

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 20 November 2017

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

Agenda Item	Actions Agreed	Who
4/18	Written confirmation re extended warranty on school gates has been requested Second opinion to be sought	MDO
4/18	Trips policy - will come to next Resources	MGU
6/18	To discuss the school fund with LBI	MGU
13/18	JT will send sample criteria re preferred suppliers	JT
15/18	Staff survey results to come to January Resources	MGU
17/18	MGU to check H/R manager role is in budget for next year	MGU

10/18 Apologies

Apologies were agreed and accepted.

11/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

12/18 Minutes and Matters Arising

40/17 - Extended warranty on main school gates still being sought. Motor has been upgraded since installation but there are ongoing problems. Options discussed. A second opinion will be sought. The site is still not secure from unwanted visitors
55/17 - Trips policy - template received from LA - policy will come to next Resources meeting
65/17 - EGR is putting together a flier re staff benefits. When asked staff did not see the refurbishment of the staff room as a priority, expressing a preference for investment in teaching and learning
5/18 - Tender process - full process needs to be followed for additional toilet blocks. Process will specify the requirement for bespoke, in keeping with work already completed
6/18 - MGU to discuss school fund with LBI
6/18 - reserves target range to be discussed at a later date

13/18 Premises

Capital Projects from 2016/17 Surplus

Order placed for remainder of doors. Blinds have been fitted in Gloucester Hall and Lancaster. CLC carpet has been fitted but is two different colours. This is being followed up with the company. MGU thought that the surplus was less than forecast and asked if the funds allocated to refurbish the toilets should be reduced. Governors were keen to continue as planned.

Preferred Suppliers

Raised by MGU and MDO - the Finance Handbook currently requires school to obtain 3 quotes for expenditure between £1-25K. This often causes challenges, as it can be very difficult to get certain trades in to school to quote. If a company is unsuccessful, they are often reluctant to offer a quote the next time. To have identified preferred suppliers would provide value for money, flexibility and knowledge of the school.

Process - to draw up success criteria and invite local companies to put themselves forward. Identified suppliers to then be used for work up to £3k. This would be time limited as advised by LBI. Governors agreed, with the recommendation that MGU and governors make the decision re suppliers. The process will include DBS clearance.

Action - JT will send sample criteria

JT

Capital Improvement Fund Update

Toilets - still exploring the possibility of submitting an application. External company currently gathering information for bid writing, which will emphasise the priority level.

2018/19 - canteen extension - this project would require around £5k in fees up front. Governors agreed to explore the possibility of taking this forward, which would require an early start on preparation for submitting a bid. There is a need to keep improving the site.

MDO left the meeting.

14/18 Finance

Management Accounts for September and October, 5 year Forecast and draft Trustees' Report & Financial Statements for the Year Ended 31 August 2017 circulated in advance of the meeting. TC had met with LBI to discuss the information as she was unable to attend the meeting.

Draft Accounts 2016/17

Cash flow continues to be in a strong position – £1, 440,538 in comparison to £1,472,296 at 31 August 2016. Confirming that it is right to be investing in school improvement.

The deficit in the pension fund was noted to be less than anticipated.

Monahans will be invited to present the accounts at the December Board meeting. TC proposed and JT seconded acceptance of the draft accounts to be recommended to Board.

Management Accounts and 5 Year Forecast

Net savings to date £71,423, which includes a variance in staffing costs due to posts not yet filled.

In year forecast deficit - £185,338.

Governors asked questions to clarify.

MGU – governors have agreed expenditure not previously in budget – Finance and Business Manager post and an ASD teacher. Fairer Funding Formula thought to be a little more positive than FSI forecast. ELP funding is likely to be decreased by LA with a change in criteria.

Bad debt - lettings

Circumstances outlined for governors. Committee agreed to write off £445.56 of outstanding debt caused by a booking that had not been cancelled.

15/18 H/R

Staff Survey - JT to meet with SNI to look at analysis of responses to recent survey.

Action - staff survey results to come to January Resources

MGU

Support staff also surveyed re appraisal scheme. Relaunch of process last year. Everyone had an appraisal, set objectives, then the process petered out. Mid-year review did not happen. Support and training needs identified not met. This will now be relaunched including setting deadlines. Long term - a programme of CPD for support staff will be put in place.

Low response rate from staff survey underlines the importance of communicating what action has been taken as an outcome of the survey.

Exit Interviews - broad summary and themes shared with governors including action being taken around those themes.

Staff turnover information also circulated in advance of the meeting. Governors said that it would be good to know how many had left for promotion. Support staff that had left included 6th form students who had been cleaners.

Staffing

Costs of additional proposed posts outlined for 2017/18

Finance and Business Manager and ASD Teacher posts previously discussed and agreed. ASD teacher post to work with a core group of Y7s.

English - vacancy in team to be replaced with lead practitioner with a cost implication of £6k difference in salary. Also to boost capacity by recruiting an NQT.

6th Form Academic Mentor - there is a need to improve non-contact time and the team is currently low in capacity. Point raised from CLES that the need to build on the capacity of this role is also needed in the lower years. The importance of recruiting the right people discussed, possibly need to consider building flexibility into recruitment by making the role 30-37 hours. Governors recognised the effectiveness of the role.

Attendance Officer - new attendance action plan around the SIP priority of improving attendance - all actions come with capacity issues. ZPE is targeting students whose attendance has dropped to 85/90%, there is not enough capacity to address attendance between 90-95%. Governors suggested that this post may also need to be flexible - 30-37 hours - to support recruitment.

Additional posts proposed would cost up to an additional £133,158 added to in year running costs. Improving attendance and raising attainment are school improvement priorities.

Governors noted the importance of this being a sustainable, long-term model for the future, with the need to build stability for these posts by increasing the staffing budget.

Acceptance of all posts proposed by TC, seconded by TC and approved by governors.

16/18 Policies

Lockdown Procedure - MGU explained that schools are being encouraged to have a procedure in place but that it is not compulsory. The logistics are challenging at JoG due to the nature of the site. The Home Office's 'Run, Hide, Tell' was discussed as a potential option, with professionally presented assemblies. Proposed upgrade to the fire system would solve the issue of having a different alarm sound.

EGR left the meeting.

17/18 AOB

Confidential item discussed.

The meeting closed at 8.05 pm. Date of next Resources meeting Monday 15 January 2018.

Signed: _____ Date: _____