

# AYLESBURY GRAMMAR SCHOOL

## RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON THURSDAY 1<sup>ST</sup> MARCH 2018, 8.00AM



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

### 1 ANY OTHER BUSINESS

The following items were tabled under Any Other Business.

- Support Staff Pay
- Governor Strategy training at AHS
- Pupil Exclusion Training
- Governor Away Day
- Governor email addresses

### 2 DECLARATIONS OF INTEREST

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

### 3 MINUTES AND MATTERS ARISING

#### 3.1 MINUTES OF MEETING HELD ON 23<sup>RD</sup> NOVEMBER 2017

The minutes of the meeting held on 23<sup>rd</sup> November 2017 had been previously circulated and were agreed to be an accurate reflection of the meeting. The Chairman signed the minutes.

##### 3.1.1 UPDATE ON PURCHASES AND THE PROCESSES BEING PUT IN PLACE TO MAKE IMPROVEMENTS

Mr Wilson reported structures and processes have been put in place and a training session on PSF has been undertaken. When version 6 of PSF is installed with it will become a new way of ordering and set of controls. The interim Business Manager has introduced a more rigorous process around purchasing. **Mr Kennedy asked if creditors are being paid within 30 days of submitting an invoice?** Mr Wilson confirmed they were. **Mr**

### ACTION

		<b>ACTION</b>
	<p><b>Hardern asked for a schedule of software and when it is updated to be brought back to the next meeting in a high-level report, the rationale behind this is so Governors can have a better understanding on how and when the software is updated; what is in the Cloud; who is responsible and how the school is future proofing itself.</b> The Headmaster confirmed all software is up to date except the finance package, which is being addressed.</p>	<p>Mr Wilson <b>Agenda</b></p>
<b>3.1.2</b>	<p><b>FINANCIAL PROCEDURES MANUAL (FPM)</b></p> <p>Mr Wilson reported the school is currently working under the current FPM and the review had been postponed in view of the current circumstances. When Ms Skeggs joins it will be an opportunity for the accountancy systems to be reviewed and changes made, and this would be the appropriate time to completely review the FPM. <b>Mrs Ward asked if the banking arrangements have been reviewed?</b> Mr Wilson responded the day to day practical arrangements have been.</p> <p>Governors agreed to continue with the current FPM until Ms Skeggs has had an opportunity to review the accountancy procedures. This is likely to be by the end of the Autumn term.</p>	
<b>3.1.3</b>	<p><b>REMISSION AND CHARGING POLICY</b></p> <p>This item was deferred to the next meeting.</p>	<p><b>Agenda</b></p>
<b>3.1.4</b>	<p><b>LETTINGS POLICY</b></p> <p>The Headmaster reported the lettings policy is currently being reviewed by VWV (legal advisors) and he agreed to circulate it via email for Governors to review before a recommendation is made to the FGB for approval.</p>	<p>Headmaster <b>FGB Agenda</b></p>
<b>3.1.5</b>	<p><b>CONTRACTS AND LEASES</b></p> <p>Mr Wilson reported a list of contracts and leases is being compiled and will form part of the accountancy review. The list will come back to the next meeting.</p>	<p>Mr Wilson <b>Agenda</b></p>
<b>3.1.6</b>	<p><b>PAYROLL</b></p> <p>A report had been previously circulated in the Finance report. Arising from the report Mr Wilson said it was unusual for a school to operate its own payroll system, however the system is being managed very effectively and it provides more flexibility than an outsourced option would. <b>Mr Brock asked what would happen if Donna was to leave, does anybody else have IRIS experience?</b> Mr Wilson responded that an external payroll advisor is being paid a retainer to support where necessary. <b>Mr Brock felt it was sensible to have two more personnel trained on IRIS.</b> The Headmaster responded payroll will be reviewed by Ms Skeggs alongside all financial systems. <b>The Chairman asked for this to come back to the next meeting and for Ms Skeggs to be invited to the next meeting.</b></p>	<p><b>Agenda</b> Headmaster</p>
<b>3.1.7</b>	<p><b>INTERNAL AUDIT CONTROL PLANNING</b></p> <p>Mr Wilson confirmed he had asked Landau Baker to audit the CIF works undertaken on the fire alarm system. Governors requested the report come back to the next meeting.</p>	<p>Mr Wilson <b>Agenda</b></p>

### 3.2 MATTERS ARISING

#### 3.3 MINUTES OF MEETING HELD ON 25<sup>TH</sup> JANUARY 2018

The minutes of the meeting held on 25<sup>th</sup> January 2018 had been previously circulated and were agreed to be an accurate reflection of the meeting. The Chairman signed the minutes.

### 3.4 MATTERS ARISING

#### 3.4.1 FINANCIAL MODELLING

A report had been previously circulated in the Finance report.

