

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 27th February 2017

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

Agenda Item	Actions Agreed	Who
39/17	Use of Email Signatures - TC to contact IT to discuss further	TC
40/17	Governors asked for low medium and high priority to be identified on the Premises Improvement Plan	MDO
40/17	Governors asked for the warranty to be extended by at least 6 months due to the volume of problems encountered to date	FSI/MDO
40/17	MDO will look into issue re spills on new furniture in 6 th from common room	MDO

37/17 Apologies and Welcome

Apologies were agreed and accepted.

38/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

39/17 Minutes and Matters Arising

16/17 - Cashless catering - FSI and AW are meeting with Live Register this week

16/17 - Update on confidential minute

25/17- Use of email signatures - it was suggested that TC contact IT in the first instance before this is brought to Resources

The minutes were approved with an agreed amendment.

40/17 Premises

Premises Improvement Plan - Action Plan for 2016-2018 circulated at the meeting, outlining both strategic and maintenance projects. This is a live document under MDO's supervision - items to be approved by SLT or Resources depending on the cost of the project.

Items under £1k can be funded through the site budget, and the £36K under spend on the summer projects will cover some costs, otherwise savings would need to be identified elsewhere, or taken from reserves. Governors stated that the PTA plans to fundraise for something that is of benefit to students, so this may also be an option.

CIF bids have to be for projects over £50k with a H&S element to the request. Energy saving bids are no longer available, although a Salix loan may be a possibility.

The following was agreed -

- a rolling programme of classroom painting (£3k)
- to refurbish the four science labs not yet refurbished - proposed by AH, seconded by LS
- curtains to be replaced by blinds in classrooms (three quotes to be obtained) - proposed by DW, seconded by JT
- for as many projects as possible to be covered through the site budget
- CIF bids to be submitted next year to upgrade the electrical distribution boards and fire bell system if bid not accepted this year

Action - Governors asked for low medium and high priority to be identified on the Improvement Plan. MDO

School gates - governors updated re ongoing maintenance issues. Concerns expressed about the 12 month warranty.

Action - Governors asked for the warranty to be extended by at least 6 months due to the volume of problems encountered to date. FSI/MDO

Governors asked if the purchase of the gates had achieved the intended purpose - MGU outlined the benefits.

6th form Common Room - concerns expressed re spills on furniture, and the need for this not to deteriorate further.

Action - MDO will look into this.

MDO

41/17 Finance Report

Management Accounts

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

- The main changes are around staffing. YTD staffing variance of £113.9k is mainly due to unfilled vacancies in budget. Full year forecast staffing variance of £138.3k, £43k of which is attributable to recent natural changes in staffing and the removal of two vacancies no longer required.

Full Year Forecast - Current forecast surplus for academic year is £52.8k against a budgeted deficit of £65.5k, mainly due to the savings in staffing costs as detailed above.

Cash Flow - remains strong, with a forecast cash position as at 31 August 2017 as £1.2m.

3 Year Forecast - there is £100k less in budget for 2017-18 than anticipated due to variances in income. FSI had hoped that the budget would be nearer the £100k deficit agreed by governors, but this has not been possible. Figures may improve for 2018-19.

Governors proposed that £180k is identified from reserves in order to meet the learning needs of students for 2017-18 and demonstrate an investment in staff.

Budget Proposal - £180k identified from reserves, £100k deficit for 2017-18 and to communicate a positive message of not making redundancies going into the next school year. Every vacancy will be scrutinised, but there will be no redundancies. DW proposed, LS seconded, all governors agreed to the proposal.

183 students have been offered a place for September, which is higher than expected. Numbers for 6th form will be confirmed in 3-4 weeks' time.

MDO left the meeting.

Finance Team Capacity - proposal to increase capacity in the team by 25 hours a week for one year outlined by FSI and approved by governors. Post will allow for -

- an increase in lettings
- support for the finance and business manager - capacity for contract reviews and bid writing
- providing services for CSL

The additional post should pay for itself. If the post creates a vacancy elsewhere that needs to be backfilled then it is hoped that it may be possible to appoint an apprentice. JT proposed that this goes ahead, LS seconded the proposal.

42/17 Confidential Item Discussed

43/17 H/R

Confidential Item Discussed

44/17 AOB

New telephone system is going ahead with Oakford.

The meeting closed at 8.15pm. Date of next Resources meeting Monday 24th April 2017

Signed: _____ Date: _____