

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources Committee Meeting
Monday 19th November 2018

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

Agenda Item	Actions Agreed	Who
11/19	Whistleblowing policy to be updated	PSK
14/19	Leave of Absence Policy to be ratified at December Board meeting	EGR/ES
14/19	Wording around epipens and inhalers in the trips policy to be agreed by email	NRE
16/19	PSK will follow up on students valuables with the PE department	PSK

9/19 Apologies

Apologies were agreed and accepted.

10/19 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

11/19 Minutes and Matters Arising

4/19 - Governors have given feedback on what they would like included in H/R reports - EGR will seek further clarification

5/19 - Stone King - information re the gates is with the litigation department - NRE asked if they should be instructed to proceed. Governors agreed to a maximum spend of £250

5/19 - Students have been reminded to use the pedestrian gates, this is ongoing

6/19 - Sainsbury's donation of £200 went towards the cost of flu injections for staff last year. They have donated a further £200 this year and the funds will be used for flu injections again

7/19 - Whistleblowing policy - will be brought to Resources later in the year

The minutes of 1st October were signed as an accurate record of the meeting.

12/19 Site

Site update - MDO gave an update on work carried out during the October holidays. Wingfield corridor has been painted. Plastic toilet roll dispensers were replaced with stainless steel dispensers across the site and Gloucester boys' toilets deep cleaned after the recent fire. The new toilets in Wingfield are looking good. Gloucester guttering has been cleared. Gloucester gate - one of the gate posts has been re-bedded. Damage to TC mobiles repaired. The boilers have been commissioned and are now up and running.

Toilets - Dunston and Wingfield have been refurbished, Chiltern is next on the list. Funding has already been agreed. MDO would like to continue with the same contractor. NRE said that the market has been tested and that it was difficult to source three quotes last time. Student feedback is good. Chiltern boys' toilets is currently out of use. The configuration of the toilets needs further consideration. MDO will double check prices. Governors approved the request to use the same contractor.

Condition Improvement Fund (CIF) Bids

Supporting information is being gathered in advance of the bids being submitted in December. An additional fire risk assessment was carried out during half term. The report highlights the need for replacement fire doors. The need to upgrade the fire system was flagged in a recent H&S audit.

Reception and Site Security - will try to incorporate repair of the gates. Information gathering includes safeguarding related incidents.

13/19 Business

2017/18 Draft Final Accounts

Draft final accounts still to be received from the auditors. James Gare (Monahans) will present the

accounts at the full board meeting on 10th December.

2018/2019 Month 2 Financial Reports

Summary report circulated in advance of the meeting giving a snapshot of the financial position of the school as at 2 November and the estimated balance sheet position as at 31 August 2019.

Variances - the Teachers' Pay Grant has been received. Supply budget - only two days needed from £50k allocated to date.

Revenue balance - £1,018,000.

Capital funding will be received around July. £50k for 'little extras' from the October Budget will also be ring-fenced. NRE explained how this might be utilised.

Pension liability, currently £797,000, is massively reducing year on year. Governors asked if there is any risk of Wiltshire Council asking for the money. NRE - 3 year actuarial valuation is due at the end of March, this will then reset valuations and it is the actuary that has the legal right in this.

Cash flow - reflects investments of just over £1m. A positive position.

Key Performance Indicators, agreed at last Resources, are now included with the financial reports. Contingency/reserve is over 5% of the total income. Non pay spend per pupil is £952. Total staffing costs as a % of income - ESFA recommendation is 75-80%. 87.5% includes £50k in supply costs, 86.7% without supply costs. Governors - spending more on teaching is a good thing which also makes balancing the budget more difficult. PSK, NRE and EGR meet weekly - the school is not at the stage of having to make huge changes. However, there is a need to scrutinise every appointment, particularly given what years 2 and 3 of the budget are potentially like. YPSS funding is £150k per year, £88k of this is used for funded places for students. A decision is still to be made regarding the way forward with the SLA.

Local Government Pension Scheme Valuation Reports

NRE circulated reports for governor information. Pension information will also be included in Monahan's report.

Benchmarking Reports

Circulated for governor information. Comparisons were discussed at the meeting. NRE - this demonstrates that the school is doing a decent job with the funding allocated.

Teaching staff costs 5% higher than some. Teacher/pupil ratios lower than some. The complexities around comparing like for like highlighted. Energy consumption - JOG is average. Income noted to be much lower than some of the comparable schools.

IT Disaster Recovery Plan

Oakford may ask for executive decisions, otherwise they will action disaster recovery accordingly.

Confidential item discussed.

Funding

PSK informed governors that the Council is likely to recoup funding from schools towards the £1.34m deficit that it has in its high needs funding. For JOG this would mean between £35k and £50k less in year than expected for the most vulnerable students. The next schools forum is on 6 Dec so this may be clearer by December Board meeting. Headteachers have complained, mostly because this is being done in year.

14/19 H/R

H/R Report - EGR gave a verbal update at the meeting. The focus of this term has mainly been the pay policy, the teachers' pay award and teachers' pay progression.

Policies - Leave of Absence - briefly discussed at the last meeting. EGR has removed duplication in the policy to clarify time off for family emergencies and dependents.

Action - Leave of Absence Policy to be ratified at December Board meeting

EGR

Appeals policy - is a procedure and does not need to be changed. Review set for a further 2 years with a view to changing it to a procedure next time.

Code of Conduct - deferred.

Staff IT Acceptable Use - is due to be updated, including changes to GDPR.

Trips policy - wording re use of inhalers and epipens discussed - policy agreed pending clarity around this.

Action - wording around epipens and inhalers to be agreed by email

NRE

15/19 Audit and Resources Committees

The possibility of merging the committees was raised due to a strong perception of overlap in reporting. It is no longer a statutory requirement to have a separate audit committee. NRE, GC and SB met to discuss this further. Sharing of information at one meeting would give governors a better overview. There is a good case for combining the two. The only concern is the potential for overloading agendas - working parties can be used if needed. Governors agreed to the recommendation to combine the committees. Audit will also discuss this before a recommendation is brought to full board.

Terms of Reference merged as a draft - NRE will also provide a document as a point of reference to give governors an overview of their statutory responsibilities. A site visit will still take place three times a year.

16/19 AOB

CLES - question raised previously at CLES re valuables held by staff during PE - who is responsible in the event of loss or damage.

Action - PSK will follow this up with the PE department

PSK

The meeting closed at 7.40 pm. Date of next Resources meeting Monday 14th January 2019

Signed: _____ Date: _____