



# THE JOHN ROAN

Minutes of the resources committee held on the 8<sup>th</sup> March 2017.

Governors in attendance; Mrs C Farrant, Ms C Wensley, Mrs C Whatford, Mrs L Nelson

In attendance; Mrs D Turner and Mrs J Scott

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1. Apologies for absence

Apologies had been received from Mr C Strong.

2. Declaration of pecuniary or other interest

No declarations made.

3. Minutes of the last meeting

The minutes of the last meeting were received and after discussion approved as a true and accurate record of the proceedings. APPROVED.

4. Matters arising from the minutes

PP – impact column – it was confirmed that this had been discussed with SP and that it would be monitored at the LA committee

PP budget – an analysis of the impact would be received at the next meeting.

SFVS – DT confirmed that the documents were ready for consideration; a meeting would be arranged with DT, CWe, and CF to complete the grid. The skills audit would be sent to the members of the committee for completion.

Financial regulation – DT confirmed that the majority of the document “pages 4-12” were from the RBG template. It was agreed that the following amendments would be made; Maze Hill – the major building project needs to be approved by the Foundation, this requirement would need to be reflected in the TORs, the level of debt that can be written off from students needs to be agreed. Governors would consider the financial levels identified in the threshold for delegated

authority (table 1), governors were informed that the quotes and tenders limits were in line with RBG guidance. DT was asked to clarify what the italic text in the following paragraph on page 10 referred to “The Headteacher can authorise the purchase of individual items, within the constraints of the approved school budget, subject to the threshold in Table 1. *Teaching and support staff costs and utility costs are exempted from this limit*”. Page 23 the last sentence should be changed to read - “Brief reason why good/services have not been procured from the *lowest quote*”. The amendment would be circulated to the committee members for approval and then circulated to the FGB. ACTION: DT to finalise the document for approval at FGB as there are still some information that need to be clarified.

The data showing the new appointments made since September was received. It was confirmed that only the Premises Manager Post had been filled. The new Premises Manager started on 6<sup>th</sup> March 2017.

The comparative data for sickness levels was received and governors noted that the number of days lost to sickness had reduced. It was evident that the consistent approach across the school and the application of the policy was impacting positively on staff absence. Governors noted that the number of odd days taken had reduced significantly.

CPD training plan – this item was deferred- a plan would be presented to the next meeting and would include the cost of the course and impact. This is relevant as this committee is responsible for Finance, Premises and HR matters.

Accident reporting – received. It was confirmed that the school was still completing the information on both ITRENT and SIMS. Governors were concerned that the number of accidents reported was too low and felt that the information was not being recorded appropriately. The new Premises Manager would be expected to manage this process, governors would review at the next committee meeting.

First Aiders – all trained plus on-going training arranged.

Library roof – on agenda.

Annual pay progression meeting – completed.

Rationale for increase in school meals – on going. Final decision would need to be approved by FGB; governors would wish to see benchmarking data before any decision was made.

## 5. Budget Report

Governors received the most up to date information which indicated a year end surplus of £204,798. There is a possible reimbursement of £171,239 still expected; the loan liability of £493,355 would change the surplus to a deficit of £117,318 (although the loan will be paid over 3 years). DC will confirm that the

amount that RBG was to repay from 2015-16 for funds that they had held back that year have been properly accounted for the RBG. The school will then work towards a 3 year budget plan – the Borough has extended the deadline for the budgets to be submitted to the 30<sup>th</sup> June. The governors were informed DT has now received the budget from RBG, at a meeting on Tuesday income will be matched against outgoings; the meeting will be with CW, CWe, DC and CF. FGB would receive a report at the next meeting. Governors noted that the picture was more positive than previously predicted and that this was due to robust monitoring and control.

#### 6. Staffing update

CWe reported that the Premises Manager post has been filled. The following vacancies ;premises assistant and kitchen assistant which will need to be filled.

Resignations across the school; – attendance officer [REDACTED], Maths teacher, Languages Lead will leave on the 31<sup>st</sup> August, KS5 maths co-ordinator, English lead left at the end of the Spring half term and the reprographics assistant.

CWe informed the governors that she was matching the curriculum offer against the staffing, she reminded the governors that teachers have until the end of the Summer half term to hand their notice in to leave at the end of the academic year, so the picture may change.

Governors were reminded that the restructuring of the support staff was due to begin and governors would be advised at the next committee meeting of the proposals and the implications.

CF requested that a report be prepared for each resources committee showing staff movement and turnover. Action: DT

#### 7. Reportable premises data

Review of accidents – covered under matters arising.

Premises report was received and a copy is attached to these minutes. Governors noted the works that had been completed over the half term holidays and noted that the required testing of equipment had been completed in line with health and safety requirements. The development works; to improve the safeguarding of staff and students by enhancing the site security, plans were received and discussed. The development proposals for both Maze Hill and Westcombe Park were received. The final recommendations and best quotes would be brought to this committee for approval. Planning permissions for the enhancements have been completed.

The fire safety policy for Maze Hill was circulated. It was agreed that the policy needed the inclusion of a personal evacuation plan for any disabled students. The report needs to include the requirement for a fire drill and the expected time

for a full evacuation for both sites. It was confirmed that the Headteacher would report the times in her termly report.

8. Any Other Business

No any other business.

There being no other business the meeting was closed.