

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON 29TH SEPTEMBER 2016, 8.00AM



PRESENT:	Mr R Williams (Chairman)	Mr K Hardern
	Mr P Bown	Mrs G Miscampbell
	Mr M Brock	Mr M Pilkington
	Mr J Collins	Mr M Sturgeon (Headmaster)
	Mrs J Dennis	
IN ATTENDANCE:	Mrs C Cobb	Clerk
	Mr D Kennedy	Observer
	Mr D Shiels	Facilities Manager
	Mrs R Wilson	Finance Director

As agreed at the June meeting, this meeting was convened to mainly consider premises matters, whilst the second meeting of the term would mainly consider finance matters.

1 ANY OTHER BUSINESS

The following items were agreed to be taken under any other business:

- Turnfurlong Field and Changing Rooms
- Role of The Responsible Officer

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 APPOINTMENT OF CHAIRMAN

In accordance with the terms of reference Mr Williams was appointed Chairman for one year.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The minutes of the meeting held on 23rd June 2016 were previously circulated and agreed to be a correct reflection of the meeting.

4.2 MATTERS ARISING

Premises Master Plan – The Headmaster reported he is due to meet with the Architects, UPB on 7th October to review the proposed plan. The final plan will be presented to the FGB at the December meeting. The Headmaster said it was important for the school to continue to move forward and make applications for CIF and other grants where applicable and to ensure funding is in place before a project is started.

Savings achieved from moving from 9 to 8 periods for A levels – The Finance Director reported it was extremely difficult to give an exact figure. A mathematical equation showed a saving of £100,000 per annum but the actual amount is likely to be higher as it depends entirely on which subjects and the numbers of students per class are taken at A level.

ACTION

FGB Agenda

Business Continuity Plan – The Headmaster reported he is going to meet with AHS, SHF and The Grange to discuss the emergency plan and how each school could in the event of an emergency support each of the others. **Mr Hardern suggested any plan agreed should be tested in some way.**

5 FIRE POLICY

The Headmaster reported the draft fire report has been received from Mr Chris Bailey, external consultant, but not the final copy (despite this having been promised for earlier in the week), which Governors were very disappointed about. The sub-committee has however met and reviewed the draft report and allocated staff to actions and will meet again in two weeks to review what actions have been completed. An action plan is also being drawn up to pick up all the matters raised by him and allocated to short term medium term and long term programmes as indicated in the report. Mr Shiels also reported costs are being gathered for each action. The Headmaster confirmed that it was as previously discussed intended that this should form the subject of a CIF grant bid which would also include some surveillance security works.

The Headmaster further reported Mr Bailey had also agreed to draw up a fire policy, which has also not been received. A meeting has been arranged with Mr Bailey on 14th October when all documentation should be received.. **Mr Brock asked if staff fire training, as previously requested, would be carried out before the end of term?** The Headmaster hoped so but this was reliant on Mr Bailey's availability. Governors discussed and agreed an alternative company should be considered to carry out the training before Christmas. Governors requested an update on all matters including the final fire report, the action plan, fire policy, staff training and the CIF bid application at the next meeting.

Headmaster
Agenda

6 PREMISES REPORT

Mr Shiels had previously circulated a report to all Governors.

6.1 HEALTH AND SAFETY PROCEDURES AND AUDIT

The Health and Safety Committee had met to review the action plan and reported all critical actions have now been completed, non-critical items are now being carried out and a new audit has been commissioned for February. The Headmaster reported the committee now has representation from PE, Food and Technology and DT, all of which are high-risk areas.

Mr Collins agreed to review the Health and safety procedures and manual and bring back recommendations to the FGB meeting in December.

Mr Collins
FGB Agenda

6.2 SUMMER PROJECTS

Sixth Form Centre - This project was completed and opened for the beginning of term (with a temporary limit for the first floor study area which had now been lifted following the fitting of the fire escape). **The Chairman asked if there had been any feedback?** The Headmaster responded the usage of the area has been fantastic, there is seating capacity for 300 students and it is a calm and professional environment to work in. **Mr Brock asked if the costs circulated are up to date?** The Finance Director responded they are and the core project will come in £3,000 under budget, leaving an amount to be spent on outside furniture and re-turfing the area immediately outside the sixth form centre.

