

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON 2ND MARCH 2017, 8.00AM



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

1 ANY OTHER BUSINESS

No items were tabled under any other business:

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The minutes of the meeting held on 24th November 2016 were previously circulated and agreed to be a correct reflection of the meeting.

3.2 MATTERS ARISING

Business Continuity Plan – The Headmaster reported it was hoped when the planned power outage occurred to test the IT system but the outage only lasted for 20 seconds and so had limited what could be established. What was established is that the house is on a separate system and installing a separate server is now being considered. Two power cuts have also happened and this has identified there are some problems with historical wiring. The Turnfurlong supply is at its maximum and so talks are being carried out with the electricity suppliers to see if the electricity can be equally spread across the Wynne Jones and Turnfurlong sides of the school site.

Fire Procedures – The Headmaster reported Mr Brock, Mr Collins, Mr Shiels and himself would be meeting following this meeting to review the action plan. The Finance Director reported all the most urgent items on the action plan are being completed with finance from the school's CIF fire bid contribution.

Responsible Officer – The Finance Director reported Landau Baker had made a visit to review payroll and perform their standard RO review checklist, which they were quite satisfied with. The Finance Director asked Governors to consider any areas they would like them to review on a future visit or Landau Baker could use their standard checklist. Governors discussed and agreed they would like to review at the next meeting the

ACTION

Finance
Director

rolling agenda Mrs Atkin used and then make a decision moving forward.

**ACTION
Agenda**

4 FINANCE REPORT

The Finance Director had previously circulated a report and took Governors through it. Arising from the report:

2016/17 Budget – Mr Brock asked what was the amount of the cross charge cost from The Bucks Grammar School Heads? The Finance Director responded £40,000 for admissions, which primarily relates to the secondary transfer test. **Mr Hardern asked in relation to increased maternity cover costs if the school has insurance cover for maternity?** The Finance Director responded it does not as the actual cost to the school of somebody taking a years maternity leave is 2 months salary and this is less than the cost of insurance

Cash flow – The Chairman asked what the £55,000 from the Aylesbury Vale Fund is ring fenced for? The Finance Director responded SEND and Gifted and Talented. **Mr Pilkington suggested and Governors agreed Heads of departments should be asked to consider how the money could be spent to assist the pupils which the fund is ring fenced for.**

Headmaster
Agenda

2017/18 Predictions – The overall budget is to be reduced by £107,000, primarily due to the Educational Services Grant being removed, there is some protection in that £45,000 will be received in 2017/18. Sixth form numbers are also slightly lower. **Mr Hardern asked why the sixth form numbers were lower?** The Headmaster responded more Year 11 pupils left than anticipated, some going to other school and others as they did not gain enough points at GCSE to return. The students who failed to reach enough points had already been identified and so it was not a surprise, and a significant amount of preventative intervention had occurred before it happened. **Mrs Ward asked if there were any concerns around the current Year 11 not returning?** The Headmaster responded it is a slightly weaker cohort and internally a considerable amount of support is being put in place and more external offers will be made to mitigate any losses. **Mr Brock stated at the Learning and Teaching Committee there had been discussion around increasing staffing levels and had this been included in the budget projections?** The Headmaster responded it had not as there were insufficient funds to increase staffing levels. The Headmaster further reported that he and Dr Smith are currently reviewing the staffing structure.

Condition Improvement Fund Bids – It was noted that the outcome was awaited. Governors discussed and agreed a sub-committee should be formed to include the Chairman, Mr Brock, Mr Kennedy and the Headmaster and they would have delegated power to act on behalf of the committee to progress either or both of the projects, the fire system and replacing of the windows, assuming that one or both were the subject of successful CIF bid applications, and report back to the next meeting. **The Chairman asked whether both contingency funds for the two bids were being utilised to carry out essential work.** The Finance Director confirmed this was the case

Chairman, Mr
Brock, Mr
Kennedy &
Headmaster
Agenda

Solar Income Generation – Mr Brock noted the budgeted electricity costs had increased by 10%. The Finance Director commented that it was difficult to predict what the costs would be when setting the budget given the new energy contract and solar panels so the original figures were based on 15/16 actuals. The current forecast is based on current invoicing.

