

## **Thomas Alleyne's High School, Uttoxeter**

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 7 May 2019 at 5.00pm.

### **Present:**

Mr P Taylor (chair), Mr A Barton, Mrs S Brown, Mr S Clarke, Mrs P Curtis, Mr B Egerton, 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)

### **Apologies:**

An Apology for absence was received from Ms R Horry and an apology for late arrival (6.55pm) was received from Mr M Prescott.

### **Welcome:**

The chair was pleased to welcome Mr Clarke to his first meeting following his recent appointment as parent governor.

### **Governor Training – Financial Benchmarking:**

Prior to the start of the formal meeting, a short training session was led by Mr Storer, business manager, who informed governors of the website used by the school to access data to show how financial expenditure across all areas of the school could be benchmarked with other schools both locally and nationally. He reported that staff continued to analyse the information provided through the website to shape decision making. Governors were encouraged to look at the website (<https://schools-financial-benchmarking.service.gov.uk/>) and to raise any questions directly with the business manager.

Discussion took place and governors recognised the potential benefits of the financial benchmarking information to shape future decisions and how it could be developed further through agreed KPIs to identify trends.

It was resolved –

- i) That the business manager be thanked for leading the training session on financial benchmarking.
- ii) That the committee chair and Mr Barton be requested to meet with the business manager to look at how the available information could be developed further to help better inform financial decision making and that an update be given at a future meeting.

### **102. Declarations of Interest:**

There were no declarations of interest relevant to the agenda items.

### **103. Minutes:**

The minutes of the meeting of the Managing and Resourcing committee held on 26 March 2019 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.

### **104. Matters Arising:**

#### **a) Back Lane (Minute 92(a) refers)**

Mr Egerton reported that he had looked into this matter on behalf of the governing body and confirmed that Back Lane was regarded as an unclassified and unadopted road and that it was therefore difficult to take legal action against road users. The headteacher reported that she would continue to raise her concerns with the Town Council.

It was resolved –

That governors thank Mr Egerton for looking into this matter and that it be kept under review.

#### **b) JCB Academy (Minute 92(d) refers)**

A report detailing the likely impact of the change of admission arrangements for JCB Academy had been made available in Office 365 and the business manager went through the detail of it. The report showed the current and projected numbers on roll across the middle and high schools in Uttoxeter and how these could fall through the decision of JCB Academy to admit pupils in Y9 and also change its admission criteria to favour local pupils. The financial impact of the likely fall in pupil numbers was made clear.

The business manager further reported that similar concern was shared by the trustees of the ULT and that the chair of the trust board had raised the matter directly with the Regional Schools Commissioner (RSC) and the Department for Education (DfE). A diseconomies funding bid would be submitted to both to seek financial support to offset the impact of the decision to approve the change of admission arrangements at JCB Academy.

It was resolved –

That governors fully support the diseconomies funding bid to be submitted to the RSC and DfE.

### **105. Finance:**

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

#### **a) 8 Month Financial Review (September 2018 to April 2019)**

The business manager went through the detail of the 8 month financial review and confirmed that it was in the usual format as submitted previously to governors and that there were no specific concerns to bring to their attention. Governors were informed that the forecast for the year end was showing a surplus in the region of £184K. The

business manager further reported though that staffing costs were being closely reviewed and the headteacher also outlined the recent changes that had been made to the staffing structure.

Discussion followed with particular reference to the changes to the staffing structure. The headteacher reported that, as discussed at a previous meeting, Mr Washbourne, head of Geography and assistant headteacher, was leaving at the end of the school year and that remaining members of staff in the Geography department had agreed to cover the extra lessons and it was therefore not necessary to appoint a new head of department.

It was resolved –

- i) That the 8 month financial review September 2018 to April 2019 be received and noted.
- ii) That governors place on record their thanks to Mrs Goodwin and Miss Robinson for agreeing to cover the extra geography lessons.

b) Initial Thoughts on 2019/2020 Budget

The initial budget for 2019/2020 and subsequent 5 year budget modeller to 2023/2024 had been made available and the business manager went through the details. He reported that the initial budget was based on several assumptions, including the impact on future numbers due to the admission changes at JCB Academy and the continuation of a DfE grant for teachers' pay and pensions. The business manager also confirmed that trustees of the ULT had agreed that all schools should, in future, look to set budgets with an in-year balance and that any future decisions around expenditure should have this in mind.

