

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 15 January 2018

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

Agenda Item	Actions Agreed	Who
20/18	Written confirmation re extended warranty on school gates has been requested Second opinion being sought	MDO
20/18	To discuss the school fund with FBM once in post	MGU
22/18	Fire protection - to revisit in term 6	MDO/MGU
23/18	GDPR - a standing agenda item for Resources and Audit, building up to compliance	TC/HT

18/18 Apologies

There were no apologies.

19/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

20/18 Minutes and Matters Arising

40/17 - Extended warranty on main school gates - this is ongoing. A second opinion is being sought
6/18 - MGU to discuss school fund with Finance and Business Manager once in post

The minutes of 20th November were agreed and signed as an accurate record of the meeting.

21/18 EFSA Letter

Letter circulated in advance of the meeting and considered by governors, a reminder of the responsibilities of governance. Transparency is regularly discussed at Resources meetings.

22/18 Premises

PE Equipment H&S Audit

Outcome of annual audit and priorities discussed. A range of equipment needs to be replaced. MGU proposed that £2,200 from either lettings income or reserves is used to cover the cost. TC proposed that this is funded from lettings, JT seconded the proposal. The trampolines will be sold rather than repaired. The PE department may follow up on replacing these with fitness equipment at a later date.

Capital Improvement Fund - December 2018 Bid

A number of possibilities were discussed -

- Site Security - to further improve on recent changes made. To secure the perimeter would require professional input due to the layout of the site.
- Replacing heating across the school - including software. The current system is inefficient and expensive to run.
- Canteen - new build with additional classroom space that may allow removal of some of the temporary buildings.
- Toilet blocks - £100k already committed to refurbish Chiltern and Wingfield, which still leaves a significant amount of work to be done - this request has been submitted under the current CIF bid.

Governors agreed to begin exploring the possibility of submitting bids for replacement heating and an extension to the canteen. Due to the statutory requirement re floor space in the canteen it is important to future proof provision. Improvements have already been made to site security. This option may be

considered again the following year. It was suggested that it may be worth approaching Wilts Constabulary for advice in the meantime.

A point was raised re the need to plan ahead for the next 5 years in terms of whole site. However, CIF funding is allocated for a specific purpose.

Canteen - this option requires a commitment up front in terms of plans/designs. Governors agreed to £5K to cover fees from reserves - DW proposed, JT seconded the proposal.

Fire system - the EFA declined the school's request to transfer use of the remaining funds from last year's CIF bid to update fire protection. These were recommendations rather than essential, so will not go ahead at this time.

Action - to revisit this in term 6

MDO/MGU

General Site Update - remainder of new doors fitted during the holidays and the server room has a new air conditioning unit.

MDO left the meeting.

23/18 H/R

Staffing Update

H/R report circulated in advance of the meeting.

Agreement to recruit a lead practitioner of English and a risk of overstaffing with a main scale/NQT - two strong candidates were interviewed for the LP role and the main scale/NQT post was advertised but recruitment was unsuccessful. With email agreement from governors both LPs were appointed. Governors were happy that the right decision was made, the benefit outweighing the risk. One LP will start after Easter, the other in September.

A resignation has been received from the Assistant Leader of P16. This will create a second TLR vacancy in the team with a combined cost of £7,103 pa. It is proposed to replace the Assistant Leader Post-16 role with a DDL position, bringing this in line with the structure of other faculties within the school. TC proposed, JT seconded approval of the proposed change in structure.

Staff Benefits Budget

Recommendation made that an amount is identified within the budget to fund benefits for staff. Governors highlighted the importance of ensuring that these benefits are not taxable and that it does not use funds that should be used for teaching and learning. MGU said that the money would come from unrestricted funds and reserves.

Various benefits to date have come at no cost to the school - e.g. staff discounts, however due to surveys carried out previously it has been identified that improvements to the working environment are a priority for staff.

After a time of discussion it was agreed to set a budget of £5k and to consult with staff on proposals up to this amount on the principle that this would continue. Proposed by TC, seconded by AW.

GDPR

DCO has met with the chairs committee to discuss GDPR.

Data Protection Officer role discussed - who is able to fulfil this role, taking responsibility for data protection compliance. DCO could continue to deal with access requests, but it would provide a conflict of interests for a member of staff to be the DPO.

Various options were discussed, including businesses that will offer this service. Concern was expressed about the need for any potential breach to be dealt with promptly.

MGU is in conversation with other Headteachers about this but it is difficult to predict the workload at this time. Governors agreed that the role cannot be filled internally and that buying input from another LA may be an option.

Action - standing agenda item for Resources and Audit, building up to compliance

TC/HT

Staff Survey

Comprehensive analysis circulated in advance of the meeting. Response rate lower in comparison to the previous survey.

Highlights summarised as well as key areas for development.

Key areas to consider

- Behaviour of students - there is currently a staff working party focusing on this as well as input from Pivotal
- Facilities - see actions agreed from this meeting
- Dealing effectively with bullying - MGU will ask HKE to explore this further

EGR left the meeting

24/18 Finance

Management Accounts for November circulated in advance of the meeting.

The capital income and expenditure report shows the £147K governors have already approved from reserves. This includes £100K towards toilet refurbishments. The £147K will come out of the £1,347,486 in the final accounts last year. Governors asked for the funds to be transferred from reserves reflecting investment collectively agreed.

The revenue income & expenditure report shows an additional £122,685 variance for the year, MGU outlined this in detail, which included £57k additional staffing costs not in budget.

5 year forecast not updated for this meeting. Governors agreed that there should be no large investments until the Finance and Business manager is in post.

LS left the meeting.

Document Cameras - MGU has submitted a bid to a charity to fund document cameras for every classroom. MGU asked if this could be funded by the school if the bid is unsuccessful. Governors agreed to a limit of £10k to come out of additional spend already agreed from reserves. AW proposed, DW seconded the proposal.

SEN - Enhanced Learning Provision Funding - the school has been informed that the LA is recouping around £30k from the SEN funding this year.

Wiltshire School Places

Explored as evidence re student numbers in the context of the 3-5 year budget around pupil numbers and risk. Governors highlighted the importance of stakeholder engagement.

25/18 Policies

Trips policy - approved with agreed amendments pending consolation. TC proposed, JT seconded the proposal. Feedback to be shared by email after staff consultation if necessary.

PG left the meeting.

26/18 AOB

A question was raised re staff storage space for IT - MGU clarified provision.

The meeting closed at 8 pm. Date of next Resources meeting Monday 19th February (reserve date) or Monday 19th March 2018.

Signed: _____ **Date:** _____