

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 11 December 2018 at 5.00pm.

Present:

Mr P Taylor (chair), Mrs S Brown, Mrs P Curtis, Mr B Egerton, Mr P Hudson, Mr M Osborne-Town, Mr M Prescott.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mrs A Maingay (Deputy Headteacher)

Mrs C Dodd (Assistant Headteacher)

Mr D Godwin (Assistant Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apology:

An Apology for absence was received and accepted from Ms R Horry.

77. Declarations of Interest:

There were no declarations of interest.

78. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 25 September 2018 had been previously made available to governors in Office 365.

It was resolved –

That the minutes of the meeting be received and approved as presented.

79. Matters Arising:

a) Back Lane (Minute 69(b) refers)

The headteacher was pleased to report that the police had given an indication that consideration was being given to restricting access into Back lane. She was meeting shortly with the police and would request an update at that time.

It was resolved –

That governors welcome the restricting of access into Back Lane but would keep the matter under review until such time as the necessary actions have been taken.

b) Health and Safety (Minute 72 refers)

The business manager reported that the recently published health and safety bulletin had issued guidance around the use of scaffolding which would hopefully help prevent similar incidents happening again.

80. Finance:

The business manager reported on a number of financial matters with details of all having been previously made available in Office 365.

The chair also reported that he had recently met with the business manager to discuss several finance and premises matters and to receive an update on any actions taken as necessary.

a) Audit Update

The business manager confirmed that the external audit for the Uttoxeter Learning Trust (ULT) continued and referred in particular to an issue that was relevant to Thomas Alleyne's High School. He reported that, whilst the accounting mechanism for CIF bid funding was shown as a restricted account, it would show the school as having a large funding surplus and this was clearly not the case. Governors noted that trustee approval of the external audit report was to be sought at their meeting later in the week.

It was resolved –

That governors note the ongoing external audit and the accounting mechanism being used for CIF bid funding.

b) Three Month Financial Review (September 2018 to November 2018)

A report on the three month financial review for the period September 2018 to November 2018 had been made available in Office 365 and the business manager went through the detail of it. He confirmed that the figures shown in the report reflected the revised budget as agreed at the previous meeting of the Finance committee. He referred in particular to the following issues:

- School Trips – the income from two significant school trips was not yet balanced in the expenditure column.
- Staffing costs – savings had been made in staffing costs and reasons for this were outlined, including some temporary appointments being made. As such, a request was made for £12,415 to be vired to supply costs.
- Non-staff costs – savings had been generated through reduced energy costs.
- Exam fees – the high expenditure for exam fees related in particular to the number of BTEC registrations and exam re-sits. The headteacher gave an assurance that work continued to keep exam costs within budget but balanced against the ability of students being able to access a broad curriculum.

Having outlined the three month financial review the business manager was pleased to confirm that the budget remained on track. Discussion continued and governors challenged what the business manager was doing to ensure that the school was getting value for money. In response he reported that focus continued to be given to the different funding elements of the budget to identify where any possible savings could be made through revised service level agreements (ie cleaning) and benchmarking against the spending of similar establishments. Governors also referred to the top slice of funding paid to the ULT and noted that this currently stood at 2 ½%.

It was resolved-

- i) That the three month financial review be received and noted.

- ii) That approval be given for £12,415 to be vired from staffing costs to supply costs.
- iii) That further discussions around service level agreements and benchmarking be held at the next meeting.
- iv) That governors note the current top slice of 2 ½% paid to the ULT and that the business manager be requested to advise trustees that any change to this in the future should only happen following consultation with the local governing bodies.

c) Pupil Premium Funding

The business manager outlined a report with regard to agreed pupil premium intervention strategies and confirmed that current expenditure was slightly above the funding received but assured governors that some areas of high expenditure would not be repeated and savings therefore made in the future. Discussion took place regarding the various support strategies that had been put in place with particular reference made to the use of the GCSE POD which was recognised as an extremely useful learning tool for students and the headteacher confirmed that it gave excellent value for money.

It was resolved –

- i) That the pupil premium funding statement be received and noted.
- ii) That the headteacher be requested to give a demonstration on the use of the GCSE POD prior to the start of the next meeting.
- iii) That a report be made available for the next meeting of the Learning and Standards committee to show the impact of the various support strategies available through the use of pupil premium funding.

d) 6th Form Discretionary Bursary Funding Update

The business manager outlined a report with regard to funds available through the 6th Form Discretionary Bursary Fund and the headteacher further reported that arrangements were also being made to make this funding available to students in other year groups.