Discussion followed and reference made in particular to the need to bring about improvement in post-16 outcomes. Governors challenged what more could be done to bring about the required improvement and, if additional funds were given to post16, what would be the likely impact on other areas of the school? The headteacher and Mrs Dodd confirmed that improvement strategies had been agreed and were also pleased to report that the number of external applicants for the sixth form was higher than the previous year. The headteacher further reported that current policy was not to re-admit pupils that had left the school to attend elsewhere but that this was something further thought could be given to, perhaps with a view to re-admitting pupils at the beginning of Y10 if requested.

It was resolved –

- i) That the initial 2019/2020 budget and 5 year budget modeller to 2023/2024 be received and noted.
- ii) That the headteacher be requested to give thought to possible benefits of increased funding for post-16 and the implications of this for other areas of the school and to report back at a future meeting.

c) Pupil Premium Funding

The business manager outlined the statement of pupil premium expenditure for the period September 2018 to April 2019 and confirmed that there had been no significant changes to agreed intervention strategies.

It was resolved –

That the pupil premium funding statement be received and noted.

d) 6<sup>th</sup> Form Discretionary Bursary Funding Statement

The business manager outlined the statement for 6<sup>th</sup> form discretionary bursary funding and confirmed that the final funding instalment had been received. He further reported that, due to the increased level of student intervention and support in the run-up to the A level exams, much of the current surplus of funds would be used up.

It was resolved –

That the 6<sup>th</sup> Form Discretionary Bursary Funding statement be received and noted.

**106. Premises:**

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

The business manager gave an update on the 2018/2019 maintenance budget including the projects to be undertaken through use of the 'Little Extras' funding as discussed at the previous meeting. He referred in particular to the 3 quotes that had been received for external fencing work. The cheapest quote had been received from Dawkes & Co. Ltd. which was a company that the school had worked with previously. It was therefore recommended that this quote be accepted. Other planned maintenance work was continuing as discussed at the previous meeting, with the addition of improvements to emergency lighting which had been issued with a D1 notification.

It was resolved –

That the update on the 2018/2019 maintenance budget be received and noted and that governors approve the award of the contract to Dawkes & Co. Ltd. for external fencing work.

b) S106 Funded Work on the Classrooms, Canteen and Sixth Form Area

The business manager confirmed that, as reported at the previous meeting, all work on classrooms, canteen and sixth form area through S106 monies had been completed. He also reminded governors that the cost of this work had been less than originally estimated and that approval had previously been given for the remaining funds to be used to refurbish the sixth form. However, the headteacher reported that the final figure of S106 funding was less than had originally been notified by SCC due to an administrative error and therefore there was insufficient money available to go ahead with the full re-modelling of the sixth form area. Instead she requested that the remaining funds now be used for the re-painting of areas of the school to improve appearance and to refurbish the MfL classrooms. The headteacher also proposed to use part of her headteacher's contingency fund to repaint and refurbish the sixth form area.

It was resolved –

- i) That the update on S106 funded work be received and noted and that governors approve the use of remaining funds for the re-painting of areas of the school and refurbishment of the MfL classrooms.

- ii) That governors also agree that part of the headteacher's contingency fund be spent on redecoration of the sixth form area.

c) CIF Bids Update (Boilers and New Pavilion)

The business manager confirmed that work on replacing the boilers had now been completed and was also pleased to report that work on the building of the new pavilion was on track and progressing well. He was also pleased to report that work on the new cricket pitch had been completed and that the first match was scheduled for later in the week.

Discussion followed and governors felt that consideration should be given to naming the new pavilion and other improved areas of the school. The headteacher reported that both she and the business manager were looking at marketing strategies to maximise use of the pavilion, the swimming pool and other sports facilities and would welcome suggested names.

It was resolved –

That the update on the build of the new pavilion be received and noted.

d) Swimming Pool and Community Use Agreement

The headteacher and business manager gave an update on the progress of swimming pool and were pleased to report that work was nearing completion. It was hoped that the pool would re-open later in the month. Thanks were given to Mr Egerton for looking at the detail of the community use agreement and the headteacher reported that the views of the Legal team were now being sought on the changes that had been made.

