

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 15th May 2017

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

Agenda Item	Actions Agreed	Who
54/17	Written confirmation for extended warranty on school gates requested	MDO
55/17	FSI to review terms of new grounds contract - 3 month notice period	FSI
57/17	Questionnaire or meeting with a governor to be offered for exit interviews SLT and any non-teaching managers will have a face to face meeting	EGR
57/17	Exit summary report to be generated again after the summer term	EGR
58/17	School position re alcohol to be clarified and trips policy written	MGU

52/17 Apologies and Welcome

Apologies were agreed and accepted.

53/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

54/17 Minutes and Matters Arising

25/17- Use of email signatures - TC has looked into this - no action required
40/17 - Premises improvement plan - rating of priority of projects to be identified - will be completed for next review at Resources
40/17 - Extended warranty on school gates - this has been verbally agreed, MDO has requested confirmation in writing
51/17 - FSI has looked into JoG's risk protection agreement - the post in the site team has since been filled. The option of a security guard may be costed at a later date
47/17 - Update on confidential minute
50/17 - Update on confidential minute

55/17 Premises

Grounds Contract

Options re contract discussed. Governors agreed with the recommendation to continue with current arrangements with current contractor, which is being offered at a reduced rate of £3k. Could save a further £4k by changing how provision is made but concerns were expressed at whether this may lead to a drop in standards due to being on site for less days.

MGU is keen for this to be brought in house, with primary schools being able buy this service from JoG. To consider further in 2018.

Action - FSI to review terms of new contract and ensure that a 3 month notice period agreed **FSI**

Toilet Refurbishment

Plans completed for CiF bid circulated, but is not really what is intended, looks at replacing like for like rather than the unisex toilets previously agreed. The project needs more thought, particularly in the context of the electrical distribution boards being replaced in the summer holidays. A site manager from another school is visiting so that MDO can discuss the work further.

Asbestos and structural checks will need to be carried out on some of the buildings. MDO will explore which companies other local schools have used who have similar work carried out. Tendering for the work is a lengthy process. It is possible that the budget agreed at last Resources may only fund replacement toilets for 2 or 3 buildings.

MGU said that it would be great if it was possible to get one block done during the summer, the poor condition of the toilets has been reflected in the recent parents' survey.

Other items

Governors asked about car parking arrangements for 6th formers - MGU and MDO said that it may be possible to increase designated parking spaces in Lancaster, although this would be taking away playground space, requiring further consideration. MGU said that parking is at bursting point, it may become necessary to review on-site parking.

A question was raised re the distribution of printers and copiers in school and if changes have been made. FSI confirmed that this is the case, with smaller printers being redeployed to high use areas, moving towards multifunctional devices.

MDO reported that the new phone system has made a big difference.

MDO left the meeting.

56/17 Finance Report

Management Accounts

Revenue Income and Expenditure, Full Year Forecast and Cash Flow, as at 30 April, circulated in advance of the meeting along with a performance commentary.

Current forecast surplus for academic year 2016-17 is £80k against a budgeted deficit of £66k, mainly due to increase in income and staffing variance as outlined in the performance commentary. Reduction in surplus of £10k since March mainly due to cashless catering.

Governors queried the increase in governance costs. This is due to the H/R manager's post becoming a self-employed role.

Governors asked about the improved cash flow - £70k - this is due to a VAT refund from July/August last year.

Catering

Catering P&L 2016-17 circulated in advance of the meeting. Income relates to month banked rather than month received. FSI will see if it is possible to reconcile this going forwards. Income at the end of April is £9k ahead of this time last year. Income from the pod does not seem to be having a detrimental effect on sales in the canteen.

Currently catering is doing well, last year end July only just enough to cover August wages. £11k surplus to date, will look at investing back into catering if possible. Cashless catering will go live on 3 July.

3 Year Forecast

Updated 3 forecast circulated at the meeting. Teachers' pensions are going to be revalued - FSI has planned for an anticipated increase in payments. There has been a slight reduction in funding for alternative provision. SEN and ELP funding has been confirmed. FSI has factored in NFF funding prudently.

MGU stated that JoG is in a better position than many schools.

In response to a question from governors FSI explained how funding per pupil is allocated to JoG.

The staffing model has a number of vacancies built in that have yet to be filled.

57/17 H/R

Staff Exit Interviews

Exit summary report for September to April circulated in advance of the meeting. Data collected via exit interviews from only 3 out of the 17 members of staff who have left. SHI outlined the reasons why this was the case. SHI asked if the process is working in terms of making it accessible to all, and asked if a more self-service option should be offered in addition to the option of meeting with a governor. Currently information is collected in the form of exit interviews with governors only. SHI stated that those with concerns might be more likely to want to meet with a governor, and that those who are happy might not want a fuss.

Action - a blended approach will be used - offering a questionnaire or a meeting with a governor. All of SLT and any non-teaching managers (those that MGU line manages) will have a face to face meeting. EGR

Feedback captured - Positives - community ethos and the team. Negatives - behaviour management, issues with line management

SHI highlighted the importance of feedback at the end of the summer term when a number of staff are due to leave.

A question was raised about benchmarking. Length of service anecdotally thought to be around 5 years, SHI said that % of staff turnover can be added to the report. Number of science staff leaving is abnormally high, as is the number of staff who have worked at JoG a long time. SHI said that sickness will become easier to report on going forwards.

Action - summary report to be generated again after the summer term

EGR

Governors asked who picks up on action points from exit interviews. SHI - reporting sits with the H/R manager, action sits with Resources.

Staffing Update

MGU - at the last Resources meeting governors questioned whether staffing provision had been cut too thin. School improvement adviser visit this week posed a similar question - whether enough capacity exists to keep improving, a clear message from his visit, challenging JoG's strong budget position when students are not making enough progress.

Core subjects have been taken to the bone with teaching hours - English, maths and science have little surplus built in. To increase capacity will have an impact on the budget. SLT and the chair of governors have stated that if there are things JoG can do to improve outcomes it needs to be done now.

MGU outlined areas where increased capacity is needed -

MFL - needs a contingency plan for long term sick leave scenario - proposal - a 1 year contract which may cost up to an additional £22k.

Science - an additional 0.6 FTE, costing an additional £12k

Maths - an additional 0.6 FTE UP3 - an additional £30k.

SHI stated that science and maths are difficult to recruit for and that it is essential to build in capacity - governors asked if full time should be considered for both posts. MGU said at least 0.6. Governors supportive of appointing F/T member of staff if not possible to recruit P/T.

English - an additional full time post. ILD also has very little capacity - this would allow flexibility for SEN work. Cost - £40k.

An increase of £80k to build capacity in these teams, this assumes that current posts advertised are filled.

Governors asked about the role of the academic mentor and whether there are plans to increase capacity in this role. MGU is considering most effective deployment of the role of T/As.

A confidential item was discussed.

Governors were unanimous in their support of MGU's proposals.

58/17 AOB

Confidential item discussed.

Trips

LA letter received giving strong advice re the issue of staff/students drinking alcohol on trips. There needs to be a trips policy in place clearly stating the school's position. The same would also apply to non-staff volunteers. This needs to be clarified in terms of whether this applies to all trips - e.g. the prom. Has been discussed among local Headteachers - advice is being sought.

Action - school position to be clarified and policy written

MGU

This was SHI's last meeting - she was thanked for all her hard work.

The meeting closed at 7.55 pm. Date of next Resources meeting Monday 12th June 2017

Signed: _____ Date: _____