

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 1st October 2018

Time: 6 pm
Place: The Hub
Present: Andy Williams, Paul Skipp, David Whewell, Liz Summerson, Pete Gear, Jo Trigg, Glyn Coy, Eleanor Shergold (Clerk)
Advisers: Ellie Green, Nigel Reeves, Matt Doughty
Apologies:

Agenda Item	Actions Agreed	Who
4/19	Governors to clarify what they would like included in H/R reports	ES/EGR
5/19	Stone King will be asked to write to the company that installed the main gates	NRE
5/19	Staff to be asked to remind students to use the pedestrian gates	PSK
5/19	Trips policy to be re-submitted for ratification in November	NRE
6/19	To identify how Sainsbury's donation of £200 was allocated	NRE
6/19	To cross reference financial reporting against system print out three times a year	GC/NRE
6/19	Benchmarking to be explored for next Resources	NRE
7/19	Time of pay panel meeting to be confirmed	ES/SNI
7/19	Whistleblowing policy to be reviewed for November Resources	PSK
7/19	VDU work space assessments - someone to be trained	EGR
8/19	Disciplinary policy to be ratified at October Board meeting	EGR

1/19 Election of Chair and Vice Chair

AW was elected as chair, GC as vice chair.

2/19 Apologies

There were no apologies.

3/19 Declaration of Business Interests

Governors were reminded to declare business interests as necessary. GC declared a potential conflict of interest as a family member is doing supply cover for the school. The committee agreed that GC will not take part in any discussions or panels related to staffing for that particular faculty.

4/19 Minutes and Matters Arising

50/18 - the business continuity plan does not need to be added to the school website
 51/18 - update to confidential minute - governors to clarify with EGR what they would like to be included in H/R reports and how often - ES to collate responses

The minutes of 18th June were signed as an accurate record of the meeting.

5/19 Site

Site update - MDO gave an update on work carried out over the summer. All planned works carried out successfully including refurbishment of Wingfield girls' toilets and Wingfield kitchen area. Additional water fountains have been installed across the site. Replacement boilers have been fitted and will be commissioned later this month.

Gloucester boys' toilets needs attention after recent fire damage - a cleaning company will be utilised to professionally clean the area (smoke damage). Going forwards all toilet roll dispensers will be replaced with stainless steel holders.

Governors asked about feedback from staff and students re site improvements. NRE said that staff are appreciative of the unseen work that the site team do.

The consultancy firm working on CIF bids for the school condemned the main gates. They were switched off immediately. The company that installed the gates is no longer responding to contact from MDO. After a time of discussion it was agreed to pursue legal action in order to recoup some of the funds. Pitman and the 6th form gates continue to function well. A risk assessment will be carried out re the impact on site security/safeguarding.

Action - Stone King will be asked to write to the company in the first instance

NRE

Condition Improvement Fund (CIF) Bids

Site Security and Reception - plans circulated in advance of the meeting. All visitors will be directed to reception with no access to the rest of the school. Consideration is being given to the internal design of reception. Accessibility discussed.

Fire Upgrade - the school has been advised to change its second bid to upgrading fire protection. This has been flagged up as a safety concern as not currently up to standard - to upgrade smoke detectors, heat sensors, call points, fire doors and smoke strips throughout the school.

Canteen extension/new build - has been put on hold for this year as there is not enough time to engage an architect, submit plans, etc.

Governors agreed to this change in order of priority.

A concern was expressed re students using the main gates rather than the pedestrian gates.

Action - staff to be asked to remind students to use the pedestrian gates

PSK

Trips policy - recommendations from Gary Burn (Wiltshire Council) re first Aiders discussed. Governors agreed that this needs to be assessed according to the needs of students and the trip itself, with a focus on reducing rather than eliminating all risks. MDO said that part of the process includes asking for information re medical conditions.

Action - trips policy to be re-submitted for ratification in November

NRE

MDO left the meeting.

6/19 Business

2017/18 Year End Audit Update

The audit went well with only minor management points highlighted. Draft report received from Monahans - DW and PSK have had opportunity to comment. The pension fund valuation is the only remaining action from the audit.

