

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources and Audit Committee Meeting**  
**Monday 14<sup>th</sup> January 2019**

**Time:** 6 pm  
**Place:** The Hub  
**Present:** Andy Williams (chair), Glyn Coy, Paul Skipp, Liz Summerson, Pete Gear, Jo Trigg, Sally Andrews, Helen Thorne, Eleanor Shergold (clerk)  
**Advisers:** Ellie Green, Nigel Reeves  
**Apologies:** David Whewell, Sarah Bergg, Matt Doughty

Agenda Item	Actions Agreed	Who
19/19	Whistleblowing policy and staff information re link governor to be updated	PSK/ES
19/19	Tender specification to be circulated	NRE
21/19	Risk management to be included in audit section of agenda plan	NRE/ES
22/19	All external steps to be checked to make sure that they have line marking	MDO/EGR
22/19	Link governor report to be circulated to governors	SB
26/19	Overpayment policy to be added to spreadsheet	ES
27/19	MDO to be asked to look at the Sports Hall entrance to see if it can be refreshed	NRE/PSK

**17/19 Apologies**

Apologies were agreed and accepted.

**18/19 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**19/19 Minutes and Matters Arising**

5/19 - Stone King - information re gates - solicitors wrote to the company who will carry out the required work during half term

7/19 - Whistleblowing policy - will be brought to next Resources and Audit. Governors checked that staff know who the whistleblowing link governor is - information to be updated in line with policy (no longer called whistleblowing)

13/19 - tender specification for catering to be circulated

Resources minutes of 19<sup>th</sup> November and Audit minutes of 26<sup>th</sup> November were signed as accurate records of the meetings.

**20/19 Resources and Audit Terms of Reference**

Draft terms of reference approved - acceptance proposed by PG and seconded by LS.

**21/19 Resources and Audit Agenda Plan 2018/19**

Governors approved the proposed agenda plan. Gives structure to the meetings and is fluid, allowing for adjustments to be made as needed.

Risk - a question was raised following discussion re risk management at the chairs' meeting - whether this should be an agenda item for Resources and Audit as well as full Board.

**Action - risk management to be included in audit section of agenda plan**

**NRE/ES**

**22/19 Site**

**Site Update** - the muddy area around the Turtle has been fenced off. There is the potential for picnic benches to be added in the summer. Friends of JOG are looking at various projects with SAM. A quote has been obtained for concrete to replace the flooring in the Turtle to remove the slip hazard. A digital clock has been installed near Chiltern. Fire alarms and the seating in Wingfield hall have been serviced. Various rooms have been painted.

**Capital Bids Update (CIF)** - bids for reception and site security and upgrading the fire system were formally submitted in December.

A question was raised regarding line marking on external steps across the site. This will be checked.

**Action - all external steps to be checked to make sure that they have line marking** **MDO/EGR**

Governors asked if all is well with the Defibrillator - NRE confirmed that it is checked regularly by MDO.

Mobile phone policy - feedback from parents has been overwhelmingly positive. This is already having a positive impact on break times and lunchtimes.

**Link Governor Report** - to be circulated as SB was unable to attend the meeting.

**Action - link governor report to be circulated to governors** **SB**

## **23/19 Business and Finance**

### **Months 3 and 4 Financial Reports**

Summary reports circulated in advance of the meeting giving a snapshot of the financial position of the school as at 3 December and 3 January and the estimated balance sheet position as at 31 August 2019.

Variances highlighted in summary notes circulated with the reports and discussed at the meeting. Governors asked questions to clarify.

Contingency of £950k remains intact. Projected year end revenue balance is £1,130,000.

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

Budget 2019/20 - draft budget may be ready for March Resources and Audit if information has been received from the EFSA. Lagged funding will have an impact on the budget with potentially an additional fifty students in comparison to this year.

Governors asked questions about the level of reserves held, more than is needed from a contingency point of view. Observation made that it is difficult to get the balance right. NRE - new 5 year plan will answer some of those questions. There are several unknown factors - CIF bid, decision re YPSS still to be made, the impact of lagged funding and the impact of fairer funding. Primary school pupil numbers discussed.

Key Performance Indicators updated.

Governors thanked NRE for his clear reporting.

### **High Needs Funding**

LA high needs funding overspend - the Schools Forum agreed to 1% of funding being recouped from all Wiltshire schools. The Forum meets again later this month.

### **Catering Tender**

This has initially gone out for expressions of interest. Formal tender will be circulated to governors before it is released. EGR and NRE met with staff before Christmas to ensure all were fully informed.

### **Link Governor Report**

GC has met with NRE. They will meet three times a year to look at the accounts and see how numbers flow through the books into the system. GC will explore how reports are put together and how particular accounts are compiled.

## **24/19 Audit**

### **2017/18 Accounts Return**

Monahans presented the accounts at December Board. The accounts were signed off and submitted to ESFA and Companies House.

Annual accounts return (an additional set of accounts) is currently being worked on by Monahans in advance of the 21 January deadline.

### **GDPR Updates**

Another audit was carried out at the end of November. Compliance report circulated for governor information. DCO is working through the action points. iWest will give staff a brief update on their responsibilities at the next inset day.

AW gave a reminder of the importance of governors also making sure that they are complaint.

## FCAR Reports

November visit looked at payroll administration and controls in place. The visit was very positive with only one recommendation that has already been implemented.

December FCAR looked at income - also a very positive visit. Report to follow.

### 25/19 H/R

#### H/R Report

EGR gave a verbal update at the meeting.

**Policies** - GC (link governor) will meet with EGR twice a year to discuss policies to ensure plans for review are reflective of what governors want.

**Maths** - currently advertising - hopefully to appoint two members of staff allowing for overstaffing in maths. PSK explained the reasons for this.

**Staff voice** - Governors asked about staff voice, how and when this will happen. It was agreed that it is good to do this, to have ongoing data for comparison. Communication afterwards in terms of feedback is vital. Oakford login process - a question was raised as to how this could also be used. Governors asked about staff workload. This may come up through the survey.

**Sickness absence** - is currently stable.

**Support staff pay award** - this was agreed on a two year basis last year. Pay award weighted to the lower end of scale and will also create a whole new pay scale. There is work that needs to be done over next couple of months. Is already in the budget, falls in line with national agreement.

### 26/19 Policies

Overpayment policy - EGR has had cause to use the policy on occasion. Is missing on the spreadsheet of policies and needs to be added to the list.

**Action - policy to be added to spreadsheet**

**ES**

### 27/19 AOB

Staff Christmas Quiz - governor feedback hugely positive.

Site visits - will continue three times a year - updated schedule to be circulated.

Exit interviews - EGR confirmed that these are still offered as appropriate.

Sports Hall entrance - governors asked if anything can be done about the appearance of the entrance.

**Action - MDO to be asked to look at the Sports Hall entrance to see if it can be refreshed**

**NRE/PSK**

The meeting closed at 7.10 pm. Date of next Resources & Audit meeting Monday 18<sup>th</sup> March 2019

Signed: \_\_\_\_\_ Date: \_\_\_\_\_