not and that there is no indication as to when other grants may be removed.

Service Level Agreement - MGU outlined the financial position if JOG pulls out of the SLA and updated governors on the current situation. A decision needs to be made in term 4 or 5.

35/17 H/R

Confidential item discussed.

Science - Currently a school priority. Proposal to appoint a lead practitioner and the benefits to the faculty discussed. Proposed by LS and seconded by JT.

In Year Deficit - Forecast deficit for 2017-2018 - by the next Resources meeting EFA will have confirmed figures for next year, making the position clearer. Given the challenges in the budget governors agreed that a deficit of £100k is acceptable.

Site Team Capacity - Option to recruit current apprentice as permanent staff on a fixed term contract discussed. Apprenticeship finishes in February. Cost and potential additional income outlined. DW proposed, MPA seconded the proposal.

RM left the meeting.

Apprentice Levy - governors updated on changes taking place in April. This levy will apply to JOG. Exact figures will depend on whether NI and pension contributions apply. Discussion took place around building apprenticeships into the staffing structure. Governors recommended that apprenticeships are considered when a vacancy arises, rather than additional posts added, giving a better chance of being able to offer employment at the end of the apprenticeship. Rates of pay outlined, JOG will pay the national rate for apprentices. The need to ensure a good training opportunity emphasised by governors. To review in 12 months' time. LS proposed, JT seconded the proposal.

Staff Welfare Policy - approved with agreed amendments. Proposed by JT, seconded by AW.

36/17 AOB

School Trips - LA has challenged the lack of a female member of staff for Ten Tors and have recommended that the Headteacher and chair of governors confirm that they are happy with this. This is a trip by trip decision and only happens as a last resort when every other option is exhausted. Parents and pupils are always aware in advance.

Confidential item discussed.

The meeting closed at 8.15pm. Date of next Resources meeting Monday 27th February 2017

Signed: _____ **Date:** _____