

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources and Audit Committee Meeting
Monday 13th May 2019

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

Agenda Item	Actions Agreed	Who
40/19	Chair of R&A to write to MLI	GC/ES
43/19	Changes to risk register to be highlighted for governor information	PSK/NRE
44/19	To send a card to RWO	DW

38/19 Apologies

Apologies were agreed and accepted.

39/19 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

40/19 Minutes and Matters Arising

32/19 - governor postcard to be sent to MLI

The minutes of 18th March were agreed and signed as an accurate record of the meeting.

41/19 Site

Site Update

MDO updated governors on work completed during the Easter holidays. This included new blinds in Mackereth, TC and IT, new air con in G93 and new exam desks for Wingfield. Chiltern toilet refurbishment is well under way and will be included in June's site visit. Governors asked for an update on progress made to date. Dunston and Wingfield toilets have been refurbished. Gloucester or CLC will be next.

Turtle flooring - concreting is still to be done as the cost was more than anticipated. MDO is sourcing additional quotes with a view to the work being carried out during the summer.

Library Move - discussion and planning will include a visit to another local senior school. Governors asked about costs. NRE - £40k-£50k will cover IT, carpeting and furnishing. PSK outlined how this will function as a discovery area. Literacy and numeracy will be moved here, fitting well with the current structure of lessons. 6th form can use the space for independent study. It will include a careers facility.

New staff room - the main cost will be the addition of a sink, etc. G109 has been suggested as a possible alternative but the current library is better suited in terms of location and facilitates.

Capital Bids Update (CIF) - the bids were both successful, which was much appreciated by all. The contractors are hoping to start work on the reception area on the 1st July. Wingfield will become a temporary walkway. The extent of the work means that it might not be completed during the summer holidays. A further update will be given at June Resources.

NRE and MDO will revisit the plan previously agreed by Resources in preparation for the next round of bids.

Link Governor Report - SB and MDO are meeting on 1st June to carry out a regular H&S check.

MDO left the meeting

42/19 Business and Finance

Months 7 and 8 Financial Reports

Summary reports circulated in advance of the meeting giving a snapshot of the financial position of the school as at 2nd April and 7th May 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. The financial position of the school remains healthy.

Contingency of £950k remains intact. Projected year end revenue balance remains at £1,150,000, including investment for capital works and administrative costs in setting up with the new catering provider.

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

Unexpected FSM grant of £17,600 awarded. Concerns expressed re the difficulty in finding out how the funding was allocated.

A question was raised about the school's financial position and the potential to be perceived as having too much surplus that should be invested in the school. The five year budget plan was discussed.

Draft 5 Year Budget Plan

Draft budget circulated in advance of the meeting reflecting projected income & expenditure and in year surplus/deficit.

The budget is a live document, changing nearly every day. Information circulated is based on data from 7th May. NRE gave a brief summary of the budget. It takes into consideration the staffing structure needed to meet timetabling requirements. Increments have been built in allowing for the performance management process and a 2% pay increase. A question was asked about student numbers - NRE said that this is based on 240 students each year.

Next year income - £6.4 m. Expenditure is down to nearly the same giving an in year deficit of £25k. The school can afford this due to contingency funds in place.

The figures then roll forward. NRE outlined assumptions made. Governors asked about the implications of pay increases. NRE - the budget includes 2 - 3%, how this might work in practice is unknown.

Second draft 5 year plan includes an additional four teachers added in September 2020. NRE highlighted the costs reflected in the additional draft budget. Governors - the budget still looks healthy. Total staffing costs as % of income discussed. This is currently 87%. Anticipated student numbers discussed. Primary numbers indicate that this year will plateau, increase for two years followed by a significant decrease. Challenges and opportunities discussed. Governors stated that the school needs to appoint staff according to need and then use any surplus creatively.

Governors raised the need to invest and find other ways to ensure that the right support is in place for students when support services are being cut. Uncertainties around spending review highlighted.

Updated budget will be brought to June's meeting for approval prior to being submitted to the EFSA at the end of July. Governors asked if next year's budget includes costs around changing the school uniform as previously agreed. NRE confirmed that it does.

Governors were appreciative of NRE's hard work.

Catering Tender

Four companies attended and gave presentations on 1st of May. One stood out all the way through as a potential good partner and good match for the school. ABM Catering were also were the best option financially and have committed £100k capital investment. All relevant processes have been followed. EGR will ensure that TUPE processes are followed.

Governors asked about the design that ABM will put in place. NRE - they will come back to discuss this. NRE has agreed with MDO that the school is now at capacity for summer work.

Lettings - revised terms and conditions, prices and booking form were circulated in advance of the meeting. NRE asked for feedback. Governors approved the changes made. A question was raised about car parking and whether there might be access issues when the layout changes re site security. NRE said that this will all be clarified when bookings are taken.

Fixed Term Investment - £500k invested in May 2018 matures this week - NRE would like to re-invest. The interest rate has increased to 1.15%. Governors asked if Lloyds is the best option. NRE said that it is safest. Governors agreed to re-invest with Lloyds.

Link Governor Report - GC visits NRE once a term to look at different aspects of finance in more detail. Last visit focused on the balance sheet and how it is pulled together, the budget and how the system works. GC was positive about the financial management of the school.

43/19 Audit

GDPR

Nothing new to report. A staff training session is still to be arranged.

Risk Management

Risk register circulated in advance of the meeting for governor information. This is a live document. Governors asked if there is way of highlighting updates made.

Action - changes to risk register to be highlighted for governor information

NRE/PSK

A question was raised as to how often the register is reviewed. PSK said that this can easily be done when he and NRE meet in advance of R&A meetings.

44/19 H/R Report

EGR gave a verbal update at the meeting. Staff turnover is low with only four resignations to date. This is low for a staff team of this size and in comparison to previous years.

Governors asked about long-term sickness. EGR responded. Sickness and absence in general has been lower than in previous years. Governors asked if this is considered to be a benefit of improved student behaviour. EGR said that it is early days but it is possible that a pattern may become apparent. PSK - previously exit interviews and staff surveys have regularly included student behaviour. EGR - it will take time to settle and for consistent application. The short term impact on the pastoral care team is being monitored.

CLES discussion re improved opportunities to teach highlighted. Next year will have a focus on T&L. This year has focused on getting the fundamentals right.

A question was raised about class charts and how much detail is available re trends in faculties and individual teachers. PSK explained the reasons why information is not accessed in this way. Individual students and where they are sent from is monitored. Consistency is discussed. Students had given feedback at S&C that rewards points are not as visible as behaviour points. This has been discussed during a staff briefing. The importance of celebrating those who have not had any behaviour points was also discussed. To keep a close eye on the potential for students being overlooked. The new behaviour system has only been in place for nine weeks.

Governors were informed that RWO has left. Oakford have provided an additional member of staff.

Action - to send card to RWO

DW

45/19 Policies

Freedom to Speak Up - approved with agreed amendments. To have an annual review.

46/19 AOB

There was no further business to discuss.

The meeting closed at 7.25 pm. Date of next Resources & Audit meeting Monday 24th June 2019

Signed: _____ Date: _____