

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON 23RD JUNE 2016, 8.00AM



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

Following the resignation of Mr Gate, Mr Collins reported that he had asked Mr Williams to be the Chairman of the meeting and he had agreed.

1 ANY OTHER BUSINESS

The following item was agreed to be taken under any other business:

- Key Management Personnel for the School

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 MINUTES AND MATTERS ARISING

2.1 MINUTES OF THE MEETING HELD ON 3RD MARCH 2016

The minutes of the meeting held on 3rd March 2016 were previously circulated and agreed to be a correct reflection of the meeting.

2.2 MATTERS ARISING

Tender Enquiry Documents – The Finance Director confirmed the tender procedures had been updated to reflect the requirement that a contractor must declare if they have a connection with the school as part of the tendering process. **Mr Brock observed that the form in the pack did not contain such an update. The Chairman asked that the Finance Director check that the updated form was being used for current tenders by the School.** This update will be contained in the Financial Procedures Manual for approval in the November RiF meeting.

Staff Wellbeing – Following Mr Hardern's proposal Governors agreed this should be reviewed by the Community and Development Committee

Premises Master Plan – The Headmaster reported the premises master plan will be reviewed over the summer and an ideas paper will be presented to the FGB at the first Autumn term meeting

Victoria Park – The Headmaster reported Jeff Powell Architects submitted the planning application in November, on behalf of the school. AVDC had raised some issues and a meeting was held between the architects, football club and school to consider the issues raised and clarify some areas. For example it was made clear to the football club that the buildings and land

ACTION

Finance
Director

C & D
Committee

Headmaster
Agenda

will remain the property of the school and they will need to rent it from the school. The application has been re-submitted to AVDC and the outcome of the decision is awaited. Main concerns from residents in relation to the application were the traffic flow and out of hours use. **Mrs Miscampbell asked if there was a draft legal agreement in place to ensure the School's interest in the site continued to be adequately protected?**

The Headmaster responded that once planning has been granted a legal agreement will be drawn up, but because the costs of such an agreement will be expensive he did not feel this process should start until it was known whether planning will be given. **Mr Brock asked if any maintenance costs are anticipated?** The Headmaster responded there would be some shared costs as the football club is not using the ground all the time but these will be carefully considered and balanced against what will be a tremendous facility for the school.

3 FIRE POLICY

A report had been previously circulated. Arising from the report:

- Mr Bailey, external Fire Consultant, will be making a presentation to the FGB at their next meeting, laying out his findings. His report is due by 30 June. **Mr Brock asked if the report is expected to be generally positive?** The Headmaster responded generally the verbal indication he has received is that the fire alarm works and the fire procedures are good, and there is nothing of immediate concern. The report may identify some matters to be addressed such as the closing of fire doors. **Mr Brock asked if money has been allocated in the budget to address this?** The Headmaster responded that this is intended to form part of the CIF bid application to address all the areas the report raises and otherwise would be kept under review.
- The Headmaster agreed to circulate the report from Mr Bailey as soon as he had received it to enable further discussion at the FGB meeting. **The Chairman noted the report was due the day before the FGB meeting.** The Headmaster agreed to see if it could be accelerated.

Headmaster

4 AUDIT PLAN PRESENTATION BY LANDAU BAKER

Mrs Pinkus and Mr Durst came into the meeting.

The Chairman welcomed Mrs Pinkus and Mr Durst, the newly appointed Auditors from Landau Baker.

Governors received a presentation from them on the audit process they will be carrying out.

Mrs Pinkus further reported that during the interim visit a review of the financial controls on catering and lettings income together with treatment of our EFA grant income was carried out and the auditors were happy that these were being managed appropriately. The process for salary payments had also been reviewed and they recommended that salary payment amounts should be checked each month by the Headmaster. . The quarterly VAT returns will be reviewed at the year-end alongside debtors and creditors.

