

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 14th May 2018

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

Agenda Item	Actions Agreed	Who
38/18	To discuss the school fund with FBM once in post	MGU
38/18	Fire protection - to revisit in term 6	MDO/MGU
38/18	GDPR - audit report to follow	MGU
40/18	NRE to update governors on cashless catering in term 6	NRE
40/18	Business continuity plan to be brought back to June meeting	ALL/NRE

36/18 Apologies

Apologies were agreed and accepted.

37/18 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

38/18 Minutes and Matters Arising

6/18 - MGU to discuss school fund with Finance and Business Manager
 22/18 - Fire protection - to revisit in term 6
 23/18 - GDPR - audit has taken place ahead of 25th May, report to follow
 33/18 - Legal retainer - £1950 plus VAT (amendment to previous minutes) will include employment support

The minutes of 13th March were signed as an accurate record of the meeting with an agreed amendment.

39/18 Premises

Grounds Contract

Is due to expire in July - this is not something that the school is currently looking to bring in house. NRE said that the price is good for what is covered and asked for governors' thoughts on negotiating a further three years. Governors agreed.

Asbestos Return

This is a new requirement - submitted online.

Toilet Refurbishment

MDO has sourced two quotes for Wingfield. MDO and NRE will make a decision on the way forward so that the work can be carried out during the summer holidays. Quotes are also being sought re short term fixes for Gloucester.

Chiltern Boiler Replacement

MDO has three quotes in hand. MDO and NRE are looking at placing the order in the next couple of weeks.

Wingfield Gates

A new motor has been fitted and safety requirements carried out. The gate has dropped, this will be adjusted during half term. Governors asked about the possibility of an extended warranty.

A second opinion has been sought and the school has been quoted £6k to resolve ongoing issues and take over the contract.

Governors asked MDO how things are with staffing, appreciating the hard work that goes into managing the site. MDO said that there is currently a vacancy in the team, it is a busy time.

NRE - highlighted the difficulties that there are in obtaining quotes and that it can be a struggle for MDO to get a third quote. Governors agreed to progress with two quotes by exception and acknowledged that discussion in March Resources re purchasing and tender limits stated 'where possible'.

40/18 Finance

CIF Bids

Building consultancy utilised to explore options re CIF bids. Letter circulated in advance of the meeting highlighting a number of bids that stand a good chance of gaining approval, within the context of a recommended 4 year plan. Company operate on a no win no fee basis apart from any specialist surveys that need to be carried out. They would also manage the projects.

NRE - effectively they would operate on governors' instructions, although perhaps not in the order governors might otherwise choose. They take a holistic approach to applying for bids.

After a time of discussion governors agreed to the recommendation of submitting a CIF bid for site security (including reception) and the kitchen and dining hall in year one. This is a change in priorities agreed at January's meeting on the basis of advice given.

Governors expressed concerns re site security and how this might look. Difficulties around the dynamics of the site discussed. Governors will give final approval of the design.

Consultants will visit in the summer to draw up plans to tender in the autumn.

Minibus Replacement Plan

Details re cash purchase and 5-year hire agreement circulated in advance of the meeting. There is an opportunity to update the vehicles and save money while also meeting the latest standards re H&S.

Governors questioned the low mileage and whether two vehicles are needed. MDO - both vehicles are used regularly. Governors hoped that it may be possible for more trips to take place in the future, particularly as student numbers are expected to increase.

After a time of discussion it was agreed that both vehicles would be replaced with new leases with GM Coachwork. Proposed by DW, seconded by AW. The vehicles will be ready for September.

MDO left the meeting.

Budget monitoring report

Circulated in advance of the meeting.

Income - projecting £88k more than original budget. PP numbers have gone up considerably. MGU has written to the ESFA to clarify the figures. Y7 catch up allowance slightly higher. Bank interest rate £5k lower.

Expenditure - staffing variance is due to staffing changes. Recruitment overspend due to staff advertising. Staff training overspend reflects investment in staff training. Premises - on target. PP overspend largely offset by increase in PP income. What appears to be a big overspend may be due to how the information is currently being recorded. This will be clearer in September.

Governors questioned the underspend in FSM. NRE - the change to cashless catering means charging for what students actually eat. Also it is possible that the budget was wrong at the start of the year. Governors asked for an update on how the change to cashless catering has gone and how it compares to the previous year.

Action - NRE to update governors in term 6

NRE

£1.1m revenue balance carried forward.

Capital funding - to be spent on replacement boilers.

Computers - NRE outlined plans to replace computers across the school. £50k from IT budget and £50k from toilet refurbishment as the latter is now being continued in a different financial year. Governors were pleased as it had been necessary to put replacement computers on hold previously. JTH is building a mock up to check that pcs will do all that teachers need them to do. 50% of computers will be replaced in order of priority. LS proposed acceptance of NRE's recommendation, AW seconded the proposal. Governors asked if it will be possible to donate the old computers.

Cashflow

Confidential item discussed.

Budget Forecast Return

Mid-year return to ESFA - MGU will sign off on the budget before it is sent.

Budget 2018/19 and 5 year Update

2018/19 in year deficit - £135k.

5 year plan - shows position at end of 5 years. Some decisions will improve figures further. 3 year position to be submitted to ESFA at the end of July.

Governors asked about JOG's financial position in comparison to other schools.

Right Choice

Services the school buys from the LA. DW declared a potential conflict of interests. Governors asked if NRE is planning to look at services elsewhere, particularly around past conversations re payroll. NRE recommended a renewal of services from the LA and had no concerns re payroll. Governors agreed.

Preferred Suppliers

This is no longer an issue due to reviewing tender limits at March Resources.

Business Continuity Plan

Governors to feedback to NRE on draft, communications team to be identified.

Action - to be brought back to June meeting

ALL/NRE

Insurance

Unexpected opportunity to save money as Zurich has undercut RPS. Risk of a longer term of cover - RPA could drive cost down further. Governors recognised that there is also a time saving in not having to keep renegotiating. Governors agreed to a 3 year period of cover with Zurich. JT proposed, AW seconded the proposal.

Governors thanked NRE for his clear reporting.

41/18 H/R

Staffing Update

Confidential item discussed.

MGU arrived at the meeting.

42/18 GDPR

Update to be brought to June Resources, health check report not yet received. Nothing major flagged up by the audit, JOG is further ahead than most schools and knows what still needs to be done. Staff training is ongoing.

43/18 Policies

Gifts, Hospitality and Anti-Bribery
Staff Expenses
Charging for School Activities
GDPR Data Protection
Subject Access Request Procedure

Polices all approved with agreed amendment to Staff Expenses policy. Proposed by DW, seconded by TC.

44/18 AOB

There was no further business to discuss.

The meeting closed at 8.15 pm. Date of next Resources meeting Monday 18th June 2018

Signed: _____ Date: _____