

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 3rd July 2017

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

Apologies:

Agenda Item	Actions Agreed	Who
54/17	Written confirmation re extended warranty on school gates and official action to be pursued	MGU/FSI/MDO
58/17	Trips policy - awaiting template from LA	FSI/MGU
63/17	FSI will order a defibrillator Friends of JoG to be asked to write an article for the school newsletter	FSI/AW
64/17	Draft budget to be presented at the Board meeting on 11th July	FSI
65/17	To communicate to staff things already in place and to promote new options being offered and explored re staff benefits	EGR/MGU

59/17 Apologies

There were no apologies.

EGR, H/R consultant, was welcomed to her first governors' meeting. RM was thanked for 25 years contribution as a governor, chairing the premises committee for many years. This was FSI's last meeting, governors have particularly valued her well-structured, clear reporting.

60/17 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

61/17 Minutes and Matters Arising

40/17 - Extended warranty on main school gates still being sought - this continues to be an area of concern, the cumulative period of their being out of action quite substantial. From a security point of view this has not achieved the desired outcome. The gates are just within 12 months warranty, so resolving issues currently being experienced is a priority. Governors advised that a route of official action is pursued via solicitors as the gates are not fit for purpose.

55/17 - Grounds contract - one year with a three month notice period is being followed up.

58/17 - Trips policy in process of being written - awaiting template from LA. Staff have been given clear guidelines on the school position re alcohol.

62/17 Confidential Item Discussed

63/17 Premises

Electricity Boards

Tender process completed and company identified who can carry out the work during the summer holidays. The cost of the work was outlined and a request will be made to the EFA to spend the remaining funds on upgrading fire protection across the site. An upgrade is needed on the whole system. MGU asked if the EFA agree to this that the shortfall of £10-£15k is covered by reserves. Governors agreed and suggested that tender documents are prepared for the autumn.

Toilet Refurbishment

Work on refurbishing Dunston toilets will also be carried out during the summer. Final figures are being worked on, the £3k architect work already having been carried out. It has not been possible to follow the full tender process due to the nature of extreme urgency of the project and the time frame involved. FSI advised governors that there will not be the same time pressure for work on the other toilets.

Other Summer Projects

Classrooms have been identified that need attention. Blinds will be fitted in Chiltern.

New furniture will be purchased for the remaining five science labs.

Smaller projects - MGU highlighted smaller projects that still need to be carried out - e.g. better drinking facilities, hanging sockets in DT, £20k of doors that still need to be replaced. £120k surplus forecast for this year, £100k already having been identified to refurbish toilets. MGU asked governors whether to use the remaining £20k to reduce the deficit for 17/18 or to complete further projects that have been identified. Governors agreed that improving facilities for staff and students is a priority and to make a decision after FSI had presented the draft budget.

Friends of JoG - AW updated the committee on plans to raise funds for a defibrillator. This will cost £1300 and will be part of the local network. £500 requested towards the cost, which was agreed could be provided from the school fund. Governors agreed for the full cost to be paid upfront so this could be actioned quickly - £500 as a gift and a loan of the difference.

Action - FSI will order a defibrillator. Friends of JoG to be asked to write an article for the school newsletter. FSI/AW

MDO left the meeting.

64/17 Finance Report

Management Accounts

Revenue Income and Expenditure, Full Year Forecast and Cash Flow, as at 31st May, circulated in advance of the meeting along with a performance commentary. FSI will complete a full review of the forecast position and have a clearer picture re year end once school has broken up.

Draft Budget 2017-18

The staffing model has a number of vacancies built in that are yet to be filled. PP and SEN rollover still need to be accounted for. Current picture of £182k in year deficit with a vastly improving picture over the following 2 years, depending on fairer funding.

Lagged student numbers are having an impact and additional capacity in maths, English and Science have been added to the budget. Vacant cover supervisor post will increase staffing costs if position not filled and agency staff need to be used. JoG has the reserves, it is not a bad position to be in.

Governors asked if this still allows the school to do as much as is needed for next year. MGU - smaller groups, targeted work would always help but salary costs are 93% of the school's EFA income. FSI - staff increments and pay progression have been built in already, a removal of the pay increase cap would also impact pension scheme contributions.

Cashless catering - 400 students have been registered and a handful of PIN numbers issued. Y6s will register on their induction day.

Improving the school site - governors agreed that any surplus from 2106/17 will be used to improve school facilities, providing a strong statement re ongoing investment in the school. The deficit for 18/19 will be taken from reserves. DW proposed, AW seconded the proposal, all were in agreement. If the surplus is over £50k this will be referred back to the resources committee.

Draft budget - TC proposed acceptance of the budget, DW seconded the proposal.

Action - Draft budget approved to go to Board meeting on 11th July

FSI

Printer contracts - FSI circulated information re costings and identified preferred supplier. LS proposed acceptance of FSI's recommendation, TC seconded the proposal. Governors also agreed to the termination fee for the one remaining machine that is still in contract.

Staff overpayment - situation outlined for governors who agreed to write off the £1,189 involved. The need for a more tangible legal service for the school was discussed.

Meals to local primary school - FSI and NHO have met with the business manager and governors - contract potentially to start in September. If successful in obtaining the contract FSI proposed an increase in catering staff by 25 hours a week. FSI will follow this up with TC.

65/17 H/R

Staff Benefits Package

EGR - Survey re staff benefits met with a good response with 86 respondents. Information circulated at the meeting. Possible options discussed along with the option of providing a health plan or investing in staff room facilities.

Governors agreed to give improving staff room facilities priority over a staff health benefit package but asked for the option of a dental plan to be explored further.

Action - to communicate to staff things that are already in place and to promote new options being offered and explored **EGR/MGU**

Policies Update

EGR will review HR policies and clarify which are still relevant and prioritise timescales for review.

Confidential item discussed.

66/17 AOB

Confidential item discussed.

The meeting closed at 8.25 pm. Date of next Resources meeting Monday 18th September 2017

Signed: _____ Date: _____