

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 25 September 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 C Dodd (Assistant Headteacher)

Mr D Godwin (Assistant Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received from Ms R Horry and Mrs A Maingay (deputy headteacher).

Tour of School:

Prior to the start of the formal meeting a short tour of the school was undertaken by committee members to look at the refurbishment work completed during the summer break. Thanks were given to Mr Storer, business manager, for leading the tour.

65. Election of Chair:

It was resolved –

That Mr P Taylor be elected as committee chair until the first meeting of the Managing and Resourcing committee in the autumn term 2019.

66. Election of Vice-Chairs:

It was resolved –

That Mrs P Curtis and Mr P Hudson be elected as committee vice-chairs until the first meeting of the Managing and Resourcing committee in the autumn term 2019.

67. Declarations of Interest:

There were no declarations of interest.

68. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 19 June 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.

69. Matters Arising:

a) Horse Box/Trailer (Minute 55(a) refers)

The business manager reported that an offer had been received for the horse box/trailer, but it had not yet been sold. He further reported that an offer had also been received for a tractor that had previously been declared as surplus to requirements.

b) Back Lane (Minute 55(b) refers)

The headteacher reported that Back Lane remained a health and safety risk although staff continued to manage the situation as well as possible. Drivers were challenged when possible but with little or no success. The headteacher further reported that she was to meet with local police later in the week and would raise this as a matter of concern.

It was resolved –

That governors would continue to review the situation and fully support the headteacher in seeking support from the local police in attempting to prevent vehicle use of Back Lane.

c) Health and Safety Inspection of Farm (Minute 58(a) refers)

The headteacher reported that no health and safety concerns had been identified following the inspection of the farm and that, as a result, a report would not be received.

It was resolved –

That governors thank all staff concerned for their work in ensuring that no health and safety concerns were identified at the farm.

d) Safeguarding (Minute 55(c) refers)

The headteacher reported that following submission of the report in relation to the safeguarding incident nothing further had been heard from Staffordshire County Council or Walsall Council. Indications were that the school had taken every action in accordance with safeguarding guidance.

70. Finance:

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

a) Audit Update

The business manager confirmed that to meet requirements of the ULT auditors, Staffordshire Audit Service had completed an audit of school financial procedures during July, and had submitted its report giving a health check for the period April 2017 to June 2018. The business manager went through the detail of the report and highlighted in particular those areas that had been identified as causing concern. The conclusion of the report was, however, that the school had adequate assurance. He confirmed that actions had been taken where necessary to address those concerns and these had met with the approval of the auditor. He further reported that the opportunity had also been taken to look at lessons to be learnt as a result of the audit findings, which included the need to clearly differentiate between his roles as school business manager and the ULT's chief finance officer. Governors also noted that a finance officer had recently been appointed to support the ULT.

The audit had highlighted the need for the school and the ULT to have a debt management policy in place to ensure that outstanding payments were identified and recuperated. A draft policy was currently being developed for subsequent approval at a future meeting of the ULTs Trust Board before being referred to governors for approval.

It was resolved –

- i) That the audit report for the period April 2017 to June 2018 be received and noted with thanks to the business manager for ensuring that appropriate actions had been taken to address identified concerns.
- ii) That governors await the required debt management policy for approval at a future meeting.

b) Financial Report (September 2017 to August 2018)

A draft financial report for the period September 2017 to August 2018 had been made available in Office 365 and the business manager went through the detail of it. He confirmed that much of the report was similar to what had been reported at previous meetings but was pleased to confirm that it was likely that the in-year deficit would not be as great as originally predicted and outlined the reasons for this, referring in particular to income received through the Teaching school and successful CIF bids.

It was resolved –

That the draft financial report for the period September 2017 to August 2018 be received and noted.

c) Updated Income and Expenditure Projections 2018 to 2023

The business manager reported that due to a significant reduction in the number of students joining the school's sixth form in Y12, against that originally anticipated, it had been necessary to review both the 3 year budget modeller (2018 to 2021) and the 5 year budget modeller (2018 to 2023). Governors were reminded that both budget modellers had been approved at the previous meeting.