It was resolved –

That the 6th Form Discretionary Bursary Funding update be received and noted and that the headteacher be requested to provide a report for the next meeting to show how the funds had been rolled out for students in other year groups.

e) JCB Academy – Consultation on Admission Arrangements

The headteacher reminded governors that this matter had been fully discussed at the recent meeting of the full governing body but gave a further update on the consultation process being undertaken by JCB academy to amend its admission arrangements. The headteacher again confirmed that, if approved, it would likely have significant implications for this school. As such, the headteacher further reported that she had written to JCB academy in direct response to the consultation process and had also written to the Regional Schools Commission (RSC) and Department for Education (DfE) to express concerns. In the event of approval being given to JCB Academy to change its admission arrangements, the headteacher would also write to the Education and Skills Funding Agency (ESFA) to seek funding support given the likely implications for

the school's budget. A business case would be prepared, as necessary, to support such a request.

It was resolved –

- i) That governors fully support the letters sent by the headteacher in response to JCB Academy's proposals to change its admission arrangements.
- ii) That the headteacher be requested to forward copies of all letters to governors to enable them to respond direct to the consultation process.

f) New Funding Formula and the 3 Tier System

Governors were reminded that the new funding formula had been discussed at previous meetings particularly given the anomaly relating to the funding of high schools in a 3 tier system. As a result, the headteacher had previously written to the Secretary of State for Education to express concerns. The Secretary of State had subsequently responded to the letter and the headteacher was pleased to report that he had acknowledged the funding anomaly and was looking to review this for 2019/2020. However, the headteacher further reported that she was seeking financial support for the period between now and then and was writing a further letter to the school's local MP to seek his support with this.

It was resolved –

That governors fully support the actions of the headteacher in seeking financial support for the school through further changes to the national funding formula.

g) Schools Forum – Transfer of 0.5% from Main School Funding Block to Higher needs Block

Governors were reminded that this matter had also been discussed at previous meetings and that the schools forum had opposed local authority plans to transfer 0.5% from the main schools funding block to the higher needs block. The headteacher further reported that she had recently been appointed to the secondary headteacher forum which was also raising the matter with the DfE to express concerns.

It was resolved –

That the update be received and noted and that the headteacher be requested to prepare a report to show the SEND funding arrangements and possible future risks to schools for discussion at a governor briefing session before the start of a future meeting.

81. Premises:

a) Update on proposed work for 2018/2019 from the Maintenance Budget

The business manager reported that much of the required maintenance work would be undertaken as part of the successful CIF projects. Priority would therefore be given to ensuring that any necessary would be undertaken in response to D1 notices, some internal decoration and the possible replacement of some doors and gates. A full report on identified maintenance projects would be made available for the next meeting.

It was resolved –

That the maintenance budget update be received and noted.

b) S106 Funded Work on the Classrooms and Canteen

The business manager reported that the initial cost projections for the improvements to classrooms and the canteen had been around £295K but that actual cost of the work had been in the region of £245K. He was pleased to further report that following discussions with the local authority, approval had been given for the financial savings to be used by the school for further improvements to the school site. As such, a project to improve the 6th form block had been identified and it was hoped that work would be undertaken during the summer holidays 2019.

It was resolved –

That governors welcome the use of S106 financial savings for further benefit of the school.

c) CIF Bids Update (Boilers and New Pavilion)

The business manager reported on progress of the following projects:

- i) Boilers – phase one of the project (installation of new boilers and pipe work) had now been completed and phase two (removal of old pipes, radiators, and the necessary redecoration including replacement flooring following this work) was now underway. The third phase of the project was the replacement boiler for the swimming pool and, now that funding had been identified to refurbish and repair the swimming pool, work would shortly be undertaken.
- ii) New Pavilion – governors were informed that the planning application for the new pavilion was now valid and the 8 week consultation period underway. Mr Egerton outlined the consultation process to be followed and confirmed that he would be monitoring this on behalf of the governing body. Governors were also informed that Entrust had gone out to tender for the work, in anticipation of planning approval being given, and a timeframe for completion of the work had been determined. Discussion followed and it was felt that, in support of the planning application process, it would be beneficial for the school to hold an information evening for local residents and other interested parties to make them fully aware of the plans for the new pavilion and the benefits this would bring to the school and the wider community.

The headteacher further reported that work was being undertaken, in consultation with the school's health and safety adviser, to ensure student safety and minimum disruption to the school particularly at exam time during the building work.

It was resolved –

That governors note the update around the build of the new pavilion and request the business manager to arrange an appropriate information evening for local residents and other interested parties.

d) Swimming Pool

The headteacher was pleased to confirm that funds in the region of £450K had now been identified to refurbish and repair the swimming pool, including the installation of a new boiler. The funds were being made available from the successful CIF bids (outlined above), a grant of £100K from Sport England and £110K from S106 leisure monies. Although still to be finally confirmed the school was confident that the S106

monies would be made available to the school to enable work to start early in the New Year. The necessary funding required for the future maintenance of the swimming pool would be supported by the income to be received from Lane 1 swimming club and other pool users. Other advantages through use of the pool by Lane 1 included lifeguards being on site.

