

## Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Monday, 30 September 2019 at 5.00pm.

### **Present:**

Mr P Taylor (chair), 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)

Mrs E Peers (Assistant Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

### **Apologies:**

Apologies for absence were received from Mr A Barton, Mrs S Brown, Mr S Clarke, Ms R Horry.

### **Tour of New Build:**

Prior to the start of the meeting, governors were given a tour of the school grounds to see the progress being made with the various building projects, particularly the changes to the MfL rooms, swimming pool, new sports pavilion, and other improvement works.

Governors thanked Mr Storer, business manager, for the tour of the school grounds and welcomed the progress being made. All agreed that, once completed, they would add value to the educational experiences offered at the school.

### **128. Declarations of Interest:**

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

### **129. Election of Committee Chair:**

It was resolved –

That Mr P Taylor be elected as committee chair until the first meeting of the autumn term 2020.

### **130. Election of Committee Vice-Chairs:**

It was resolved –

- i) That Mrs P Curtis and Mr B Egerton be elected as committee vice-chairs until the first meeting of the autumn term 2020.
- ii) That governors place on record their thanks to Mr P Hudson for the support given to the committee as a previous vice-chair.

### 131. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 18 June 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.

### 132. Matters Arising:

#### a) Back Lane (Minute 117(a) refers)

The headteacher reported that consultation was currently taking place regarding a possible road change use of Back Lane and its use as a right of way. Governors would be kept updated on any outcomes following the consultation. Reference was also made to cracks appearing in the school wall along Back Lane and, although its condition remained fine, it would continue to be monitored.

It was resolved –

That the situation around Back Lane continue to be kept under review.

#### b) JCB Academy (Minute 117(b) refers)

The headteacher referred to a recent meeting held with the headteacher of JCB Academy and reported that although the meeting had been professional, there had been no agreed outcomes that would benefit Thomas Alleyne's.

The headteacher also referred to a meeting held with the Regional Schools Commission (RSC) towards the end of the last school year, attended by herself, the chief executive officer and chair of the Uttoxeter Learning Trust (ULT). The meeting had been an opportunity to challenge the decision to agree to the change of admission arrangements at JCB Academy and to request additional funding to lessen the impact of the reduced numbers at Thomas Alleyne's. Although the meeting had been useful to make the RSC aware of the implications of its decision to approve the change to admission arrangements, the request for additional funding had been refused.

It was resolved –

That governors continue to keep the matter under review.

#### c) School Budget (Minute 118 refers)

The headteacher reported that the school would likely lose 40 students to JCB Academy in September 2020, whilst 17 students had opted for JCB academy in September 2019. This would impact on school funding and governors were informed that the budget had been re-modelled to take the reduction of student numbers into account. This would be discussed in more detail later in the meeting.

It was resolved –

That governors support the action taken to re-model the school budget as necessary.

d) Staff Salaries (Minute 118 refers)

The headteacher reported that the approved Pay policy was still awaited from the ULT although the 2.75% increase in teacher salaries had been agreed. Partial cost of this had been offset by a 0.75% increase in the teachers' pay grant, with the remainder having to be met from the school's budget. Allowance for the additional cost to the school had already been included in the budget. The headteacher further reported that support staff had been assimilated onto the new pay scales as appropriate.

It was resolved –

That the salary update be received and noted.

e) Redundancy Scheme Consultation (Minute 126 refers)

The headteacher reported that the ULT consultation on proposed changes to the redundancy scheme continued and that some members of staff had expressed concern regarding this. They had been advised to respond to the ULT as part of the consultation process.

### **133. Financial Report:**

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

a) Financial Report September 2018 to August 2019

A copy of the pre-audit financial report for the year ending 31 August 2019 had been made available and the business manager went through the detail of it, with particular reference to income and expenditure. He reported that the budget continued to be tight and that a surplus for the year end of approximately £40k more than originally budgeted for was anticipated.

Income

The business manager reported that S106 leisure funding had been received and, as seen from the tour of the school, governors welcomed the impact of this funding. A carry-over of around £70K was anticipated and this would be used to upgrade the existing sports hall changing rooms.

Expenditure

The business manager highlighted a number of areas where there had been some overspend against agreed expenditure but assured governors that there was nothing to cause concern.

Governors noted an overspend in curriculum areas and the headteacher reported that a number of changes had been made to how curriculum money was allocated to ensure that this wouldn't happen in future years. The headteacher also assured governors that although there had been an overspend of curriculum monies in the previous financial year all expenditure had been in the best interests of the students to help bring about improved outcomes. Discussion followed and governors suggested that, should additional money become available for curriculum areas, that consideration be given to allocating it to under-performing departments.

The headteacher also highlighted the overspend in exam fees and outlined the reasons for this. Governors were informed that exam fee expenditure was higher than other benchmarked schools due to the full range of subject options offered to students. The

headteacher agreed, however, to undertake further checks to ensure that all exam funding was being spent appropriately.

Governors noted that funding remained from the apprenticeship levy allocated to the school and recognised the need for this to be used in the interests of students.