Full discussion followed on the possible reasons for the reduced number of students entering the school's sixth form and staff were also looking at the final destinations of all students that had left Y11. The headteacher reported that there was not one factor in particular that could be identified as a key reason for students not entering the sixth form and that a full review of post-16 outcomes, including recruitment and retention, had been identified as a whole school issue. An outline of the school improvement plan priorities for 2018/2019 was given and the headteacher also confirmed that the curriculum offered by the school remained broader than that offered by most other schools in East Staffs. Every effort would also be made to ensure that students were fully aware of the different learning experience that would be available to them in the school's sixth form and that results were often better than many other post-16 establishments in the area.

Having made clear the implications around the reduced number of students in Y12, the business manager circulated a revised 5 year budget modeller to take account of the reduced numbers. He further reported that a number of other minor changes had been made to the budget modeller. These changes included energy costs, staffing establishment and curriculum expenditure. Despite the need to revise the 5 year budget modeller, which revealed the school slipping into deficit in 2022/2023, governors were

informed that, as reported at the previous meeting, it was considered that the budget could be managed to prevent the potential deficit.

The headteacher referred to national concerns around levels of school funding and representations being made by headteachers to the Government. The headteacher also referred to consultation being undertaken by Staffordshire County Council with regard to proposed changes to the allocation of AEN funding which, if agreed, would have implications for the school. She confirmed that a response had been sent on behalf of the school objecting to the proposed changes.

Finally, before ending discussions around the budget modeller the headteacher also referred to the proposed ULT Pay policy. (See confidential appendix).

It was resolved –

- i) That the revised 5 year budget modeller be received and approved as presented.
- ii) That governors be kept informed of agreed strategies to encourage students to remain at Thomas Alleyne's for post-16 education.
- iii) That the chair of the Managing and Resourcing committee should also respond, on behalf of the governing body, to object to Staffordshire County Council's proposed changes to the allocation of AEN funding.

d) Update on Pupil Premium Funding

The business manager outlined a report with regard to agreed pupil premium intervention strategies and confirmed that total expenditure to support this for the period to 31 August 2019 was currently £105K. He further reported that the school's website was being updated to improve the information made available to demonstrate the impact of pupil premium funding in raising student attainment.

It was resolved –

That the pupil premium funding statement be received and noted.

71. Premises:

a) Update on work undertaken during the summer break

Before the start of the meeting, governors had been given a tour of the school to see all of the work that had been completed. This included work on extending the canteen and the creation of larger classrooms for Maths and English, as well as changes to the school heating system.

It was resolved –

That governors were pleased to note the significant improvements made to the fabric of the school building and place on record their thanks to all concerned, but in particular to the business manager, to ensure that all of the work had been completed in readiness for the start of the new school year.

b) Update on proposed work for the 2018/19 Maintenance Budget

The business manager reported that most maintenance budget spending for 2018/19 would be reactive but that work would continue as planned through the approved CIF projects.

It was resolved –

That the update on the 2018/19 maintenance budget be received and noted.

c) Update on current building projects (and to agree next steps)

The business manager reported on progress of the following projects:

i) S106 funded work

- Boilers and Mechanical Refurbishment – as previously reported, work in the classrooms had been completed and work in the boiler house would shortly be completed to ensure that the heating system was operational.
- Classroom and Sports Pavilion – the latest drawings were made available and governors noted that the pre-planning application was underway with a the final planning application to be submitted by the end of October. Once approved, it was hoped to invite tenders before the end of the year with agreed contractors on site before the end of February 2019. Completion of the project was anticipated by the end of October 2019.

ii) CIF Bids 2019/20 Update

Possible CIF bids for 2019/20 included the replacement of remaining windows and doors; flat roof replacement; improvements in the basement of Ross House. The business manager reminded governors that only two bids could be submitted and that guidance on the final bids to be submitted was being given by Entrust.

iii) Swimming Pool

Work to replace the swimming pool boiler had been commissioned but governors were informed that other work would not go ahead if allocated S106 monies weren't given to the school. Indications remained, however, that the S106 monies would be allocated to the school as previously agreed.

