

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 24th April 2017

Time: 6.15 pm
Place: The Hub
Present: Toby Corden (chair), Andy Williams, Mike Gunston, Liz Summerson, Matt Palmer, Jo Trigg, David Whewell, Andrew Hawkins, Louise Hamilton, Fiona Simpson, Matt Doughty, Eleanor Shergold (Clerk)
Apologies: Rachel Martin, Sam Hill

Agenda Item	Actions Agreed	Who
39/17	Use of email signatures - TC will follow up with IT	TC
40/17	Premises improvement plan - rating of priority of projects to be identified	MDO
40/17	Request for extended warranty on school gates to be followed up	FSI/MDO
48/17	FSI to circulate plans and costs re toilets, information put together for the CIF bid	FSI
49/17	Project re toilets to be put out to tender	FSI/MDO
51/17	FSI to cost the option of a security guard and look into JoG's risk protection agreement	FSI

45/17 Apologies and Welcome

Apologies were agreed and accepted.

46/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

47/17 Minutes and Matters Arising

25/17- Use of email signatures - TC will follow up with IT
40/17 - Premises improvement plan - rating of priority of projects to be identified
40/17 - Extended warranty on school gates to be followed up - written confirmation to be requested for an additional 12 months from date new electronics fitted
40/17 - Spills on furniture in 6th form common room have been cleaned and will be monitored. Blinds will be fitted this term
42/17 - Update on confidential minute
43/17 - Update on confidential minute

48/17 Premises

CIF Bid - JoG has been successful in its bid for replacement electrical distribution boards and has been allocated £50k. The work will be put out to tender with three quotes being sought. MDO and FSI will request permission for any remaining funding to be spent on other identified electrical upgrades across the school. Governors suggested replacement LED lighting, FSI said this might be more appropriate for a Salix loan.

Toilets - unfortunately the bid for replacement toilets was unsuccessful. MGU updated governors on the condition of the school toilets and suggested that they could be replaced on a rolling programme. Governors asked if a phased approach could cause further challenges with the existing facilities.

Action - FSI to circulate plans and costs for replacement toilets - information put together for the CIF bid

49/17 Finance Report

Management Accounts

Revenue Income and Expenditure, Full Year Forecast and Cash Flow, as at 31 March, circulated in advance of the meeting along with a performance commentary.

3 Year Forecast

Updated forecast circulated at the meeting. There has been a significant positive improvement in the school's 3 year financial forecast. Full year forecast staffing variance of £169k for 2016/17 is mainly due to recent natural changes in staffing and removal of vacancies no longer required.

Governors asked about fairer funding - FSI has worked this into the forecast.

Currently the forecast surplus for 2016-17 is £90k against a budgeted deficit of £66k mainly due to the savings in staffing costs as detailed above. The deficit for 2017-18 is also looking much healthier.

Staffing Update

MGU reported that an unusual number of staff have sought work elsewhere for September. Governors asked if MGU knew the reasons why. MGU - staff are going to vacancies in other schools where people are also leaving. It is not thought that there is an issue, feedback from staff exit interviews will be brought to the next Resources meeting. Governors asked if other schools are also experiencing a higher than normal turnover. MGU confirmed that this is the case.

Year 7 - the size of the intake for September has increased more than anticipated. The transition group (usually 8-10 students) will not be able to function in the same way as previously due to the number of increased teaching hours/posts that this would require. Students will be withdrawn from class for additional input instead.

6th form staffing requirements discussed. Collaboration with Clarendon - link governor reported that arrangements re funding will need to be formalised as the partnership grows. FSI is looking into this.

Governors were positive about the updated budget figures but asked if it is cutting staffing provision too tight. MGU said that it is cutting it fine and explained the challenges around filling some of the posts. Governors asked if school has considered using an agency to source staff, MGU responded that this may become necessary. Governors asked if there is shortage in English and maths - MGU explained where the surplus and planned surplus is in English, maths and science.

Governors asked about plans to revise recruitment information - particularly to show that JoG is a good and caring employer - and asked for information to be added re the staff benefit package.

TLR structure - some changes have been made to the structure - further information will be brought back to Resources.

Toilets

In the context of updated budget figures TC proposed that three toilet blocks are replaced with unisex toilets. MDO said that this could be project managed by the school. Dunston, Chiltern and Wingfield were suggested, followed by Gloucester at a later date. MGU reported that there has been feedback from the current parent survey about the poor condition of the toilets.

TC proposed £100k to be allocated for the work. AW seconded. All were in agreement.

Action - project to be put out to tender

FSI/MDO

50/17 Confidential Item Discussed

51/17 AOB

Hourly rate for part time teaching staff - FSI has received an email from payroll re Wilts terms and conditions. P/T teaching staff are to be paid supply rate for overtime. Governors agreed to this as the decision was made previously to keep to Wiltshire Council terms and conditions.

Live Register - governors recommended that the market is currently very competitive and that all suppliers are open to negotiation of terms and cost.

Site Team - has a vacancy again. Closing date today. They are looking at shift patterns and alternative options. FSI is exploring options around insurance cover. Governors suggested the option of a security guard. Governors suggested that a working group could look into this further if the position is not filled. Consequences of the team being short staffed outlined, including reduced capacity and having to cancel lettings. Governors will be updated at next Resources.

Action - FSI to cost the option of a security guard and look into JoG's risk protection agreement

FSI

The meeting closed at 7.55 pm. Date of next Resources meeting Monday 15th May 2017

Signed: _____ Date: _____