

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON THURSDAY 25TH JANUARY 2018, 8.00AM



PRESENT:	Mr R Williams (Chairman) Mr J Collins (by phone) Mrs J Dennis Mr K Hardern	Mr D Kennedy (by phone) Mr M Pilkington Mr M Sturgeon (Headmaster) Mrs A Ward (by phone)
IN ATTENDANCE:	Mrs C Cobb Mr D Shiels Mr D Wilson	Clerk Premises Manager Finance & Resources Director
APOLOGIES:	Mr P Bown Mr M Brock	Apologies received and accepted Apologies received and accepted

1 ANY OTHER BUSINESS

No items were tabled under Any Other Business.

2 DECLARATIONS OF INTEREST

Mr Kennedy declared he was married to the Headmaster's PA.

3 FUNDING

The Headmaster reported the school was informed of the budget for 2018/19 on 16th January. The minimum funding per pupil (KS3/4) has been announced by Bucks LA for 2018-2019 as £4,493, this represents an overall increase of £252,166 on the 2017/18 budget. The indicative figures going forward, based on the Bucks three-year model, will be a minimum funding per pupil (KS3/4) of £4,788 in 2019/20, representing an overall increase of £452,445 on the 2017/18 figures; and in 2020/21 £4,800 per pupil (which, under the National Funding Formula will be received in full, from the Government) representing an increase of £547,780 on 2017/18 figures. The Headmaster further stated financial modelling will come back to the next meeting for further consideration, as it is likely the 1% increase limit for Teachers pay will be lifted and a 2 or 3% recommendation could be made. **The Chairman also reminded the meeting of the anticipated increases in pension contributions which would also have an impact.**

4 FINANCE TEAM

The Headmaster reported Mrs Jackie Keegan (from Herts for Learning) has been appointed as interim part-time Finance Manager, working three days a week. Further the School has appointed Mrs Sandra Skeggs as the new Finance Manager. Mrs Keegan will continue until Mrs Skeggs starts in April. Mrs Skeggs has a very strong CV, is very well qualified and has very good experience. Mrs Skeggs has very generously agreed to work one day a week, so she is fully up to speed when she starts in April. **Mrs Dennis asked if the finance department had caught up with the back log of**

ACTION

Mr Wilson
Agenda

work? Mr Wilson responded not entirely but it is now manageable, Jean Alexander is still coming in and will continue to do so until the back log is completely up to date. **Mr Collins asked about payroll?** Mr Wilson responded Donna and himself are continuing to manage payroll. The PSF system is being upgraded and Mrs Keegan is involved with this process. **The Chairman asked what costs were involved with the upgrade?** Mr Wilson responded the school is currently working on version 2, which is no longer supported, the upgraded version is version 6, and the costs associated with the upgrade are £2,800. The data is currently being mirrored so the system can be tested before it goes live. **The Chairman asked if Mrs Skeggs has been employed on a full-time basis?** The Headmaster confirmed she had. **Mrs Dennis asked about the IRIS payroll system and who is managing it?** Mr Wilson responded the work associated is carried out by Donna and is checked by himself. Mrs Skeggs will receive training when she arrives.

5 PREMISES UPDATE

Seriously Fun Swimming (SFS) – Mr Wilson reported the ESFA have confirmed they are satisfied with the lease arrangements and have requested a business plan from SFS. **Mrs Dennis asked if there were any concerns around SFS's financial position?** Mr Wilson did not have any concerns around any risks for the school as SFS will be paying for the works as part of a finance arrangement and the lease has been accepted by the ESFA. **The Chairman said his understanding of the arrangement (when he had last seen it) was that SFS were paying up front for the costs of all the works and that the monies were generally not repayable even where SFS ceased to trade.** The Chairman and Mr Wilson agreed to review the contract again. The Headmaster reported when he had spoken with VWV, the School's legal advisors, about the lease, they were surprised that an exclusive use of the swimming pool was being given and that SFS should be offered a licence to allow the school and others e.g. AHS to use the pool and a licence does not require ESFA approval. **The Chairman reported that the original proposal had been for a licence but the School had moved to a lease on the basis of advice from the School's previous solicitors.** The Headmaster agreed to further discuss the lease/licence option with VWV.

