

## Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 6 March 2018 at 5.30pm.

### **Present:**

Mr P Taylor (chair), Mrs S Brown, Mrs P Curtis, Mr P Hudson, Mrs A Treney.

Mrs J Rudge (Headteacher)

### **Also in Attendance:**

Mr T Brunt (Deputy Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

### **Apologies:**

Apologies for absence were received from Mr B Egerton and Ms R Horry.

### **29. Governing Body Matters:**

a) Membership

There was nothing to report.

b) Pecuniary Interests

The clerk confirmed that the register was being updated to reflect the information provided by governors with regard to pecuniary interests.

c) Declaration of Interest

There were no declarations of interest for items to be discussed at the meeting.

### **30. Minutes:**

The minutes of the meeting of the Managing and Resourcing committee held on 12 December 2017 had been previously made available to governors via Office 365.

It was resolved –

That the minutes of the meeting be received and approved.

### **31. Matters Arising:**

a) Endowment Fund (Minute 17(a) refers)

Details of the Foundation Scheme, together with a statement of income and expenditure for the period 1 April 2016 to 31 March 2017, were circulated. The business manager reported, however, that the County Council continued to hold some of the endowment funds but that he continued to pursue this so that the review of the endowment fund could be completed. Governors would be kept updated on progress made.

b) Pavilion Heating (Minute 17(c) refers)

The business manager reported that a stand-alone boiler to provide heating and hot water had been installed in the pavilion so that it could remain in use. In the event of a successful CIF bid to include the demolition of the pavilion at some point in the future, then it would be possible for the boiler to be re-located elsewhere in the school.

c) Benchmarking (Minute 19(b) refers)

The business manager confirmed that the on-line link to access benchmarking information had now been sent all governors.

d) School Website

Governors noted that the school website had been updated to include the 2018/19 school prospectus.

**32. Finance:**

a) Items from ULT Audit relevant to Thomas Alleyne's High School

The business manager reported that the first external audit of the ULT had been completed and that a very positive report had been received. A number of issues relevant to Thomas Alleyne's High School had been included in the report and particular reference was made to the school's land and property assets. A map of the school site was made available to make clear the area of land that was included in the 125 year lease following academy conversion and the other area of land that was held under a Tenancy at Will.

The business manager further reported that the audit had also highlighted other areas to be addressed, including payroll, I-pad leases and recording of school reserves. He confirmed that all work had been undertaken as recommended by the auditors.

It was resolved –

That the report of the ULT audit be received and noted and that the business manager be thanked for the work undertaken to address the recommendations made.

b) Financial Report September 2017 to February 2018

A financial report for the period September 2017 to February 2018 had been made available on Office 365 and the business manager went through the detail of it. He was pleased to report that the budget situation at the end of the first six months was more positive than originally anticipated. Particular reference was made to the following budget items:

- School Fund Account – governors noted that school funds had not previously been included within the school budget information but some detail was now shown under the lettings section. Discussion took place around the level of detail that governors required for school fund accounts and also the VAT implications for organised school trips.
- Teaching Staff costs – due to staff leaving during the school year, and replaced by supply staff, governors were asked for approval to vire £40K between teaching staff costs and supply staff costs. The business manager further reported that other staff costs would likely achieve savings of around £16K which could also be vired to other areas of the budget, subject to governor approval.

It was resolved –

- i) That the business manager be thanked for his detailed financial report for the period September 2017 to February 2018 and that it be received.
- ii) That a separate line should be included in the budget statement for school funds, rather than being included within lettings, and that governors would also welcome

the opportunity to see a more detailed school fund account on a more regular basis from the start of the next financial year.

- iii) That the business manager be requested to seek clarification around VAT implications for school trips and report back at the next meeting.
  - iv) That approval be given to vire £40K between teaching staff and supply staff costs but that a decision to vire other staff costs be made later in the financial year when any actual savings would be known.
- c) Sixth Form Funding Update  
Governors had discussed sixth form funding at the previous meeting and had noted in the report presented at the meeting that the main school, in staffing costs alone, was subsidising the sixth form in the region of £86K. The business manager reported that, as requested, he had looked again at the methodology used to determine this figure and that he considered it to be appropriate. An updated report on sixth form funding would be made available for the next meeting.
- d) Pupil Premium Finance  
The business manager reminded governors that as an academy, pupil premium funds were now received in four instalments (July, October, January, April) and presented a summary of the grant received and areas of expenditure for the period September 2017 to February 2018. Governors noted that during this period a grant of around £59k had been received and that around £40k had been spent in supporting those students eligible for pupil premium funding.

The headteacher also informed governors of other strategies that were being considered to ensure that all available funding was spent, which would also include support for other disadvantaged students. Discussion took place regarding possible support strategies with a particular focus on reward incentives ie providing breakfast or other snacks, to further encourage student participation. The headteacher agreed to explore this with the leadership team and report back at the next meeting.

It was resolved

That the pupil premium expenditure summary for the period September 2017 to February 2018 be received and noted.

- e) Sixth Form Discretionary Bursary Fund  
The business manager gave an update on the sixth form discretionary bursary expenditure and reminded governors that the grant available to Thomas Alleyne's was around £17K and payable in two instalments (two thirds in September and one third in April). He further reported that of the £11K instalment received in September, the expenditure to February 2018 was £7K. A summary of the areas of expenditure was given and governors also informed that any funds remaining unspent could be put into the school budget.