Mr Hardern asked if the £50,000 deficit in the pension scheme should be included in the budget? Mrs Pinkus responded the deficit has to be included in the accounts under profit and loss as an accounting entry. It would however not be correct to provide for this in the budget. The Government announced in 2012 they would guarantee any deficit in

pensions. **The Chairman asked Mrs Pinkus for her initial impressions?** Mrs Pinkus responded the Finance Director was one of the most capable Finance Directors they had met and the files were very much in order.

Mrs Pinkus and Mr Durst left the meeting.

5 **FINANCE REPORT (the discussion regarding this item commenced prior to the auditors' arrival and was adjourned until afterwards)**

The Finance Director had previously circulated her report. Arising from the report:

2015/16 Budget:

- **Mr Brock asked what the expectations are around catering income?** The Finance Director responded since Parentpay has been introduced catering has made a profit In 2015/16 there have been significant maintenance costs and a new Catering Manager has come into post two months before the current Catering Manager retires, to allow for a managed handover. This has meant there is no profit forecast. The expectations are for the catering cost centre to cover the costs of food, staffing and make a contribution to new equipment which it is expected to do going forward on the current levels of pricing. The Headmaster also responded the costs of purchasing food are kept as low as possible to ensure it is affordable for all the students and to encourage usage. **The Chairman asked that the situation be kept under review.**
- **Mr Brock asked what direct revenue financing was?** The Finance Director responded it is a way of accounting for capital expenditure in the management accounts. **Mr Brock asked why £60,000 was passed from the revenue side of the budget to capital?** The Finance Director confirmed this was in line with recognized financial procedures to recognise the funding of the capital projects. **The Chairman commented that it made no overall difference to the financial position.**

2016/17 Budget:

- The Finance Director reported there were no significant differences from the 2015/16 budget
- **Mr Hardern asked if an analysis had been carried out on any savings achieved by reducing from 9 to 8 periods for A levels?** The Finance Director responded it is difficult to gauge owing to some classes being very small and other factors. **Mr Hardern requested Governors were given a sense of what the savings might be as it would allow them to be more informed should consideration be given to reversing the decision made.**
- A contingency of £50,000 has been included and there is also a small surplus.
- Governors discussed and agreed the budget should be recommended to the FGB for approval subject to a revision to reduce the premises budget by £50,000 to allow for the planned use of this year's contingency to fund the school's contribution to the Sixth Form refurbishment project.

Finance Director

FGB Agenda

Fairer Funding

- The Finance Director reported no assumptions have been made but it is anticipated, given the school is currently one of the worst funded schools nationally, that an improvement is likely. However any increases are likely not to be seen for a while as those schools who will lose out financially will be protected for a few years.

Mr Shiels came into the meeting.

Conditions Improvement Fund Bids

- Governors noted the recent successful bid for the replacement of the windows was for £393,000 and the bid was based on a £50,000 commitment from the school. Governors agreed to recommend to the FGB that the money should be taken from the £50,000 2015/16 contingency (with the premises budget for 2016/17 correspondingly reducing by £50,000).
- **The Chairman requested in future for Governors to be informed in advance of any CIF bid applications and what commitment would be needed from the school budget and this could be done before making a decision on a CIF bid application.**
Governors further discussed and agreed they should hold two RiF meetings in the Autumn term, the first to concentrate on matters relating to the premises and the second on finance. This would allow for CIF bid applications to be discussed and agreed before being submitted as the deadline for applications changes each year.

FGB Agenda

Solar Panels

- **The Chairman noted the information contained in the report was as per previous requests from Governors. The Chairman asked if the figures are in line with what was expected?** The Finance Director confirmed they were, although only generation figures have been included at this early stage.

