

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Tuesday 13th March 2018

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

Agenda Item	Actions Agreed	Who
29/18	To discuss the school fund with FBM once in post	MGU
29/18	Fire protection - to revisit in term 6	MDO/MGU
29/18	GDPR - a standing agenda item for Resources and Audit, building up to compliance	TC/HT
30/18	Quote to be obtained from Alert for recommended repairs to gates	MDO
31/18	NRE to work on a 5 year plan to bring back to committee next time	NRE

27/18 Apologies

Apologies were agreed and accepted. NRE was welcomed to the meeting and will be officially in post as Finance and Business Manager from 1st April. He is currently working one day a week for the school. AW chaired the meeting.

28/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

29/18 Minutes and Matters Arising

6/18 - MGU to discuss school fund with Finance and Business Manager once in post

22/18 - Fire protection - to revisit in term 6

23/18 - GDPR to continue to be a standing agenda item

The minutes of 15th January were agreed and signed as an accurate record of the meeting.

30/18 Premises

School Gates

MGU, MDO and JT met with the current service provider to agree the way forward. Further repairs to be carried out during the Easter holidays. A second opinion has been sought. Ongoing issues discussed.

Action - MDO to ask Alert for a quote to address issues identified and recommendations made MDO

Governors agreed to payment up front if necessary as the repairs and H&S issues identified need to be resolved. Options discussed should the situation continue.

Governors asked if there are lessons to be learned from this. MDO - the company were highly recommended, the rest of the site and entry system is fine, these issues are only with the main gates.

Boilers

Chiltern Boiler room supplies heating to Gloucester, Dunston and Chiltern. Boilers installed Aug 2008. MDO outlined ongoing issues for governors. Both boilers need to be replaced. One quote has been sourced at £12,800 per boiler with a 2½ year warranty. CIF fund application a possible option along with replacement radiators. However, the December submission is too long to wait. Governors asked if this could be funded retrospectively. NRE - not through the CIF process.

Proposal - to source additional quotes with a potential spend of £25k, including advice re the system. Governors agreed that this is a necessary spend. NRE will look into capital funding for this.

TC arrived at the meeting.

Drains - recent maintenance issue due to collapsed drains. Order placed for relining them.

Confidential item discussed.

MDO left the meeting.

31/18 Finance

Management Accounts

Accounts circulated. 2017/18 figures have yet to be updated. NRE gave a detailed explanation re income and expenditure.

Funding per student highlighted given information that is known at this time.

Expenditure - estimated teaching costs are taken from Feb 18 figures - this includes provision for a 1% pay award and pay progression. Re-evaluation of the teachers' pension fund is due to take place. Support staff - there is an increase in expense due to the national living wage coming into effect in April. This impacts less than ten staff. Provision has also been made in the budget for a 1% pay increase for support staff. Currently 1% has been recommended and 2% is out for consultation.

Funding allocated to IT - NRE needs to look into these figures further.

In year surplus/deficit - for years 3/4/5 the only increases are in relation to student numbers, staff pay and pay progression. This does not include the impact of fairer funding. Short term the school can afford to have a deficit budget. Some potential double counting needs to be looked into.

Staffing - this changes on a daily basis and a decision needs to be made re how much to push this. The school is comfortably overstaffed at this time - natural changes will still take place.

In year deficit - MGU asked what level governors are comfortable with. Current forecast deficit for 2018/19 is £285k. Forecast for 2017/18 is £280k. The decision to invest in the school has an impact on reserves. Fairer funding and the potential increase in student numbers should have a positive impact on the budget. A deficit of less than £200k with a target of £150k was agreed.

Reserves - discussion took place around a sustainable 5 year picture. The age of the site is an ongoing risk, although it was noted that no amount of reserves would cover a major expense. NRE - CIF funding can be explored for specific projects. A point was raised re having a rolling premises plan. £500k to £700k was considered comfortable given NRE's advice.

Action - NRE to work on a 5 year plan to bring back to committee next time

NRE

Financial Reporting

NRE presented an example of the monthly monitoring format that he would like to use for future reporting, with headings in the budget summary showing how the bigger picture is constructed. Governors have an open invitation to visit NRE.

Purchasing and Tender Limits

The school's finance manual includes purchasing/tender limits as per the EFA model policy. The current limits can sometimes create issues for the school. NRE proposed increasing the limits to the following -

- For orders less than £5,000 the discretion of the budget holder can be applied
- For orders from £5,000 to £10,000 2 written quotes are obtained where possible
- For orders between £10,000 and £50,000 3 written quotes are obtained where possible
- For orders above £50,000 competitive tenders will be invited from a minimum of 3 companies where possible

This is also a recommendation from the Audit Committee.

A question was raised about budget holders. Explanation given that the need for a second signature is built into the system - NRE or MGU. The finance team will also raise any concerns. A preferred supplier model has been agreed but is yet to be actioned.

TC proposed acceptance of NRE's recommendations, DW seconded the proposal.

Trampoline Disposal

The PE department are disposing of the trampolines and have found a buyer who has offered £900. Governors agreed for the money to be used by PE to purchase fitness equipment.

Cashless Catering Write Off

November Financial Controls Assurance visit focused on cashless catering. The report (FCAR) has been reviewed by the Audit committee. Two students were accidentally given £90 credit, an admin error. It

has not been possible to recoup the money. The school would also like to remove the overdraft facility currently available on cashless catering. This will require a further £112 being written off. Governors asked what will happen if students have no money. The finance team will still be able to give students £2.50 and will call home

Governors agreed for both costs to be written off.

32/18 H/R

Staffing Update

Confidential item discussed.

33/18 Other

GDPR Data Protection Officer - comprehensive DPO service sourced from 'i-West', BANES LA data team. Governors agreed to sign up for 3 years and to include an initial audit of JoG's readiness for GDPR for an additional £675. This will take place prior to 25th May.

Legal Retainer - information circulated re two possible options, both companies having good reputations. After a time of discussion MGU recommended Stone King - £1850 plus VAT. Governors agreed. Option does not include H/R consultancy. Potential reciprocal arrangement with another local school discussed, also building capacity internally.

34/18 Policies

Trips policy - to be brought back for discussion next time.

Action - trips policy to be discussed at next Resources meeting

MGU

CCTV Policy - approved. Proposed by TC, seconded by LS.

35/18 AOB

Confidential item discussed.

The meeting closed at 8 pm. Date of next Resources meeting Monday 14th May 2018.

Signed: _____ Date: _____