It was resolved –

- i) That the financial report for the year ending 31 August 2019 be received and noted.
  - ii) That governors remind the headteacher and business manager of the need to ensure that any available income to the school was used to meet the governors' vision for the continued development of the school and well-being of its students.
  - iii) That governors fully support the headteacher in making available to students the full range of subject options but request that a report be made available for the next meeting on any identified changes made to reduce the cost of exam fees.
  - iv) That the headteacher be requested to provide a report for the next meeting to show how the apprenticeship levy funding was being allocated for the benefit of the school and students.
- b) Updated Income and Expenditure Projections to Reflect the Increase in Y12 Students and Spending review Announcements

The business manager made available a report to show the changes made to the 5 year budget modeller to reflect changes in Y12 student numbers. He confirmed that it was also based on the current staffing modeller and the headteacher further reported that priority was given to retaining current class sizes for as long as possible although they would always remain under review. Governors were advised that staffing levels, including the importance of retaining current staff levels, remained the key issue for the school.

Discussion followed and governors gave further consideration to the future implications for the school as a result of the change of admission arrangements at JCB Academy, with the likely loss of students attending Thomas Alleyne's.

The committee chair referred to the anticipated carry-forward of over £500K at the end of the year 2010/2021 and asked if this might raise questions due to excessive reserves being carried-forward. The headteacher reported that concerns regarding this had already been expressed by both the local authority and Regional Schools Commission. However, the headteacher outlined the reasons for this and assured governors that all funds available would continue to be spent in the best interests of students and that these reserves were necessary to meet forecast deficits in 2022/2023 and 2013/2024. Governors were also reminded of a requirement set by the ULT trustees for all schools to set in-year balanced budgets in the future.

The business manager also referred to a current DfE consultation document – “Implementing Mandatory Minimum per Pupil Funding Levels” and that governors and ULT trustees were being encouraged to respond to the consultation document. The committee chair reported that he had already responded and encouraged other governors to do so.

It was resolved –

- i) That the report be received but that governors agree to defer further decisions around changes to the budget modeller until the full impact of the likely loss of students to JCB academy in September 2020 was known.
- ii) That the headteacher and business manager be requested to keep this matter under review and to report any proposed changes at future meetings.
- iii) That the business manager be requested to make changes to how the accounts were shown to identify capital costs and their funding which would then better reflect any future funding balances.
- iv) That the business manager be requested to make available in Office 365 the link to the DfE consultation document and that all governors be encouraged to respond.

c) Update on Pupil Premium Funding and 6<sup>th</sup> Form Bursary

A report was made available to show the amount of pupil premium funding available to the school and how it was allocated. The business manager reported that the level of funding for 2019/2020 had decreased as there were now only 81 students eligible for this funding. Mr Godwin further reported that he was looking to see where changes could be made to ensure funding was allocated appropriately to support those students but there were no plans to reduce the allocated leadership funding.

A report was also made available to show the 6<sup>th</sup> form bursary and the business manager confirmed that the level of funding was consistent with previous years.

It was resolved –

That the updates on pupil premium funding and 6<sup>th</sup> form bursary be received and noted.

d) Draft SCC Internal Audit Report

The business manager referred to the recent SCC internal audit and reported that the school had been graded as adequate. Many strengths had been identified in the audit report although there were one or two areas for improvement and governors were assured that the necessary action was being taken to address these areas. The headteacher further reported that some of the identified areas for improvement had not been made clear at the time of initial feedback and that, as a result, she would meet with auditors following completion of the next audit and challenge outcomes if considered appropriate.

Discussion followed and reference also made to the need to ensure that ULT policies were understood and accepted by the governing body before inclusion on the school's website. The headteacher recommended that all ULT policies on behalf of all schools should automatically be received and accepted by governors for approval.

It was resolved –

- i) That the SCC audit report be received and noted.
- ii) That governors agree to receive and automatically approve any ULT policy set in the interests of all schools.

## 134. Premises:

### a) Update on work undertaken in summer break

A summary of the building work undertaken during the summer holiday had been included in the headteacher's report and discussed at the recent meeting of the full governing body. As previously reported, governors had been given a tour of the school grounds and had been impressed with all work being undertaken, in particular the new sports pavilion.

It was resolved –

- i) That governors place on record their thanks to the business manager for all of the work he was doing in overseeing all building projects and arrangements in place to ensure the safety of students during the work.
- ii) That the headteacher be requested to give consideration how best to publicise the improvements to the school once complete.

### b) Update on proposed work for 2019/2020

The business manager reported that around £31K remained from the grant recently allocated to the school and that this was to be used to upgrade fire doors. As previously reported, the remaining S106 leisure funding was to be used to upgrade the sports hall changing rooms and quotes for this work were currently being sought. The second phase of the roof repairs would also be undertaken during the year.

Discussion followed and the headteacher further reported that the condition of the all-weather sports pitch and the sports hall floor were being monitored. A recent inspection of the floor had shown that its condition would be ok for several more years. Governors were reminded that the all-weather sports pitch was a joint-use agreement with East Staffs Borough Council with both having previously committed to making £54K available for the replacement of the surface when necessary. The headteacher reported, however, that the responsibility for such joint-use agreements had been handed over by East Staffs Borough Council to a management company. It was not clear if the commitment to provide £54K for necessary maintenance had been impacted. Mr Hudson offered to look into this matter on behalf of the governing body.