6 PREMISES REPORT

The Facilities Manager had previously circulated his report. Arising from the report:

Library

- The Library will hopefully be completed by the first week in July, which will allow the Librarian to install all the books before the end of term
- The Headmaster reported there has been a slight change to the budget, as the original specification for the doors has had to be amended as complications were found when the canopy was removed however the budget is still on track to come in under £150,000 (funded by the Foundation from the Professor Bill Meads legacy).
- The Executors of Professor Bill Mead's estate have been asked when they might be available to officially open the Library

Sixth Form Centre

- The designs are still being finalised but the works are scheduled to be completed by the start of the Autumn term
- The current budget is £363,600, with certain elements yet to be finalised e.g. pricing for the proposed glass partitioning but there is enough contingency to ensure the finished works will still come in under budget

Science Block

- The last physics laboratory is currently being fitted out, which leaves the five chemistry laboratories of which work has already started on two. All fit outs to all laboratories will be completed by the beginning of September in readiness for the official opening by Professor Robert Winston at the end of September. Budgeting was discussed under Item 9

Premises Sub Committee

- Mr Collins reported the sub committee are meeting regularly and are now receiving weekly updates and budget reports. They were satisfied the programme and budgeting was on track

7 HEALTH AND SAFETY COMMITTEE

7.1 HEALTH AND SAFETY PROCEDURES AND AUDIT UPDATE

The Premises Manager had previously circulated a report. Arising from the report:

- The Headmaster, Mr Collins, Mr Brock and the Premises Manager have met with Mr Stops, External Consultant, to review the progress being made against the actions from the audit, nearly all items have now been completed. The audit update and Health and Safety Procedures will be presented to the FGB at their next meeting.

FGB Agenda

7.2 HEALTH AND SAFETY TERMS OF REFERENCE

Governors reviewed the terms of reference and agreed no amendments were needed and they should therefore be recommended to the FGB for approval.

FGB Agenda

Mr Brock reported that he had agreed to assume the role of the Health and Safety Governor in place of Mrs Dennis following a conversation between them. Mr Brock was thanked by Governors for agreeing to do so.

7.3 MINUTES OF MEETING HELD ON 25TH APRIL 2016

Governors noted the minutes of the 25th April 2016.

8 RESPONSIBLE OFFICER REPORT

The report of the Responsible Officer was previously circulated. Arising from the report:

- Governors discussed and agreed they would like the focus for the next visit to be on the procurement process for all the current capital projects.

Responsible Officer

9 SCIENCE FUND RAISING CAMPAIGN

The Development Director had previously circulated a report on the science fund raising campaign. Arising from the report:

- To date £414,000 has been raised or pledged, the School Support fund has agreed to give a further £60,000 and it is hoped the Wolfson Foundation will give up to £50,000 (the actual figure being likely to be at least £30,000), although the outcome of the application will not be known until nearer the end of term
- The projected total cost has slightly increased to £543,000, as a decision had been taken to remove the artex ceilings in the Chemistry labs to remove any risk that an issue might arise from them in the future. Governors were reminded it was previously agreed at the last FGB meeting that if necessary to complete the project up to £100,000 could be taken from the school's reserves and a further £60,000 could be borrowed from those reserves to assist with cash flow. **The Chairman asked if the projected figures meant that these limits would be adhered to.** The Finance Director confirmed this.

10 RIF TERMS OF REFERENCE

Governors reviewed the terms of reference and agreed they should be recommended to the FGB with no amendments.

FGB Agenda

11 SCHOOL DEVELOPMENT PLAN

The updates to the elements of the SDP pertaining to RiF had been previously circulated. **The Chairman asked when the SDP had last been updated.** The Headmaster responded earlier in the month.

12 BUSINESS CONTINUITY PLAN

The revised Business continuity plan had been previously circulated. Arising from the plan:

- Point 5.3.5 – Governors discussed and agreed a mutual support agreement should be drawn up and include AHS, SHF, The Grange and Aylesbury College to say they would each help each other in an emergency where possible.
- Governors approved the plan

Headmaster

13 DATE OF NEXT MEETING

Thursday 29th September 2016 at 8am
 Thursday 24th November 2016 at 8am
 Thursday 3rd March 2017 at 8am
 Thursday 22nd June 2017 at 8am

14 ANY OTHER BUSINESS**14.1 KEY MANAGEMENT PERSONNEL FOR THE SCHOOL (FOR ACCOUNTING PROCEDURES)**

Governors discussed and agreed the key management personnel for the school should be the Governing Body, Headmaster and SLT.

The meeting closed at 10.40am

Signed Date

CHAIRMAN