Sports Facilities Usage – Governors noted Victoria Park is quite

underused and asked why this was? The Finance Director responded Victoria Park has no facilities and it is therefore limiting. **Mrs Dennis proposed putting a portacabin on the site.** The Headmaster responded the greatest barrier to using Victoria Park is the length of time it takes to get there and back. **Mr Brock asked if consideration should be given to selling it?** The Headmaster responded the usage of Victoria Park is lower than other facilities as it is only used in the spring and summer terms, but if the facility no longer existed this would have a significant impact on the school field owing to the increased usage and it would mean not being able to use it for cricket in the summer term. **Mr Pilkington suggested seeking a partner who would pay for a building to house changing facilities and an all weather pitch?** The Headmaster responded this has been considered and if a full sized pitch could be built it would be a more usable resource for football in particular Fairford Leys football pitches are currently being used for football matches. **Mr Kennedy suggested with the building of HS2 starting soon this will mean the Fairford Leys pitches will not be available to the school for a long period of time and maybe never and therefore a proposal should be worked up for more sustainable usage of Victoria Park to include removing the cricket square and building a small building.** The Headmaster responded he felt this was a good idea but there would be costs involved in working up the plan. Governors said that a plan of options should be capable of being drawn up from existing information. The Headmaster and the Finance Director agreed to bring back an options paper to the next meeting

Headmaster
& Finance
Director
Agenda

Swimming Pool Proposal – Seriously Fun Swimming Ltd have offered to pay £100,000 for bringing the swimming pool facilities up to current standards, which would include building an extension and renewing the heating and ventilation system, the school would rebate the money back to them over a ten year period. They currently hire the pool for 6 hours per week and the improvements should increase the number of letting hours to 21 per week. Governors discussed and agreed this should be further investigated. **Mrs Dennis asked when Seriously Fun Swimming would want the improvements to be completed?** The Finance Director responded by September but this will be challenging as planning permission will need to be gained and a full tendering process undertaken. **Mr Kennedy asked who will bear the repairs and maintenance costs and suggested this was passed to Seriously Fun Swimming. Mr Hardern proposed an investigation of the roof was carried out, as it was possible the infrastructure for a heat exchange had been previously installed.** Governors agreed a sub-committee to include the Chairman, Mr Brock, Mr Collins and the Headmaster should be formed to take this proposal forward and would have the authority to draw up an agreement with Seriously Fun Swimming and would report back to the next meeting.

Chairman, Mr
Brock, Mr
Kennedy &
Headmaster
Agenda

HMRC – A report on the visit made by HMRC had been previously circulated. Mrs Dennis congratulated the Finance Director and her team for an excellent report.

Fraud Policy – The policy was previously circulated, the Chairman agreed to review the policy and asked any comments Governors have to be passed to him and the policy would come back to the next meeting for approval.

All Governors
Agenda

Photocopier – Governors noted three quotations had been received for the photocopier contract and agreed the contract should be awarded to Sharp upon the recommendation of the Finance Director.

The Chairman on behalf of Governors thanked the Finance Director for a very comprehensive report.