The business manager was also pleased to report that a new member of staff had recently been appointed to the site team and a further appointment would be made shortly.

It was resolved –

- i) That the update on proposed work for 2019/2020 be received and noted.
- ii) That Mr Hudson be thanked for agreeing to pursue the joint-use agreement for the all-weather sports pitch and that this matter be considered further at the next meeting.

### c) Update on current building projects and next steps

School Pavilion - as reported during the earlier tour of the school, the business manager confirmed that completion of the sports pavilion had been delayed by a couple of weeks and that completion was now due on 18 November.

School Roof – The headteacher reminded governors that replacement of the school roofs had been split into two phases to minimise disruption. The headteacher reported that she was concerned at the time being taken to complete the first phase and the standard of the work being undertaken. The work should have been completed before the school re-opened after the summer break but was not now expected to be completed until 11 October. Because the work had over-run the site staff had not been able to clean out some of the gullies and this had resulted in the flooding of several areas of the school during recent very heavy rainfall. The matter was now in the hands of the school's insurance company. The flooding had caused significant damage but the headteacher was pleased to report that the school's business continuity plan had proved to be effective whilst appropriate action was being taken to make good the flooded areas. Concerns regarding the roof contractor and the standard of work had been discussed with Entrust and the headteacher reported that she had requested that the same contractor was not used for the second phase of the work.

It was resolved –

- i) That the update on the current building projects be received and noted and that governors share the headteacher's concerns regarding the standard of work undertaken by the contractor carrying out the first phase of roof replacement.
- ii) That as a result of those concerns, governors fully support the request of the headteacher for Entrust to appoint a new contractor to carry out the second phase of the roof replacement.

d) Potential 2020/2021 CIF Bids

The business manager reported that two CIF bids would be submitted for 2020/2021 and that consideration was currently being given to possible options, including further window replacements (pool and 6<sup>th</sup> form areas) and work on Ross House basement. Additionally, improvements to the students' toilets were being considered. Governors would be kept updated on the two bids to be submitted.

### 135. Policies:

The following policies had been previously made available in Office 365 and the business manager that it was necessary for them to be revised to reflect agreed ULT policies:  
number of changes:

- Debt recovery
- Gifts and Hospitality
- Privacy Statement

It was resolved –

- i) That governors agree to adopt the ULT policies for Debt Recovery and Gifts and Hospitality.
- ii) That the privacy statement on behalf of Thomas Alleyne's High School be approved subject to any further changes recommended by the ULT.

### **136. Risk Register:**

The business manager reported that a small group had met to review the risk register and some suggested changes had been put forward by Mr Barton. The work, however, was still ongoing.

It was resolved –

That governors accept the risk register previously submitted and that this item be included on the agenda for the next meeting for further review.

### **137. Gender pay Gap:**

A gender pay gap report considered by the ULT in March 2018 had been previously made available in office 365. The business manager reported that the report had been adapted to show how the information related specifically to Thomas Alleyne's High School. Discussion followed and governors noted that teachers and support staff employed at the school were all paid in accordance with national guidance.

It was resolved –

- i) That the gender pay gap report be received and noted.
- ii) That the business manager be requested to amend the format of the report to include column headings, to make it easier for governors to read and better understand the implications of the figures shown.

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

The chair of governors reported that he had given approval for funds to be made available to carry out required repairs following the flood in school.

It was resolved –

That governors fully support the chair's action.

### **139. Disposal of Items:**

The business manager reported that there were no items to be considered for disposal.

### **140. Health and Safety issues:**

#### **a) Fire Alarm**

The headteacher reported that building work being undertaken had resulted in the fire alarm to the farm being disconnected. Temporary measures had been put in place until the alarm was fully re-connected.

#### **b) Student Transport**

The chair of governors reported that he had contacted the local authority to express concern regarding transport changes. This meant that students living outside the catchment area were no longer able to use the school bus and also that there was overcrowding on the Marchington bus forcing students to stand. Governors would be kept informed of developments.



It was resolved –

That the health and safety update be received and noted.

**141. Safeguarding:**

The headteacher reported that there were no specific safeguarding issues to bring to the attention of the committee.

**142. Consideration Given to KPIs:**

KPI 1 – Governors ensure clarity of vision, ethos and strategic direction

Evidenced through a request made to headteacher to ensure that decisions around the allocation of funding for building improvements reflected the governing body's vision for the school. (Minute 133)

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

Evidenced through detailed discussions around the budget modeller and ongoing review of issues that could impact on the school's future funding levels. (Minute 133)

KPI 9 – Governors use pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics

Evidenced through discussions around the level of pupil premium funding available to the school and agreement to review its allocation to ensure that the reduced income was spent in the best interests of students. (Minute 133)

**143. Other Business:**

No items were raised.

**144. 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, 12 November 2019 at 5.00pm.

Signed..... P. Taylor

Date..... 12 November 2019