

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources Committee Meeting**  
**Monday 18 September 2017**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Toby Corden (chair), Andy Williams, Mike Gunston, Liz Summerson, Matt Palmer, Jo Trigg, Andrew Hawkins, Eleanor Shergold (Clerk)  
**Advisers:** Matt Doughty, Ellie Green  
**Apologies:** David Whewell

| Agenda Item | Actions Agreed   | Who |
|-------------|--|-----|
| 4/18        | Written confirmation re extended warranty on school gates has been requested | MDO |
| 4/18        | Trips policy - awaiting template from LA                                     | MGU |
| 4/18        | Staff benefits - EGR will put together a flier for a new term launch         | EGR |
| 5/18        | MGU to seek advice re tender process for refurbishing toilet blocks          | MGU |
| 5/18        | To apply to the EfA to request a change of scope for the CIF funding         | MGU |
| 6/18        | To discuss the school fund with LBI  | MGU |
| 6/18        | To discuss reserves target range with LBI and bring back to Resources        | MGU |

**1/18 Election of Chair and Vice Chair**

TC was elected as chair, AW was elected as vice chair.

**2/18 Apologies**

Apologies were agreed and accepted.

**3/18 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**4/18 Minutes and Matters Arising**

40/17 - Extended warranty on main school gates still being sought

55/17 - Trips policy - awaiting template from LA

63/17 - Defibrillator has been purchased and plans are in place to have it installed, hopefully by 16<sup>th</sup> Oct

65/17 - Staff benefits - promoted before the summer - EGR will put together a flier for a post summer/new term launch

**5/18 Premises**

**Summer Projects Update and Next Steps**

MDO gave an update on work carried out over the summer. All science labs have now been refurbished and old furniture sold. Blinds have been fitted in Chiltern and work on identified classrooms has been completed.

**Dunston Toilets** - refurbishment successful with a few small tasks to be followed up. Refurbishment of subsequent toilet blocks discussed. Concern expressed about a lengthy tender process due to the poor condition of the toilets and feedback from parents about students who refuse to use them. Governors asked MGU to discuss further with LBI to see if there is a way of expediting the process as a matter of urgency.

**Action - to seek advice on the tender process for refurbishing toilet blocks**

**MGU**

**Distribution Boards** - work completed, a major H&S concern that is now resolved. CIF funding covered the cost, with £8k remaining.

MGU proposed applying to the EfA to request a change of scope to use the remaining funds to upgrade fire protection (quote received previously for £30k), a H&S issue strongly recommended in the recent fire R/A. TC proposed that an additional £20-£25k is identified from reserves, should the application be successful. Governors were in agreement.

**Action - to apply to the EfA to request a change of scope for the funding**

**MGU**

2016/17 Surplus - £100k of £165k surplus has been identified to cover the cost of refurbishing toilets.

Governors agreed to a spend of up to £140k from the surplus to complete further projects that need to be carried out. Gloucester doors - will be replaced in keeping with the rest of the site.

CIF Bid 2017/18 - funding is awarded on the basis of H&S requirements. Needs identified for this year - toilets, internal doors and windows. This will depend on advice given by the company who prepare CIF bids for JoG.

2018/19 - to look at the possibility of submitting a bid to refurbish the canteen.

## 6/18 Finance

**New finance structure** - External financial management support has been secured until 31 December 2017 in the first instance with a view to continuing if needed. FSI has been involved in the handover, and has now left. TC and EGR will be meeting with LBI in advance of the next Resources meeting.

### Management Accounts

Will be prepared for the next Resources meeting.

**Pay Panel** - panel of 3 governors approved - TC, AW and JT - MPA seconded the proposal.

**School Fund** - this is a separate account and historically has always contained money. Governors advised that JoG should work towards not having this account. MGU will discuss further with LBI to see how this can be resolved as spending the funds would impact the bottom line in terms of the in year deficit.

**Action - to discuss the school fund with LBI**

**MGU**

### Reserves - Agreeing a Target Range

Cash flow continues to be in a strong position of £1.3m. Forecast budget 2017/18 - £180k in year deficit, although MGU is confident it will be lower. There is a challenge in that JoG results are still not good enough and continued improvements are needed across the school site. Extra capacity has been advised re school improvement.

JoG is in a better position than many schools. 2 months running costs considered by governors to be secure. The 3-5 year forecast is better. Long term improvement is needed, also building capacity for increasing pupil numbers, which includes capital projects.

**Action - MGU to discuss target range with LBI and bring back to committee in November**

**MGU**

MGU - proposed that JoG appoint in science, English and maths for next Sept - all fulltime posts. English not currently in budget. LS seconded the proposal.

## 7/18 H/R

**Exit Interviews** - 17 leavers, 10 took up the offer of an interview. Feedback still to be received from 2 interviews. EGR thanked governors for their input. Themes from interviews will be shared once all information has been collated.

**Lettings costs** - EGR brought FSI's recommendation that the cost is not increased, based on local practice and in order to remain competitive. Governors agreed to recommendation and asked for more information next year.

## 8/18 Terms of Reference and Scheme of Delegation

No change to Terms of Reference. Scheme of Delegation - minor amendment made.

## 9/18 AOB

Confidential item discussed.

Governors thanked MDO for work carried out over the summer.

MDO and MPA left the meeting.

Confidential items discussed.

**The meeting closed at 7.50 pm. Date of next Resources meeting Monday 20 November**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_