

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee held in the school on Tuesday, 19 June 2018 at 5.30pm.

Present:

Mr P Taylor (chair), Mrs S Brown, Mr B Egerton, Ms R Horry, Mr P Hudson, Mr M Osborne-Town, Mrs A Trenergy.

Mr T Brunt (Acting Headteacher)

Also in Attendance:

Mrs A Maingay (Deputy Headteacher)

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the Governing Body)

Apologies:

Apologies for absence were received from Mrs P Curtis and Mrs J Rudge (headteacher).

53. 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.

54. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 1 May 2018 had been previously made available to governors via Office 365.

It was resolved –

That the minutes of the meeting be received and approved.

55. Matters Arising:

a) Horse Box/Trailer (Minute 47 refers)

The business manager reported that further enquiries had been made about the horse box/trailer but it seemed that it had previously been donated to the school with no attached conditions.

It was resolved –

That approval be given to the sale of the horse box/trailer.

b) Back Lane (Minute 49(b) refers)

Mr Hudson reported that any vehicular use of Back Lane was being monitored by Speed Watch and that car number plates were reported to the police as necessary. Warning

letters were subsequently sent to vehicle owners reminding them about prohibited use of Back Lane. Discussion took place regarding possible other strategies to prevent vehicular use of Back Lane.

It was resolved –

That governors would continue to keep the situation under review.

- c) Safeguarding (Minute 50 refers)
See confidential appendix (attached).

56. 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 within the maintenance budget had now been completed within the agreed overall budget.

It was resolved –

- i) That governors thank in particular the business manager and Ian Mirams for all the work undertaken to ensure that maintenance projects had been completed and within budget.
- ii) The business manager was asked to pass on the governor thanks to Ian Mirams.

- b) Update on Current Building Projects and Next Steps

- i) Condition Improvement Fund Bids – Boilers and Classroom/Pavilion Replacement
The business manager was pleased to report on progress of the agreed projects:
- Boilers and Mechanical Refurbishment – work was underway and, to avoid disruption to student exams, much of the work was taking place during the evenings. Discussion followed and in response to governor questions the business manager confirmed that a full risk assessment, including meeting asbestos requirements, had been completed for all works.
 - Classroom and Sports Pavilion – an artists' impression of three possible design options for the pavilion were circulated and floor plans also available for view. The views of governors were sought and it was noted that the initial design for option one was favoured by the leadership team. There would be on-going discussions with the architect before any final decisions were taken. Reference was made to the proposed heating system for the pavilion and a suggestion put forward that consideration be given to the installation of a ground source heating pump which, although likely to be expensive to install, would be more cost effective in the longer term.

Discussions were also taking place with Sport England and the business manager further reported that it was hoped to submit the planning application by 31 July. Tenders for the work would be sought later in the year with contractors to be on site in January 2019 for work to start and completion around August 2019. Governors would continue to be updated on progress of the new build.

It was resolved –

That the business manager be thanked for the replacement classroom/pavilion update and that governors support a focus on option one of the three designs submitted by the architect and that the business manager be requested to obtain costs for installing a ground source heating pump for the pavilion as discussed by governors.

ii) Condition Improvement Fund Bids – 2019/2020

The business manager reported that the school was able to submit two CIF bids for the 2019/2020 programme and that consideration was currently being given to projects for replacement of windows and doors in many areas of the school and to improve the fabric of Ross House. The closing date for bids was around October/November and governors would be kept updated on final bids to be submitted.

iii) S106 Monies

The business manager reported that discussions continued with the local authority around the use of S106 monies and made available details of three projects to remodel Maths and English teaching accommodation and enlarge the canteen. He confirmed that around £291K was available for this work but that the cost of the three projects, without including fixtures and fittings, was around £296K. As such, governors were asked to consider funding the shortfall and fixtures and fittings, at a total cost of around £20K. With such approval the local authority would seek to authorise immediate release of the S106 monies to enable work to commence with a view to completion before the school re-opened in September.

It was resolved –

That governors approve the funding request as outlined by the business manager.

iv) Catering

The business manager reported that discussions continued with Chartwells regarding the school's catering contract. The revised contract, once approved, would include an upgrade of the kitchen equipment and new tables and chairs for the dining rooms. Full details of the revised contract would be submitted to governors at a future meeting before seeking final approval.

v) Swimming Pool

The business manager reported that there had been no progress with the swimming pool and that it remained closed. Written confirmation was still awaited that £110K through S106 leisure funds would be made available to contribute towards the cost of pool repairs although it was noted that housing development continued which would soon trigger the release of those funds. Mr Hudson confirmed that he continued to pursue this matter on behalf of the governing body.

57. Finance:

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

a) 9 Month Financial Review (September 2017 to May 2018)

The business manager went through the detail of the 9 month financial review with particular focus on income and expenditure. There had been a reduction in lettings income due to the closure of the pool and a number of areas were identified where there had been some overspending against the agreed budget level and an explanation given of the reasons for this. Governors noted in particular a significant overspend in exam fees and discussion took place regarding this.

The business manager confirmed that the in-year budget deficit would be around £194K which was below the level that had originally been planned.

