

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources and Audit Committee Meeting**  
**Monday 18<sup>th</sup> March 2019**

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

Agenda Item	Actions Agreed	Who
30/19	Speaking up policy to be brought to next Resources and Audit meeting	EGR
32/19	Chair of R&A to write to MLI	GC
33/19	SB to have input into the conversation re the purchase of leased IT equipment	SB/NRE

**28/19 Apologies**

Apologies were agreed and accepted.

**29/19 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**30/19 Minutes and Matters Arising**

7/19 - Speaking up (whistleblowing) policy is currently in draft form  
 22/19 - Line marking on steps will be refreshed during the Easter holidays  
 27/19 - Sports Hall entrance was painted before the Y8 options evening

The minutes of 14<sup>th</sup> January were agreed and signed as an accurate record of the meeting.

**31/19 Resources and Audit Terms of Reference**

Slight amendment to terms of reference noted, to correspond with changes to the Scheme of Delegation agreed at February Board meeting.

**32/19 Site**

**Site Update** - a site visit took place before the meeting.

MDO updated governors on work completed during February half term. This included refurbishment of the Science faculty office, new carpet to Lancaster and Chiltern entrances and new lockable internal doors in the sports hall.

Work planned for the Easter holidays includes the refurbishment of Chiltern toilets and replacing the plastic mesh flooring in the Turtle with concrete in order to resolve the slip hazard. The carpet in Wingfield entrance will be replaced, blinds will be fitted in Mackereth and TC7&9 will be refreshed.

Refuse collection - NRE is looking into making changes to the current arrangements, replacing the skips with large wheelie bins and mixed recycling. This would be more cost effective and waste collection would take place more frequently.

Gates - the engineer has visited a couple of times to try to resolve ongoing issues. It is hoped the CIF bid is successful and will bring a resolution to the situation. Further consideration will be given to legal action should it be necessary.

Library - considerable thought has been given to relocating the library as it has outgrown its current location. The staff room is proving to be the best option. Feedback from staff has been positive to date and a two week consultation has been put in place. Faculty staff rooms and faculty areas are currently underused.

The work could potentially be carried out in the summer with the staff room relocating to the current library area. Governors asked if the new library would have a careers section. PSK is keen to have careers information more widely accessible.

Governors asked about the cost of the move. This will be brought back to Resources and Audit.

The new behaviour policy has seen a significant reduction in vandalism, the knock on effect of improved behaviour at the school.

**Capital Bids Update (CIF)** - Historically schools have been informed of the outcome at the end of March. Governors asked how soon funding is released. NRE - work would take place in the summer.

**Trees** - have been donated from the Woodland Trust. Some have been planted outside Pitman with plans to plant more. Governors were appreciative of the work that MLI has put into this. The school has also been successful in a Tesco bid for funding and has received £4k.

**Action - chair to thank MLI for his work on this**

GC

### 33/19 Business and Finance

#### Months 5 and 6 Financial Reports

Summary reports circulated in advance of the meeting giving a snapshot of the financial position of the school as at 4<sup>th</sup> February and 4<sup>th</sup> March 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 is £1,150,000.

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

#### Draft 5 Year Budget Plan

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

2019/2020 - Projected student numbers for September is 50 higher than last year, this will mean £240k in lagged funding. Reserves £1,150,000 - picture not too dissimilar to where the budget started this year.

Software then projects the following 3 years. NRE explained adjustments that the software makes. Governors asked questions to clarify.

SB arrived at the meeting.

£240k in year deficit forecast for 2019/2020 discussed. PSK would like to see this nearer £150k. Governors asked what demographic information is currently available.

NRE outlined potential savings - with scope to reduce the in year deficit. IT equipment lease with an option to buy discussed.

**Action - SB to have input into the conversation re the purchase of leased IT equipment**

SB/NRE

Government scheme re staff advertising considered. Governors asked EGR her opinion. EGR - this is for teaching posts only. Subscriptions will be reviewed going forward as the school still needs to attract the right candidates for posts advertised.

Careful consideration will continue to be given to any resignations. EGR highlighted the importance of continuing to have the right staffing in the right areas. PSK - staff retention has been strong this year. The school's target is to have a 90% minimum retention.

Governors asked about teaching/planning time. PSK confirmed that this is tightly controlled by union guidelines and that the school is fairly generous in this.

Uncertainty around government funding changes discussed as well as increases to the teachers' pension cost. The latter will be funded by the EFSA in the first year but is unknown after that. This will have implications nationally for schools.

The draft budget will be brought back to June Resources and Audit and continues to be a live document.

#### Catering Tender

Tender documents circulated previously to governors. Potential bidders visited the school on 7 March. This included a tour of the kitchen, meeting staff, PSK and DW. Final date for submission is later this month. An analysis of bids and documentation will take place towards the end of April. SB, JT and DW volunteered to join the panel meeting with the final bidders. This will also include staff, student council, Friends of JOG and will be led by the consultant. A question was raised about desirable outcomes.

**34/19 Audit**

**GDPR**

DCO continues to work with iWest. An after school session has been planned for staff. Two subject access requests have been received. DfE retention of records discussed.

LS left the meeting.

**Risk Management**

Risk register circulated in advance of the meeting. This is under constant review and sits alongside the business continuity plan. The risk register will continue to be a standing agenda item for Resources and Audit. The auditors will also ask to see it in September.

**FCAR Report**

December visit focused on processes for recording income, banking monies and the associated systems at the school. Report circulated for governor information. Recommendations have been actioned.

**35/19 H/R Report**

EGR gave a verbal update at the meeting. She is currently reviewing staff absence. There has been less absence to date in comparison to last year. There is a focus on covering staff absence to maintain continuity. Leave of absence - there is more consistency in how this is applied.

Staff turnover - there are no percentages to report as numbers are very low. Governors asked if staffing in various areas has settled, e.g. Science. EGR confirmed that it has.

Recruitment - 0.6FTE Business Science teacher has been appointed for a September start. Continuity is being maintained with the current supply teacher. MFL has a DDL vacancy advertised internally but the team is settled. Temporary part time music teacher post is being advertised for maternity cover - HLTA is helping with cover meantime.

Governors asked about a couple of support staff posts that have not been replaced. EGR gave an update. The school is being mindful of workloads.

PSK said that there has been a separation in how staff are referred to in the past. Teaching staff and support staff will now all be referred to as 'staff'.

**36/19 Policies**

Code of Conduct accepted with agreed amendment.

**37/19 AOB**

SLA - Wiltshire headteachers have met with the LA. Given timescales it is too late to do anything other than re-enter the agreement for another year. Work is starting now to look at 2020. The working group includes NRE and PSK. PSK outlined the risks in service provision meantime.

**The meeting closed at 8 pm. Date of next Resources & Audit meeting Monday 13<sup>th</sup> May 2019**

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