**Resources Committee Meeting**

**Wednesday 18th October 2017 – 9am – i52**

## Present:

Mrs L Hedden (Chair of Governors)

Mr G Herniman (Chair of Resources)

Mr A Worth (Governor)

Mrs R O’Hara (Governor)

Ms C Herman-Headteacher

Mrs K Shaunak-Hobbs (Teacher Governor)

Mr S Roberts (Business Manager)

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

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| 1. | Apologies None. |
| 2. | **Minutes of previous meetings**  Minutes from the Resources meeting held on 16th June 2017 were discussed, agreed, and signed. |
| 3. | **Matters arising from the last minutes**  LH raised discussion regarding the Disaster Recovery Plan – SR is to review and provide at next Committee meeting. The topic of a lock down policy was discussed in the event of a terrorist threat. It was noted that JCO had begun work on this, although central advice and model policies were in the offing. This is a work in progress; |
| **4.** | **Business Interests Updates**  None declared. |
| **5**. | **Finance Reports**  **Year End 2016-17 and current outturn position**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * Current expected outturn for 2017-18 is £218,917 * A full outturn report was not produced for this meeting as it is too early in the year to be helpful. The outturn is calculated from 2017-18 expected income plus previous carry forward from 2016-17, minus 2017-18 expected expenditure. * Previous 2016-17 outturn expectation was £126,000 which was included when the budget was set in June. * Actual carry forward after all Sept adjustments was actually £204,434 * SR talked through the description of how the Salix loans have been re calculated and split into “Salix (due this year)” and “Salix long term liability” cost centres. Previously the entire liability had been taken off of the budget but this way only the amounts due this year have been taken off and the long term liability is still reflected for the accountants. This resulted in a big increase to the carry forward. * We are now predicting an in year surplus of £14,483 where the budget shows an in year deficit of (£12,644). This is mainly due to strategic staffing decisions between June and Sept 2017 * Contingency currently stands at £204,434   LH wished it to be minuted that the Pay Committee had approved, subject to affordability, additional pay awards based on staff performance. SR confirmed that most of these had already been budgeted for and the additional costs were affordable within this years’ budget.  **Cashflow**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * No expected issues with cashflow this year based on initial forecasts * The lowest predicted months are March and April but at no point does expected cash balance drop below £300k * Cashflow categories have been revised to match the budget much more closely * Next re-forecast is due in Jan 2018   **Virements** – Virements 1-13 were discussed, approved and signed.  **3-year plan**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * Scenario A was calculated based on the same AWPU, IDACI, and MFG calculations as this year. The scenario showed a possible deficit of (£185,974) by 2019-20 * Scenario B was calculated using updated AWPU and MFG figures that are likely to be voted in by the schools forum. This scenario showed a possible deficit of (£58,486) by 2019-20 * SR gave an explanation of why scenario B was most likely and that he would monitor the variables and update as necessary * The last forecast reported in June 2016 showed a possible deficit of (£112,720) by 2018-19. This forecast is showing a possible surplus of £65,126 in 2018-19. This is mainly due to significant savings last year and higher predicted incomes. * An increase of £130k had been included to the staffing costs from 2018-19 onwards to reflect the required teacher recruitment based on our growing numbers * Other factors to consider   + MFG could be -0% rather than the -0.5% used for calculations which would be in our favour   + LGPS may well increase by 1% in 2018 and 2019, SR is monitoring to see if further costs need to be added to the forecast   + NFF changes from 2019-20 onwards are still uncertain   The full introduction in 2019-20 of the National Funding Formula was discussed – until then ECC school forum would be directing the funding criteria in line with national guidance. It was noted that 2020-21 is the last of the falling rolls funding with a relatively small final amount budgeted in that year. Discussion ensued surrounding the scenario once this funding had ended and that increased student numbers would counter the end of the falling roll funding.  Numbers in the 6th form were also discussed with SR providing the requested breakdown of internal vs external admissions for this year. It was noted that the excellent marketing work of the 6th form team played a big part in securing the huge number of external admissions. CJH confirmed to the Committee that vigorous marketing for the 6th form recruitment would continue in future years. |
