

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON 24TH NOVEMBER 2016, 8.00AM



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

Governors received a very comprehensive page by page review of the accounts for 2015/16. Mr Durst, the responsible partner from the new auditors, Landau Baker, joined the meeting via telephone, as he was unable to attend in person as he was in hospital. Mr Durst thanked Mrs Wilson for all her help and hard work during the audit and informed Governors there were very good financial systems in place, which were being extremely well managed by Mrs Wilson. Governors noted that the points previously raised by the Auditors in the management letters had all been addressed. They also noted the increase to the Local Government Pension Scheme (LGPS) deficit from £1.86 million to £3.35 million but that this was largely down to a compulsory change in accounting assumptions and was not therefore a real deterioration. The Chairman also commented that the deficit is in any event the subject of a government guarantee. Governors also noted there was likely to be an increase in the Teachers pension scheme to 19/20% from the current rate of 16.48%. Mr Durst felt funding is likely to remain static and reminded Governors that they will therefore will need to maintain a watching brief on any rising staff costs.

1 ANY OTHER BUSINESS

No items were tabled under any other business:

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 APPOINTMENT OF VICE CHAIRMAN

Mr Brock was unanimously appointed as Vice Chairman.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The minutes of the meeting held on 29th September 2016 were previously circulated and agreed to be a correct reflection of the meeting.

4.2 MATTERS ARISING

ACTION

Premises Master Plan – The Headmaster reported the plan is to be presented to Governors at a meeting due to take place just before the FGB meeting on 9th December 2016.

Business Continuity Plan – The Headmaster reported he had met with the Head's of The Grange and Aylesbury High School and a mutual agreement was made to support each other in the event of any of the schools having to close following a major incident. Governors agreed in principle a recommendation should be made to the FGB to approve the mutual agreement. The Headmaster also reported a mini test was carried out on IT, when all the power was turned off, and the system coped very well. Mr Hardern asked if the plan could be tested fully. The Headmaster agreed to take on board this suggestion and report back at the next meeting how and to what extent this could be done, whilst recognising that a full testing was not possible.

Governor Self-Evaluation – The Chairman reported a meeting of all the Committee Chairmen took place on 4th November 2016 to review the Governor SEF. The completed document is going to the FGB for approval.

Turnfurlong Fields and Changing Rooms – The Headmaster reported the changing rooms will continue to remain closed as NPower will need to close the road in February to establish where the live cable ends so a reconnection can take place. The Headmaster confirmed Mr Shiels is keeping all interested parties informed.

FGB Agenda

Headmaster

5 APPROVAL OF ACCOUNTS 2015/16

The accounts had been previously circulated to all Governors. Arising from the accounts:

- Additional income over what was originally forecast was received for the Chinese Students
- Governors approved the accounts and agreed they should be recommended to the FGB for approval.

FGB Agenda

6 BUDGET 2016/17

The Finance Director reported there were no major changes to report. Cash flow continues to be healthy. Future funding is still unknown, the Headmaster reported School's Forum have met and there has been significant overspending by the Local Authority on high needs, it is likely there is going to be a 1.5% decrease in funding and the school will be modeling their budget on this basis. AGS is currently the 16th worst funded secondary school nationally.

7 CIF GRANT APPLICATIONS

Governors had previously agreed to consider in principle that two applications might be made to the Continued Improvement Fund depending on anticipated budget figures. It was confirmed that two bids would be made for the fire safety systems (approx. £300,000) and replacement of the deteriorating windows (approx. £320,000). Quotations for both are currently being obtained. Governors discussed what the contribution from the school should be and agreed it was at the discretion of the Finance Director to round this figure up or down up to a maximum of 15% of the total cost of each project. It was also agreed that if a bid is successful the aim should be that the relevant contribution should be funded from the £100K contingency rather than reserves.

8 FINANCIAL PROCEDURES MANUAL

Governors approved the manual as previously circulated including the amendments.

9 SOLAR PANELS

Mrs Miscampbell asked if it was known what the return was on the capital investment of installing the panels? The Finance Director responded for this year the return has been £9,000 on a £45,000 investment.

Mr Williams and Mr Kennedy left the meeting (at 9.30).

10 REMISSIONS AND CHARGING POLICY

Governors approved the policy as previously circulated and agreed it should be recommended to the FGB for approval.

FGB Agenda

11 LETINGS POLICY AND CHARGES

Governors approved the policy and charges as previously circulated and agreed it should be recommended to the FGB for approval with amendments to the fire procedures appendix.

12 RISK REGISTER

Mr Hardern asked when the succession plan would be implemented? The Finance Director agreed to draft a succession plan and bring it back to the next meeting.

Finance
Director
Agenda**13 CONTRACTS AND LEASES**

Governors reviewed the contracts and leases as circulated.

14 FIRE PROCEDURES

The Headmaster reported Mr Chris Bailey, external consultant, carried out an audit, a number of actions came out of the audit and a large number of the actions were signed off at the last fire audit sub-committee meeting. The costs of replacing the fire doors is currently being evaluated, this was slightly delayed owing to the specification of the fire doors having changed and this will be taken to the FGB meeting for further discussion. Mr Bailey has confirmed that there is little or no risk of a fire order being placed on the school because it is clear that the school is in the process of actioning the various points that had been raised and making good progress.

Mr Hardern asked about lock down procedures? The Headmaster responded staff have been made aware of lock down procedures and the new fire alarm system when triggered will have a different noise to the fire alarm noise to indicate a lock down and will be tested annually.

FGB Agenda

15 RESPONSIBLE OFFICER REVIEW

Governors discussed and agreed there was nothing they would specifically like Landau Baker to review next as part of the role of the Responsible Officer and asked the Finance Director to select a focus.

Finance
Director**16 HEALTH AND SAFETY MANUAL**

Governors approved the manual as previously circulated and agreed it should be recommended to the FGB for approval

FGB Agenda

17 FUTURE AGENDA ITEMS

Governors agreed the following items for the next agenda:

- Sports Facilities Usage
- Premises Plan

18 DATE OF NEXT MEETING

Thursday 3rd March 2017 at 8am
Thursday 22nd June 2017 at 8am

The meeting closed at 9.50am

Signed Date
CHAIRMAN