Professor William Mead Library – This project was substantially completed for the end of the first full week of term and the books installed. The canopy remains uncompleted. There has been a further revision of the canopy design and the estimates that are coming in are very high and so this will have to be re-considered. A cost allowance for the canopy has been included in the budget and it is intended to stay within this allowance. The project has come in within a few hundred pounds of budget.

Science Block – This project was completed, bar a few snagging items, and opened for the beginning of term. There are a few minor remaining items such as flooring in the communal areas that will be completed during half term and paid for out of this year's premises budget. There had been some additional costs such as an additional prep room that had not been included in the original scope. The cost of the project had come in at just under £610,000, funded by way of £500,000 from the science campaign and £60,000 from the school support fund as previously allocated. Governors noted the balance of £50,000 was taken from the reserves as previously agreed.

Mr Collins on behalf of all Governors thanked Mr Shiels for working so hard over the summer holidays so all the projects were completed.

Mr Pilkington reported staff are extremely pleased with the new laboratories and asked if a canopy could be erected between the science door and the double doors? Mr Shiels agreed to further investigate this.

Mr Shiels

7 CIF GRANT APPLICATIONS

Governors discussed two possible applications to the Continued Improvement Fund for the fire safety systems (approx. £400,000) and replacement of the deteriorating windows (approx. £400,000 - £500,000) (the subject of previous bids). A debate took place as to whether a bid should be made for one or both projects and how that would improve or diminish the prospects of success for the fire safety bid which was agreed to be the priority. **Mr Brock asked if the windows application was unsuccessful how would those works be paid for?** The Headmaster responded the replacement of the windows could be done on a piece meal basis and be paid for from the school budget over a number of years. The Headmaster also said that if no repeat windows bid was made it would probably diminish the prospects of a successful bid in the future. **The Chairman asked what would happen if the windows bid was successful and the fire safety one not?** The Headmaster said that school funds would be allocated to carrying out the priority tasks in the fire safety report. Governors agreed this item should come back to the next meeting for further consideration once accurate budgets had been received and so that the size of the required contribution from the school budget could be agreed before the application or applications was or were submitted.

Agenda

8 GOVERNOR SEF UPDATE

The Chairman agreed to review and update the SEF with other Committee Chairmen and Mr Brock.

Chairman

9 SCHOOL DEVELOPMENT PLAN

The sections of the SDP pertaining to the committee were previously circulated; there was nothing further to report.

10 HEALTH AND SAFETY COMMITTEE

This Committee met on 13th September 2016, minutes had been previously circulated. The actions from the plan implemented last school year were substantially complete.

11 FUTURE AGENDA ITEMS

Governors noted the Auditors would be attending the next meeting at 8am.

12 DATE OF NEXT MEETING

Thursday 24th November 2016 at 8am (Mrs Dennis sent her apologies)
Thursday 3rd March 2017 at 8am
Thursday 22nd June 2017 at 8am

13 ANY OTHER BUSINESS

13.1 TURNFURLONG FIELDS AND CHANGING ROOMS

Mr Collins raised this and asked what was happening as the refurbishment did not seem complete. The Headmaster reported he has requested for the past 12 months for the power to the changing rooms to be turned back on, but there have been problems locating the power cable and work is being carried out to establish a re-connection, all parties have been kept informed of the power issues.

13.2 ROLE OF RESPONSIBLE OFFICER

Mr Collins reported that Mrs Atkin had asked to stand down from this role. It was noted that there was actually no formal need for this role in an Academy. Governors had requested in the summer FGB meeting that the budget management of the three major projects - the science block, library and sixth form centre - should be reviewed by her this term. Governors agreed that the Auditors should be asked to carry out this task (at a cost of £975) on their first visit, and the Finance Director responded this would be instructed as part of the overall audit. Governors agreed the scope of the review would be considered and ultimately ratified at the next meeting. Further tasks for the Auditors in lieu of the role of the Responsible Officer would be desirable and would be considered in due course.

The meeting closed at 9.40am

Signed Date

CHAIRMAN