|  | **Staffing issues**  CJH gave an overview of the staff retention paperwork, explaining cost savings made, however, retaining quality staff. CJH explained that although SHS staff had become lean, it was made up of a loyal staff who despite having full teaching timetables, frequently went above and beyond in their duties.  Committee were informed of the current recruitment issues within English, Maths, Physics, Geography and MFL. SHS has currently trainees in English, Computer Science and PE. CJH pointed out that we do have a recently retired Maths teacher who has a host of useful potential recruitment contacts. CJH stated that early recruitment of quality NQTs was extremely important in January if possible and where appropriate. It was noted that a current Geography teacher is stepping up and taking on extra responsibility, with a possible Geography retirement next year.  KS highlighted to the Committee the issues with extra student numbers in classrooms, but also reassured that staff were understanding and aware of where SHS was heading.  SR commented that he would be working closely with CJH and JMA to cost future staffing needs as the school grows.  LH reported on a recent staff disciplinary appeal that had resulted in a dismissal. LH raised with SR the issues that the process had highlighted with the Site Teams procedures. SR described the plan of action that he had highlighted to the site manager (VW) to rectify the situation. SR will define what policies and procedures are needed and provide guidance to help VW produce and deliver them. The priorities will be procedures relating to safety (H&S), compliance, working practices, and then all other areas.  SR will also meet directly with all of the site team on a half termly basis and take a larger role in managing the site team as improvements are made. This will help with communication and expectations throughout the team.  Progress would be reviewed at the next Resources meeting. |
| **7.** | **Premises Report**  A narrative and back up information had been provided by SR to Governors prior to the meeting. SR discussed the content of the narratives, highlighting:   * The tender report for the latest CIF roofing project was discussed and it was agreed that the contractor that had provided the most competitive tender when it was originally done in 2015 remained the best option. As such, it was agreed to authorise the project to proceed with Acclaim Roofing * SR reported that the Eblock cladding project had been completed on time, within budget, and with no significant problems * SR reported that the barriers would be installed to Oliver road car park and Alexander lane laybys over half term. AW asked what the final cost was and SR reported the lowest quote was just over £9,000 * SR gave an overview of the plan to add a covered area to outside of the pavilion to increase usable space in light of the increased need form a larger year 7.   SR reported the potential risk posed by deliveries on the roofing project to the Alexander lane car park behind science. He also described what action had been taken to limit the risk such as restricting delivery times and ensuring contractors guide lorries in and out of the car park.  The Committee then discussed general parking issues and dangers with on-site vehicle flow, together with cyclists and dangers along Alexander Lane. The possibility of moving the bike shelter to the other end of the school to make access safer for cyclists was discussed and SR agreed to explore this further in the future.  Further discussion around pick up and drop off arrangements and traffic flow issues took place and the possibility of staff/student access only barriers being installed was explored. CJH agreed to send a message, most likely via in touch, to parents and staff on this issue. |
| **8.** | **Diversity review**  A diversity paper had been produced by Karen Whordley, HR Manager and distributed to the Committee. LH requested that additional information be collated to show such things as recruitment and promotion by group (e.g. minority ethnic, disability). Governors had a responsibility to monitor equality within the workforce.LH had suggested KW consult the Clerks network – CJH to discuss with KW. |
| **9.** | **Policy Reviews**  Leave of absence policy – agreed for presenting at FGB  Pre-employment checks policy – agreed for presenting at FGB  Sickness Management policy – agreed for presenting at FGB  Induction of new staff policy – Committee asked for this to be put into standard format and be tidied up.  Time off in lieu policy – agreed for presenting at FGB. |
| **10.** | **Risk Register**  To be reviewed at next Committee meeting. |
| **11.** | **NatWest account**  The balance was reported at £1,115.15 |
| **12**. | **A.O.B.**  KS asked when the year 7 applications would be known-CJH indicated the deadline for applications was 31st October and approximate numbers should be known towards the end of November.  GH-asked about major contracts that had previously been discussed-SR reported that this is work in progress currently.  SR reported that the accounts presentation had been booked with MWS for the next resources meeting on 1st Dec. |

**Date of next meeting: Friday 1st December 2017**