It was resolved –

That the update on swimming pool be received and noted and that governors look forward to the re-opening of the pool.

e) 2019/2020 CIF Bids

The business manager reported that of the two CIF bids submitted for 2019/20, one had been successful. The successful bid was for re-roofing of block A of the school at a cost of £370K. The bid for replacement windows had been unsuccessful and the business manager recommended that there should be no appeal against this decision and that the bid be re-submitted next year.

It was resolved –

- i) That governors welcome the successful CIF bid for the re-roofing of block A.
- ii) That governors agree not to appeal against the unsuccessful bid for replacement windows but would support a similar bid to be submitted next year.

## **107. Health and Safety:**

The headteacher reported that an underground water leak had been discovered during the Easter holidays and wished to place on record her thanks to Mr Storer, business manager, who was in school during this period and for all of the work undertaken to minimise the risks resulting from the leak. The work undertaken had enabled the school to re-open as

planned after the Easter holidays. Work to repair the leak is to be undertaken during May half-term and will be funded through insurance.

It was resolved –

That the report be received and that governors also place on record their thanks to Mr Storer for all of the work undertaken to ensure that the school was able to re-open for students after the Easter holiday.

#### **108. Risk Register:**

A draft risk register was circulated and the headteacher went through the detail of it. The headteacher reported that the risk register adopted by the Uttoxeter Learning Trust had been used as the guide for the register. Discussion followed and governors welcomed the initial draft of the risk register but felt that it could be developed further to also show a 'governor risk appetite' for each of the identified risks. Other risks were also identified for inclusion, including the non-appointment of a CEO for the ULT and the implications of a future Ofsted inspection judging the school as requiring improvement.

It was resolved –

- i) That the headteacher be thanked for producing the risk register and that it be received and approved.
- ii) That the headteacher be requested to expand the risk register to perhaps also include a column to identify governor appetite for risk and the other items as discussed.

#### **109. Policies:**

##### **a) ULT Pay Policy**

A copy of the ULT's Pay policy had been previously made available in Office 365 and the headteacher reported that the policy applied to all schools in the ULT.

It was resolved –

That the ULT Pay policy be received and noted.

##### **b) Examination Policies and Procedures**

A number of documents relating to the school's Examination policy and procedures had been previously made available in Office 365 and the head teacher confirmed that there had been changes made to policy or procedures since the last review.

In response to a governor question, the headteacher outlined the arrangements in the event of a late arrival by a student and confirmed that necessary actions were taken in strict accordance with examination board guidance.

It was resolved –

That the Examination policy and procedures be received and approved.

#### **110. Chair's Power to Act:**

The chair reported that it had not been necessary for him to act on behalf of the committee between this and the last meeting.

#### **111. Disposal of Items:**

The business manager reported that there were no items for disposal to be approved by governors. He was pleased to further report that the tractor and trailer, previously approved for disposal, had now been sold for £4K. This money would be used to purchase new exam desks.

It was resolved –

That the report be received and that governors welcome the sale of the tractor and trailer.

#### **112. Safeguarding:**

The headteacher was pleased to report that the installation of the security gates to the farm had further improved site security. The headteacher further reported that the number of security gate access cards would be kept to a minimum and would not, in normal circumstances, be issued to governors. Should a governor identify a need for their own access card then a request should be submitted directly to her.

It was resolved –

That the safeguarding update be received and noted.

#### **113. 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 (minutes 105 and 106). Financial benchmarking training had been undertaken at the start of the meeting and the risk register would enable governors further effectively manage school resources and identify possible financial risks (minute 108).

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

Governors have a full understanding of how pupil premium funding is used to overcome barriers to learning through a regular report (minute 105c).

#### **114. Other Business:**

##### Gender Pay Gap

Discussion took place regarding the gender pay gap of staff and the legal requirements for publishing the details.

It was resolved –

That the business manager be requested to prepare a report for the next meeting to show the gender pay gap for staff at Thomas Alleyne's High School and across other schools in the ULT.

**115. 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, 18 June 2019 at 5.00pm.

**Signed**..... P. Taylor

**Date**..... 18 June 2019