	ACTION
<p>5 PREMISES REPORT</p> <p>The premises report including premises development plan update had been previously circulated. Arising from the report:</p> <p>Premises Development Plan – Governors noted a new format of the plan is being considered by the Headmaster and Facilities Manager.</p> <p>Fire Policy – Governors noted this would be discussed in detail at the meeting to follow this meeting with the external consultant present and would be reported back to the committee.</p> <p>Health and Safety Procedures and Audit – The Headmaster reported a second audit has taken place and will be considered by the health and safety sub-committee</p> <p>Summer term projects – The Headmaster reported the sixth form centre, and library are working extremely well. The design of the canopy has been agreed and should be installed shortly. Mr Pilkington reported the science block is working well and Mr Hardern reported at parents’ evenings the feedback on all of the completed projects is extremely positive. The Chairman proposed a survey was carried out with Sixth Form students to get their feedback on the centre. The Headmaster agreed to do this.</p> <p>Major Activities and Projects – The plan had been previously circulated. The Headmaster further reported a more detailed plan is going to be drawn up so it can be considered in more detail, Mr Hardern requested some context on outcomes was included. The Headmaster agreed to bring back the revised plan to the autumn term meeting. Mr Brock asked if there were any level 1 plans going ahead this year? The Headmaster responded there were not following the significant amount of work carried out in the previous year. The priorities for this year will be the replacement of the windows and fire system (dependent on the CIF bids). Mr Kennedy suggested painting and cleaning was moved to the maintenance budget and was not included on the premises plan. The Chairman asked if the postponement of level 2 items are of any concern? The Headmaster responded the language block is deteriorating and this has been acknowledged so spending significant money on it when it may have to be demolished in due course and replaced does not seem sensible.</p>	<p>Headmaster</p> <p>Headmaster Autumn term agenda</p>
<p>6 NATIONAL FUNDING FORMULA</p> <p>The Headmaster reported on the new formula proposals. Although the headline news had been welcome there are a number of negative potential issues. He highlighted that the DfE have introduced a floor of 3% for any decrease in funding a school may face, and this will mean the lowest funded schools currently may not receive a significant increase as funding from the highest funded schools cannot be distributed. Pupil premium funding is outside the national funding formula so double accounting exists in the overall funding figures. Money can be transferred to high needs by the LA and Schools Forum. High needs in Bucks is significantly under funded, which means in 2018/19, when a soft formula will be in place, it is expected Bucks Schools Forum will significantly top slice the funding received for Bucks schools. The Headmaster encouraged Governors to respond to the consultation, which closes on 22nd March 2017. Mrs Miscampbell asked if local MP’s had been mobilised in order that they could support schools? The Headmaster responded schools are contacting their local MP and a letter has also been sent from the Schools Forum to all Bucks MP’s.</p>	<p>All Governors</p>
<p>7 PREMISES PROJECT MANAGEMENT POLICY</p> <p>A draft policy note drawn up by the Chairman and Mr Brock had been</p>	

previously circulated. Arising from the report the Chairman said that a policy containing minimum criteria to be adopted for any project exceeding £100,000 or for any other project considered to be a major project will be completed. Two amendments will be made to the purchasing procedures to give some flexibility. **Mr Kennedy felt there was a lot of emphasis on the Headmaster in the draft and felt there should be some further consideration given to allocation of responsibility.** The Chairman and Mr Brock agreed to review the draft and bring it back to the next meeting for approval.

ACTION

Chairman &
Mr Brock
Agenda

Mr Kennedy left the meeting

8 RESPONSIBLE OFFICER REPORT

The report of the Responsible Officer had been previously circulated. **The Chairman stated that the record regarding purchasing procedure for day to day items needed to improve.** The Finance Director said that all applications that did not have orders were now being returned. Arising from the report Governors agreed the Headmaster's recommendation that training for staff that hold budgets should be given in September.

Headmaster/
Finance
Director

9 HEALTH AND SAFETY COMMITTEE

This committee met on 10th January 2017, and minutes had been previously circulated. Arising from the minutes Governors noted the committee would be meeting after this meeting to consider the external fire safety report from the external consultant. The Headmaster reminded Governors there had been six external audits carried out over the course of the last year and there are six separate action plans. Governors discussed and agreed the sub committee should consider the detail of each action plan and present a summary at the next RiF Committee meeting.

Headmaster
Agenda

10 GOVERNING BODY SELF-EVALUATION

Mr Hardern reported the RiF committee had completed the actions attached to it.

The Chairman of Governors and Committee Chairmen agreed to meet before the FGB meeting to update the SEF.

Chair of
Governors
and all
Committee
Chairmen

11 FUTURE AGENDA ITEMS

- Major Activities and Projects Plan (autumn term 2017)

**Autumn
term
Agenda**

12 DATE OF NEXT MEETING

Thursday 22nd June 2017 at 8am

The meeting closed at 9.50am

Signed Date
CHAIRMAN