2017/2018 Balances Brought forward

Information circulated in advance of the meeting. Projected balance included in budget - £1.1m. Final total revenue balance - £1,230,012. Proposed allocation of £130,012 balance funds included in information circulated. This includes £50K spend on wireless IT and £40k Chiltern toilet refurbishment, both previously agreed. Governors approved the proposed allocation of funds.

£200 donation from Sainsbury's discussed.

Action - to identify how the donation from Sainsbury's was allocated

NRE

Budget Monitoring Report

Summary report circulated in advance of the meeting giving a snapshot of the financial position of the school as at 26 September and the estimated balance sheet position as at 31 August 2019.

Variances - pension increase for teaching staff has been delayed until 1st Sept 2019. This increase will have a significant impact on the 2019/20 budget. Payroll - a staff resignation means that cover supervisor staffing is currently running slightly under budget.

2018/19 contingency - £950,000.

Fire safety bid - if this is not successful NRE said that there is scope to look at this without it impacting contingency funds.

The school's 5 year plan gives stability/protection for the school.

Cash flow forecast for 28 September 2018 to 31 August 2019 circulated in advance of the meeting. Estimated balance at 31 August - £1.1m.

NRE carries out a print out from the system every month and offered the opportunity for governors to cross reference the figures with information shared at Resources.

Action - link governor will check three times a year

GC/NRE

Governors asked about benchmarking re staffing costs. The school has a high staffing cost to overall expenditure ratio. There is a high proportion of staff on the upper pay scale, which has an impact on

the budget. This also means that these are highly experienced teachers and evidence that JOG is a good place to work. PSK said that benchmarking is difficult due to demographics and the differing sizes of schools. NRE - the financial handbook expects schools to produce a set of KPIs, one of which could be staffing costs as a % of the budget.

Action - benchmarking to be explored for next Resources

NRE/PSK

Key Performance Indicators agreed

- Total staffing costs as a % of income - governors agreed that the message needs to be clear - that this will include how to increase income and will not mean that the school will opt for the cheapest option when appointing staff
- Contingency/reserve - aim for at least 5% of total income
- Non pay spend per pupil

Financial Controls Assurance Report

Notes from July visit circulated for governor information. The visit focused on bank reconciliation and the website.

7/19 H/R

H/R Report

Teachers pay award - effective from 1st September. This year the Government have announced a 'Teachers Pay Grant' to support schools in delivering the increase in staffing costs. As in previous years, the STPCD allows schools the flexibility to decide how to apply the pay award. Every year the school recognises the value of what people do, which contributes to staff retention. Governors made the decision to apply the 3.5% percentage pay award to all points within the main pay range, 2% across the upper pay range and to allowances and 1.5% to the leadership pay scale.

Pay policy - other than pay decisions outlined above there are no recommended changes. Unions will be consulted regarding the adoption of the policy before it is ratified at 22nd October Board meeting.

Pay Progression Panel - panel of governors approved - GC, PG and JT - panel to meet on 12th November.

Action - time of pay panel meeting to be confirmed

ES/SNI

Policy reviews - EGR is working through H/R polices. There are currently no recommended changes to either Leave of Absence or Ill Health and Sickness Absence Management. The matters that need to be considered are of consistency of application and internal procedures. These are currently under review. Governors agreed to set a further review period of 1 year. EGR outlined polices to come to November Resources, which included whistleblowing.

Action - whistleblowing policy to be reviewed for November Resources

PSK

Probationary period - support staff roles are subject to a probationary period - EGR will introduce a monitoring procedure to allow both employees and their managers to review successes and development areas.

Exit interviews - governors were updated on interviews carried out at the end of the academic year.

Staff benefits - a flu clinic will take place again this year. Staff continue to receive discounts at Longleat and Cheddar Gorge, as well as Places 4 People leisure centres, this also applies to governors.

A question was raised about VDU and sight tests. EGR - this largely applies to support staff and should include a work space assessment. Governors asked if staff are aware of this.

Action - to train someone to carry out work space assessments

EGR

8/19 AOB

Disciplinary policy - idiosyncrasy raised. Minor change of wording recommended to address anomaly.

Action - disciplinary policy to be ratified at October Board meeting

EGR

Library - feasibility options to be explored re location of library due to lack of space. Proposals to return to committee.

The meeting closed at 8 pm. Date of next Resources meeting Monday 19th November 2018

Signed: _____ Date: _____