The headteacher further reported that a request had been received from a swimming organisation (Lane 1) for use of the school pool for 28 hours a week during school terms and half-term holidays. If approved, this would give the school a regular funding stream to support future maintenance of the pool. The headteacher also reported that the Dove Valley swimming club wished to use the pool for one evening a week and it was agreed that this should be recognised when negotiating with Lane 1.

It was resolved –

- i) That Mr Egerton be requested to represent the governing body at the pre-planning meeting for the new classroom and sports pavilion.
- ii) That governors continue to fully support the re-opening of the swimming pool at the earliest opportunity through the release of the S106 monies.

- iii) That approval be given to the headteacher to continue discussions with Lane 1 regarding the use of the swimming pool, with a view to offering an initial two year contract with a further option to re-new after that time.

71. Chair's Power to Act:

Catering Contract

The committee chair reported that, in consultation with the chair of the governing body, approval had been given to award the catering contract to Chartwells. The business manager outlined the detail of the contract which was initially for 5 years although it would be reviewed after 3 years. The benefits to the school included an investment of £80K through improved catering facilities.

It was resolved –

That governors fully support the chair's action in awarding the catering contract to Chartwells.

72. Disposal of Items:

The business manager reported that, as part of the refurbishment of classrooms, it had been agreed to dispose of old items of furniture that were no longer required and of no financial value. Several members of staff had requested to keep some of the items for their own purposes.

It was resolved –

That governors agree to staff, on request, being allowed to keep old furniture that had been declared as surplus to requirement and of no financial value to the school.

73. Health and Safety Issues:

Site Incident

The business manager referred to a health and safety issue on 18 September involving a scaffolding board. Details had been made available in Office 365 and he confirmed that the incident had been immediately logged with Staffordshire County Council and the contractors, with an accident investigation to be undertaken. No students or staff had been in that area of the school at the time of the incident.

Health and Safety Audit Report (October 2016)

A copy of the Audit Report following the last inspection undertaken in October 2016 had been previously made available in Office 365. The business manager reported that the next audit was to be undertaken shortly and that the school was hoping to achieve a 3 star grade.

It was resolved –

That the health and safety reports be received and that governors await details of the accident investigation report and also look forward to a positive health and safety audit.

74. Safeguarding:

The headteacher reported that a safeguarding audit of the school had been commissioned by the ULT and the subsequent report showed that, whilst there were no serious concerns, a number of improvements to school practice were recommended. The headteacher confirmed that all actions had been taken to comply with the recommendations.

It was resolved –

That the update on the recent safeguarding audit be received and governors pleased to note that recommended improvements had been undertaken.

75. 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 and also recognise the close working relationship between the headteacher and business manager to ensure that actions are taken to resolve issues (minute 70); governors ensure efficient use of funds for improvements to premises (minute 71).
- ii) Governors operate in such a way that statutory duties are met and priorities are approved
Governors understood and approved all revised school practices with regard to safeguarding (minute 74).
- iii) 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 noted the improvements to be made to the school's website to show the impact of support strategies through the use of those funds (minute 70).

76. 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, 11 December 2018 at 5.00pm.

Signed..... P. Taylor

Date..... 11 December 2018

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 25 September 2018 at 5.00pm.

CONFIDENTIAL APPENDIX

Minute 70 – Finance:

c) Updated Income and Expenditure Projections 2018 to 2013

Governors discussed the updated income and expenditure predictions and resolved to accept the revised 5 year budget modeller 2018 to 2013 as presented.

During the discussions, the headteacher reported that the ULT was currently reviewing its Pay policy for all schools, which included a requirement for a review of a school's leadership salary structure to be undertaken annually. The headteacher further reported that the leadership salary structure at Thomas Alleyne's was undertaken every two years and that any change could have implications for the school's budget.

It was resolved –

That governors support flexibility in the ULT Pay policy to enable governors to continue to review the school's leadership salary structure every two years, as at present, and that this matter be raised at the next meeting of the ULT School Representation Board.

Signed.....

Date.....