

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 1 May 2018 at 5.30pm.

Present:

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

Apology:

An apology for absence was received from Ms R Horry.

41. Governing Body Matters:

a) Membership

There was nothing to report.

b) Pecuniary Interests

There was nothing to report.

c) Declaration of Interest

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

42. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 6 March 2018 had been previously made available to governors via Office 365.

It was resolved –

That the minutes of the meeting be received and approved.

43. Matters Arising:

a) Endowment Fund (Minute 31(a) refers)

The business manager reported that an updated report on the Endowment Fund would be made available for the next meeting.

b) School Trips and VAT (Minute 32(biii) refers)

The business manager reported that confirmation had been received that school trips were classed as non-business and therefore exempt from VAT.

c) Sixth Form Funding Update (Minute 32(c) refers)

The business manager reported that an updated report on sixth form expenditure would be made available for the next meeting.

d) Gifts and Hospitality Policy (Minute 36 refers)

The business manager confirmed that the Gifts and hospitality policy had been updated following approval given by the ULT Trust Board.

e) Health and Safety (Minute 37 refers)

The headteacher reported that there would be a focus on health and safety issues at the next committee meeting.

44. Premises:

a) Update on Proposed Work for 2017/2018 from the Maintenance Budget

The business manager gave an update on the progress of the following building projects. Full details of all projects had been previously made available on Office 365 and the business manager was also pleased to report that all projects, with the exception of work to improve site security, had been completed within budget.

i) Windows & Re-decorating

Following discussions with Novus regarding the quote received, an order had now been placed for the replacement windows in Ross House. The business manager recommended that following those discussions, the contract also be awarded to Novus for the re-decorating work on Ross House and Keeling House.

It was resolved –

That the contract be awarded to Novus as recommended by the business manager.

ii) Electrical Work

All electrical work had now been completed.

iii) School Security

Most orders had now been placed for the improvements to site security, including completion of the fencing. Following discussion, the headteacher reported although the order for the key card access control panel had still to be placed a decision had been taken to issue key cards to all members of staff and sixth formers to allow ease of access. Other measures to enable access through the school as necessary were still to be determined.

b) Update on Current Building Projects

i) Condition Improvement Fund (CIF) Bids

Following confirmation of the successful CIF bids, the business manager was pleased to report on progress of the agreed projects:

- Boilers and Mechanical Refurbishment - copies of plans for boiler replacement and other mechanical refurbishment were circulated and the business manager reported that an initial meeting had been held with contractors regarding the agreed work. It was hoped to start the work during May half-term with completion expected by October half-term.
- Mobile Classrooms and Sports Pavilion – a pre-meeting had been held with the contractors and sample drawings had been previously made available on Office 365. The business manager further reported that a number of changes to the drawings had been identified but governor approval would be sought before any

final decisions were made. Discussions would continue and it was hoped that final plans would be submitted to allow for work to commence in early 2019. The headteacher assured governors that staff would work closely with the project team to keep disruption to a minimum and also to ensure value for money.

- ii) Swimming Pool
See confidential appendix (attached)
- iii) S106 Monies
See confidential appendix (attached)

45. Finance:

The business manager provided a financial report with particular focus on restricted and unrestricted reserves and initial thoughts on the 2018/2019 budget. Detailed reports for both items had been previously made available on Office 365.

a) Restricted and Unrestricted Reserves

The business manager reminded governors that the need to differentiate between restricted and unrestricted reserves had been identified in the recent audit report. As such, a report had been prepared to highlight the differences between both types of reserves.

It was resolved –

That the report be received and noted and that governors will continue to monitor the difference between both reserve funds.

b) Initial Thoughts on 2018/2019 Budget

A provisional budget for 2018/2019, together with the following four years, was presented and the business manager went through the detail of it. Reference was made in particular to the likely implications for future budgets due to the anticipated increase in student numbers, future staffing costs and the necessary financial contributions towards the CIF bid projects. The business manager also circulated a report regarding the National Funding Formula and the implications of this for schools in a three tier system. Governors noted that the new funding formula would likely be of benefit to this school.

The headteacher further reported that there would be a need to identify funds to enable future cosmetic improvements to the school and that a contingency element could be added to future budgets to help support necessary maintenance projects.

Finally, the business manager reported that he would update the 2018/2019 budget as appropriate and would present it to the next meeting of the governing body for formal approval. Following this, the budget would be presented to the Uttoxeter Learning Trust before being submitted to the Education and Skills Funding Agency, as required.

It was resolved –

- i) That the business manager be thanked for presenting the provisional 2018/2019 budget and that it be received and noted.

- ii) That governors are confident of a workable budget but would continue to monitor it, with plans in place to bring about savings in the future should it prove necessary.

46. 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.

47. Disposal of Items:

The business manager requested approval for the sale of the horse box/trailer that was no longer in use. Discussion followed and governors questioned ownership of the horse box/trailer and the headteacher agreed to look into this.

It was resolved –

That subject to school's ownership of the horse box/trailer, approval be given to its sale.

48. Policies:

The chair reported that a number of changes to documents relating to the Examinations Policy and Procedures had been necessary to reflect current school practice and, as such, he had updated them as appropriate. The business manager had been requested to ensure that the updated documents were available on Office 365.

It was resolved –

That the chair be thanked for updating the Examinations Policy and Procedures and the business manager requested to ensure that all documents were available on Office 365.

49. Health and Safety Issues:

The headteacher highlighted a number of health and safety issues that were of concern to the school:

a) School Roofs

There were increasing concerns regarding the number of children accessing school roofs and those of other neighbouring properties. With the support of the police, students were being reminded of the dangers of accessing roofs and where possible, actions taken to try and prevent access.

b) Back Lane

There were ongoing concerns regarding the use of Back Lane which, although having restricted access, was increasingly being used by motor vehicles and putting students in potential danger as a result. Staff continued to try and prevent vehicle use but was proving difficult to manage. Mr Hudson undertook to pursue this matter on behalf of the school.

c) Hoax Bomb Threat

A hoax email had recently been sent to the school one morning and stated that a child was in school with a bomb which would detonate later that morning. Police had been contacted immediately and the headteacher confirmed that the school worked very

closely with the police in deciding on necessary actions to take. During those discussions it became clear that a similar email had been sent to a number of other schools across the country and considered likely to be a hoax threat. The headteacher also confirmed that a decision had been taken not to close the school. Police continued to investigate the source of the email.

It was resolved –

That the report be received and that governors support the decision of the headteacher not to close the school on that morning.

50. Safeguarding:

The headteacher reminded governors of the complaint that had been received and discussed at the last governors' meeting. Nothing further had been heard.

51. 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 were managing the CIF bids to reduce costs and ensure efficient use of funds (minute 44) and had considered the provisional 2018/2019 budget (minute 45).
- ii) KPI9 – Governors use Pupil Premium and other resources to overcome barriers in learning, including reading, writing and mathematics
Consideration had not been given at this meeting to the use of Pupil premium funds.

It was resolved –

That the use of Pupil Premium funds be included as a standard item on all future agendas.

52. 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, 19 June 2018 at 5.30pm.

Signed.....

Date.....