The headteacher further outlined her vision for the school by October 2019 when the new pavilion and refurbished swimming pool were both fully open with a new school brand.

It was resolved –

That governors welcome the identified funding to refurbish and repair the swimming pool and congratulate the headteacher and other school staff for the work undertaken to secure the necessary funding.

e) 2019/2020 CIF Bids

The business manager confirmed that, as reported at the previous meeting, CIF bids for 2019/2020 were to be submitted for the re-roofing of Block A (£350K) and window replacements around the school (£655K). If successful the school would have to contribute 10% towards the cost.

The business manager further reported that the school contribution towards the cost of any successful CIF bids had been considered at a recent meeting of the ULT and that trustees had agreed to support schools, if necessary, through the use of an interest free loan. The headteacher reported that, as a founder member school of the ULT and the associated costs of this to the school at the time of joining, a request should be made for the ULT to release some of the funding that remained available, to meet the 10% contribution of one of the bids that had been submitted.

It was resolved –

That governors fully support the two CIF bids as outlined above and request support from the ULT in funding the 10% contribution towards one of the bids, if successful.

82. Health and Safety:

The business manager confirmed that, as reported at the previous meeting, a health and safety audit had been undertaken and a copy of the audit report had been previously made available in Office 365. The business manager went through the detail of the report and was pleased to confirm that the school had achieved the level 3 grade as hoped. A number of improvement issues had been identified and an action plan had been determined to ensure that all work was undertaken. A copy of the action plan would be included in Office 365 for further discussion at the next meeting.

The business manager referred to an incident during a recent school production held in the evening, where it had been necessary to call out the fire brigade due to a chemical smell coming from the drains, caused by the disposal of chemical waste. Governors were given an assurance that there had been a post-incident review with appropriate actions taken to ensure that something similar didn't happen again in the future.

Governors also discussed the security fencing and gates that had been in place for a while and questioned when the gates would be brought into operation. The business manager reported that the necessary work would be undertaken early in the New Year.

It was resolved –

- i) That the audit report be received and noted and that governors thank all staff, and in particular the business manager, for all the work undertaken to ensure that the school received such a positive report.
- ii) That governors note the actions taken by the school in response to the incident necessitating the call-out of the fire brigade.

83. Policies:

a) Debt Management Policy

A copy of the Debt Management policy had been previously made available in office 365 and the business manager reported that the external audit had identified the need for such a policy to be in place. He further reported that the policy had been determined in accordance with local authority guidance and also reflected the policy already in place at Picknalls First School.

It was resolved –

That the Debt Management policy be received and approved as presented.

b) Freedom of Information Policy and Freedom of Information Publication Scheme Policy

The Freedom of Information policy and publication scheme had been previously made available in Office 365 and the business manager reported that both documents had been revised to take account of updated guidance.

It was resolved –

That the Freedom of Information policy and publication scheme both be received and approved as presented.

c) CEIAG Provider Access Policy 2018

Mrs Dodd reported that the CEIAG Provider access policy had been amended to reflect a change to the name of the responsible staff member.

It was resolved –

That governors note the change to the CEIAG Provider access policy.

84. Chair's Power to Act:

The chair reported that he continued to meet with the business manager to remain aware of all of the issues but that it had not been necessary for him to take action on behalf of the committee between this and the last meeting.

85. Disposal of Items:

The business manager reported that there were no items for disposal to be approved by governors. Discussion took place regarding the disposal of the horse box, as approved at a previous meeting, and the business manager confirmed that it had not yet been sold as a realistic price had not been offered.

It was resolved –

That the business manager be requested to look at sending the horse box to auction with a fixed reserve price.

86. Safeguarding:

Governors noted that there were no specific safeguarding issues to be discussed.

87. Consideration Given to KPIs:

- i) KPI 6 – Governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively

Governors have a full understanding of school finances through detailed discussions around the business manager's finance and premises updates. A request was also made for a report to be prepared for the next meeting on service level agreements and benchmarking with similar establishments (minutes 80 and 81).

- ii) KPI9 – Governors use Pupil Premium and other resources to overcome barriers in learning, including reading, writing and mathematics

Consideration had been given to the use of Pupil premium funds and governors requested a report for the next meeting to show the impact of support strategies (minute 80c).

88. Date of Next Meeting:

Governors were reminded that the next meeting of the Managing and Resourcing committee would be held in the school on Tuesday, 26 March 2019 at 5.00pm.

Signed.....
P. Taylor

26 March 2019
Date.....