It was resolved –

- i) That the report on 9 month financial review be received and noted.
- ii) That the business manager be requested to find out the reasons for the significant increase in exam fees expenditure.

b) 3 Year Budget 2018 to 2021

The business manager reminded governors that the 5 year budget modeller had been discussed at the last meeting and he provided an update on the information provided at that time, but with a focus on the 3 year period 2018 to 2021. He identified in particular changes as a result of assumptions around the future number of students on roll, including post-16, and the implications of the new funding formula. Staffing costs had been re-calculated to take account of this.

The business manager also provided details of the restricted and unrestricted reserves. Discussion took place and governors noted that the potential budget deficit by 2023 could be around £315K. The business manager confirmed, however, that he was confident that the budget could be managed during this period to prevent such a deficit, particularly as the figures did not account for known housing developments which would increase student numbers.

It was resolved –

- i) That the 5 year budget modeller for 2018 to 2023, as presented by the business manager, be received and accepted.
- ii) That full governing body approval be sought based on the 3 year budget modeller for 2018 to 2021, which was in-line with ESFA budget requirements.

c) Schedule of Loans and Commitments

A summary of the report of the schedule for loans and commitments was circulated and the business manager went through the detail of it. He confirmed that all figures contained in the report reflected those included in the budget report as previously discussed and accepted.

Discussion took place and it was noted that ULT Trustees were considering the level and use of centrally held funds which could impact on the school's budget. The business manager would keep governors informed on this matter.

It was resolved –

That the schedule of loans and commitments be received and noted.

d) New Funding Formula and the 3 Tier System

The business manager reported that changes had been made to the funding formula and which had a specific impact on the level of funds received by middle schools. A document had been produced by the national middle schools' forum to highlight how the new formula was unfair to schools in a three tier system and governors noted that the document had been submitted to the Funding Policy Unit at the DfE.

The business manager further reported that the new formula would result in a significant loss of funds available to the Uttoxeter Learning Trust and that Trustees were to raise their concerns at a meeting shortly to be held with the local MP.

It was resolved –

That the new funding formula document be received and noted and that governors fully support ULT Trustees in raising concerns with the ESFA and the RSC.

e) Thomas Alleyne's Endowment Fund

A statement of income and expenditure of the Endowment Fund for the year 1 April 2017 to 31 March 2018 was circulated. The current balance of the fund was around £9K but governors noted that there had been no recent expenditure.

It was resolved –

That the Thomas Alleyne's Endowment Fund statement be received and noted but that the business manager be requested to explore this account further with a view to recommending appropriate expenditure.

f) Pupil Premium Funding

Governors discussed the report made available outlining details of pupil premium funding income and expenditure for the period September 2017 to 31 May 2018. Governors noted that funds of around £89k had been received and also noted the various strategies in place to support student learning, with expenditure of around £72K. An assurance was given that the school leadership team continued to identify strategies that would best support student learning and to ensure that full use was made of all funds available.

It was resolved –

i) That the pupil premium funding statement be received and noted.

ii) That the business manager be requested to ensure that all future statements provide more detail around the 0.4 contribution to leadership salary to help justify the benefits of this.

g) 6th Form Discretionary Bursary Fund

Governors discussed the summary report of the 6th form discretionary bursary fund. Governors noted that for the period to 31 May 2018 a grant of around £17K had been received and that current expenditure was around £9K.

It was resolved –

That the summary report of the 6th form discretionary bursary fund be received and noted.

58. Health and Safety:

The business manager referred to two documents relating to health and safety that had been previously made available on Office 365.

a) 12 Month Review

Discussion took place regarding a report detailing a 12 month review of school health and safety activities and governors noted in particular that there was no reference to the farm. The business manager explained the reason for this and also informed governors that notification had recently been received for an inspection of the farm that was to take place the following day. Preparation for this had been made and the school would be supported during the inspection by the local authority's health and safety officer.

It was resolved –

That the health and safety 12 month review be received and noted and that governors look forward to receiving in due course the report of the farm inspection.

b) Health and Safety Policy

The business manager reported that the Health and Safety policy had last been reviewed by governors in 2016 but he was now of the view that the policy should be re-written to make it more concise. He further reported that, with governor approval, he would re-write the policy and present it at a future meeting for formal approval.

It was resolved –

That the business manager be authorised to revise the Health and Safety policy as considered necessary and re-submit to governors for approval at a future meeting.

59. 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.

60. Disposal of Items:

There were no items to dispose of other than the horse box/trailer as discussed earlier in the meeting.

61. Policies:

A copy of the Charging and Remissions policy had been previously made available on Office 365 and the business manager reported that he had reviewed the document and considered that no changes were necessary.

It was resolved –

That the Charging and Remissions policy be received and approved as presented.

62. Safeguarding:

There were no safeguarding matters to discuss other than the matter referred to earlier in the meeting. See confidential appendix.

63. 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 and S106 monies to ensure efficient use of funds (minute 56) and had discussed in detail school finances (minute 57).
- ii) 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 (minute 57).

64. Date of Next Meeting:

Before agreeing the date and time of the next meeting the chair sought governors' thoughts on the start time for future meetings.

It was resolved –

- i) That future meetings of the Managing and Resourcing committee should start at 5.00pm.
- ii) That the next meeting of the Managing and Resourcing committee be held in the school on Tuesday, 25 September 2018 at 5.00pm

Signed.....
P. Taylor

25 September 2018
Date.....