Mrs Ward noted the original quotes have been reduced and why was this? Mr Shiels responded there has been a change to the specification and the original proposal was to build an extension to the swimming pool for changing rooms. The current proposal is to install two containers which will be fully fitted out to a very high standard, at a cost of £75,000 and would include the cost of them being brought in by crane, this will leave a further £30,000 to improve the heating system. **Mrs Ward asked how visible the containers would be?** The Chairman responded the Sub-Committee had viewed where they were going to be positioned and they will not be seen from the school side only by those in the cemetery. **Mrs Ward asked if due diligence on SFS had been carried out?** Mr Wilson confirmed it had not. Governors requested full information was brought back to the next meeting before a final decision is taken.

Fire System – The Headmaster reported the fire alarm system is now installed and working very efficiently, an unplanned fire evacuation has already taken place owing to a ball hitting the alarm in the sports hall. Lock down procedures are being reviewed before a lock down practice takes place.

Chairman &
Mr Wilson
Agenda

Headmaster

Mr Wilson
Agenda

6 FUTURE CIF PROJECTS UPDATE

Mr Shiels reported that two bids had been made. A bid has been made to improve the electrical infrastructure to have the school electricity distribution fed from two sites, half the school fed from the science block and half the school from the DT block, it would give the school security of flow and some room for expansion. The bid is for a total of £192,842. **Mrs Ward asked given the recent problems does the school have to wait to see the outcome of the bid before any work can start?** The Headmaster confirmed they would have to wait owing to the size of the project. the recent problems the school experienced with electrical failures were matters outside of the school's control. However because 90% of the supply was lost this is why having two distribution sites is so important as it will reduce the risk for the whole site. **Mrs Dennis asked what would be done if the CIF bid is unsuccessful?** Mr Shiels responded work is currently being undertaken to establish which building could be taken off the science block feed and quotes of around £50,000 have been received. **Mr Hardern asked for confirmation that should either of the dual sites fail that IT would continue?** Mr Shields responded that the IT team will be providing a dual server solution that mitigates the issues of power loss from one of the supplies. **Mr Pilkington asked if energy from the solar panels could be collected in batteries as a back-up?** The Headmaster responded the cost of doing this is prohibitive and has therefore been ruled out.

A second bid for the replacement of the windows has also been made, the collection data survey did not arrive in time to submit with the bid, which is a shame. The bid is for a total of £245,069.

Mrs Dennis asked how much have the school committed to the bids?

Mr Wilson responded 15% of the total. This would be raised as a CIF loan as it improved the prospects of the bids succeeding. There would therefore be no School funds to commit directly.

Mr Shiels further reported he had met with Synergy, a company recommended by Mr Wilson, to draw up a wish list for future CIF bid applications, this is being done in conjunction with the UPB proposed strategic plan. The list will be presented at the summer term RiF meeting alongside the strategic plan.

Mr Shiels and Mr Wilson left the meeting

Summer term agenda

7 RESOURCES DIRECTOR

The Headmaster reported that, with the appointment of Mrs Skeggs as Finance Manager, who is more than capable of producing the statutory and day to day accounts, he recommended a senior person should be appointed as Resources Director, who would have oversight of finance, but with their focus also on premises, IT, health and safety and support functions. The Headmaster had spoken with Richard Morris, recruitment agent, who carried out the appointment of both Mr Wilson and Mrs Skeggs, that the cost of the recruitment for a Resources Director would be a set fee of £10,000, which is a reduced rate. Mr Morris had not charged for his work in the appointment of Mrs Skeggs. **The Chairman asked if the Resources Director would be a full-time position?** The Headmaster confirmed it would be. **Mr Pilkington asked if lessons have been learnt from the last Resources Director appointment?** The Headmaster responded they have and more areas have been identified as needing support. Governors discussed and agreed that for sustainability and succession planning this

was an important role. The Headmaster further reported Mr Wilson has agreed to stay at the school for two days a week until his replacement is found and a handover given to his successor. Mr Wilson is on a three month notice period. **The Chairman asked if Mrs Skeggs and Mr Shiels are aware of this potential new appointment?** The Headmaster confirmed they were and were more than happy with their remit It will allow the Premises Manager to implement works around the school, which is what he is good at. Governors agreed Richard Morris should be instructed to start the recruitment process at a total cost of £10,000, which will be split into three payment phases £3,000, £3,000 and £4,000. Governors further agreed the successful candidate must have experience in all the areas they will be responsible for and public sector experience would also be helpful.

ACTION

Headmaster

8 DATES OF FUTURE MEETINGS

1st March 2018 at 8am
21st June 2018 at 8am

The meeting closed at 9.30am

Signed Date
CHAIRMAN