It was resolved

That the expenditure summary of the sixth form discretionary bursary fund be received and noted.

### 33. Premises:

#### a) Update on proposed work for 2017/2018 Maintenance Budget

The maintenance programme for proposed work during 2017/2018 had been previously made available on Office 365 and the business manager went through the detail of it. Reference was made in particular to the following items:

- Replacement windows – three quotes had been received for replacement windows and governors were recommended to accept the quote from Strata. Whilst not the cheapest (£150 higher than the lowest quote) the school has worked with this company previously and the windows would match other windows that had been replaced in recent years..
- Ross House – three quotes had been received and the one from Novus was significantly lower than the other two. Further information was being sought regarding the lowest quote before recommending its acceptance to governors.
- Skylights – three quotes had been received and governors were recommended to accept the lowest quote received from Novus.
- Decoration of Keeling House and Ross House – three quotes had been received and, subject to further information being sought, governors would be recommended to accept the lowest quote from Novus.
- Ovens – work had now been completed and the ovens were now working. Governors were assured that the school would not be paying for the repairs.
- Whole school safeguarding – three quotes had been received for replacement doors and governors were recommended to accept the cheapest quote received from Strata. One quote was awaited for work to the paths the business manager would make the appropriate recommendation once all quotes had been received. Work on the fencing had started and gates would be opened as necessary to ensure student movement around the school site.

It was resolved –

- i) That the maintenance budget update be received and noted.
  - ii) That governors approve the awarding of all identified contracts as recommended by the business manager.
  - iii) That the headteacher be requested to determine appropriate arrangements for governors, and other school visitors, to access the site as necessary during evenings once the new fencing and gates were in operation.
- #### b) Update on Current Building Projects

The business manager gave an update on the following projects and sought approval from governors on the next steps:

- CIF bids (boilers and classroom/pavilion replacement) – bids for both projects had now been submitted and a decision was expected shortly. Consideration was being given to alternative arrangements should the bids prove unsuccessful.
- Swimming Pool – see confidential appendix.
- S106 monies - £79k was available to the school to increase the number of student places. Options for creating additional classroom spaces were being explored and governors would be kept updated. Necessary work would be undertaken during the summer holidays.

It was resolved –

That the update on the current building projects be received and noted.

**34. Chair's Power to Act:**

The committee chair reported that it had not been necessary to act on behalf of the Managing and Resourcing committee between this and the last meeting. The chair of governors reported, however, that approval had been given by the Steering Group to amend the agreed pay range for the recently appointed deputy headteacher and outlined the reasons for doing so. The chair further reported that Anne Maingay had been appointed as the new deputy headteacher.

It was resolved –

That governors approve the decision of the Steering Group to amend the deputy headteacher salary range.

**35. Disposal of Items if Required:**

The headteacher and business manager confirmed that there were no items for disposal.

**36. Policies:**

The following two policies had been made available on Office 365:

- Complaints Policy  
Governors were informed that the policy had been updated to reflect the ULT's complaints policy. Discussion took place regarding the contact details for the chair of governors and it was felt that a generic email address would be better for this purpose. Similarly, it was agreed that reference to the ULT CEO should be by role rather than by name and a generic email address should be set up for the CEO if not already in existence. The headteacher agreed to ask the IT team to arrange this.

It was resolved –

That the Complaints policy be approved subject to an amendment with regard to the contact details for the chair of governors and CEO.

- Gifts and Hospitality Policy  
Governors were informed that the policy had been updated to reflect the ULT's Gifts and Hospitality policy. Discussion took place regarding the clause in relation to the purchase of alcohol which, unless amended or removed, would prevent the school from following the usual end of term custom and practice.

It was resolved –

That the clerk be requested to raise this matter at the next meeting of the ULT Trust Board and that the Gifts and Hospitality policy be approved subject to agreement to remove the clause in relation to the purchase of alcohol.

- ULT Pay Policy  
A copy of the ULT Pay policy had been made available and governors were advised that it applied to all schools in the Trust. Discussion took place and a number of grammatical errors in the policy had been identified.

It was resolved –

That the ULT Pay policy be received and noted and the headteacher requested to ensure that the identified grammatical errors are amended.

- Evacuation Procedures during the Examination Period  
Details of the procedures to be followed in the event of the need to evacuate school during the examination period were to be circulated to governors for information.

It was resolved –

That the evacuation procedures during the examination period be circulated by the headteacher and that any comments should be submitted to the business manager.

### **37. Health and Safety Issues:**

The headteacher informed governors of recent decisions taken as a result of snow and ice and confirmed that all decisions were in the best interests of the students' education whilst mindful of health and safety implications.

It was resolved –

- i) That governors fully support the decisions taken by the headteacher, necessary as a result of the recent snow and ice.
- ii) That the accident reporting book be made available for future meetings to enable governors to look at accidents happening and to help identify any possible trends.

### **38. Safeguarding:**

See confidential appendix.

### **39. Consideration Given to KPIs:**

- i) KPI6 – Governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively  
Governors questioned, and challenged, the premises and finance reports provided by the business manager (minutes 32 and 33) to ensure best value and compliance with financial regulations.
- ii) KPI9 – Governors use Pupil Premium and other resources to overcome barriers in learning, including reading, writing and mathematics  
Governors questioned, and challenged, the use of pupil premium funding as outlined in minute 32. Strategies for ensuring best use of those funds continued to be explored.

### **40. 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, 1 May 2018 at 5.30pm.

**Signed**.....

**Date**.....