#### 3.4.2 SERIOUSLY FUN SWIMMING

**The Chairman reported the contract with SFS has been reviewed and he was satisfied that the arrangements did not expose the School where SFS ceased trading. The only occasion on which SFS would get any money back is in the highly unlikely event of the school closing (other than where the pool is not available for use). Mr Brock asked what the length of the lease is? Mr Wilson responded 10 years with a five-year break clause.**

#### 3.4.3 DUE DILIGENCE ON SERIOUSLY FUN SWIMMING

Mr Wilson reported he had spoken with Jonathan Mann who confirmed SFS are a LLP (limited liability partnership), they had spoken about funds and Mr Mann agreed to forward to Mr Wilson the 2016 and 2017 accounts. The turn-over for the year 2016 was £414,000 and £480,000 in 2017, an increase of 15%, the profit generated was £280,000. **Mrs Ward asked if the accounts are audited?** Mr Wilson responded they have not been audited but they are drawn up by chartered accountants.

## 4 FINANCE REPORT

The finance report was previously circulated. Arising from Appendix 1 Governors noted the re-glazing of the gym has been undertaken this year, it had been planned for the financial year 2016/17, and have been paid for from the reserves. The unrestricted reserves are currently £449,291 and restricted reserves £88,492. The deficit is currently projected to be £56,000 (including a contingency of £10,000) and the reserves may need to be used to cover this. **The Chairman asked if there were any further costs associated with the fire alarm system?** Mr Wilson responded £107,000 has been spent and a further £35,000 accrued, and it is anticipated the current surplus will be spent as part of the fire alarm improvement works. **Mrs Ward asked what was the retention due to EC Harris?** Mr Wilson responded it relates to the heating works carried out in 2014/15 and has not yet been requested by EC Harris. **Mrs Ward asked for further information on the increase to 16-19 bursaries?** Mr Wilson responded further investigation into previous years accounts needs to be carried out. The number of bursaries varies from year to year. £14,000 is allocated in the budget each year and this year more students applied. **Mrs Ward asked for further information on insurance?** Mr Wilson responded the policy is renewed in July and the recommendation will be to have a risk protection arrangement (RPA), which will give savings of between £10,000 to £15,000. **Mr Kennedy asked if the pupil premium funding should be allocated to structure for example LSA's?** Mr Wilson responded pupil

## ACTION

premium funding is currently all going to the pupils who attract the funding and this will need to be further considered

Arising from Appendix 2 **Mrs Ward asked what is other pensionable pay?** Mr Wilson this is an additional amount being paid owing to the IR35 regulations. **Mr Kennedy asked if benchmarking data on school salaries can be undertaken and to perhaps ask Landau Baker for this information.**

Mr Wilson  
Agenda

*Mr Pilkington left the meeting*

Arising from Appendix 3 Governors noted when the national funding formula is brought in in September the school will receive an additional £166,000. **The Chairman noted sixth form numbers had decreased and what was being done to address this?** The Headmaster responded increasing sixth form numbers is a priority, there are less external students applying and there is an increase on those who have not returned after Year 11, predominantly due to the cost of travel. The optimum number for the sixth form is 203 per year and it is currently 187. There is no closing date for applications and to date 80 applications have been received. The Mandeville School have announced they will not be running any A levels from September 2018 and this may increase applications to AGS. **Mr Brock asked what is done to encourage Year 11 to stay?** The Headmaster responded a lot of work is undertaken with one to one meetings and regular reminders of the benefits of being in the sixth form at AGS, and it is anticipated the numbers leaving at the end of Year 11 will be lower than has been in previous years. **Mr Hardern asked if the proposed budget reflects the proposed increases to the finance team?** The Headmaster confirmed it did.

## 5 PREMISES REPORT

The premises report had been previously circulated. Arising from the report:

**Seriously Fun Swimming - Mr Hardern asked what the time frame was to start work on the changing rooms and swimming pool heating?** Mr Shiels responded once the lease is signed the work will start very quickly. **The Chairman asked what the outcome was of SFS having a lease rather than a licence?** Mr Wilson responded the DfE are happy with a lease. **Mr Bown asked about the builders he had mentioned and said he was concerned a container with a time limited life was going to be installed instead of a purpose built building and agreed to further discuss the decision process with Jeffery Powell Architects and report back.**

Mr Bown

**The Chairman said that the container should outlast the pool and that the reduced costs would also enable the heating system to be installed at no direct cost to the School which would result in a saving on the School's heating costs.**

**Condition Data Collection Survey** – Governors noted the report had still not been received despite it being chased up

**Fire Alarm System** – Mr Shiels reported a four minute delay on the alarms has been instigated to allow for any accidental setting off of the alarms to be investigated before evacuating the whole school site. This in line with regulation guidelines. When an alarm goes off key personnel go immediately to the point where the alarm was set off to investigate.

**Sixth Form Gates** – Governors noted owing to the adverse weather conditions the installation of the gates had been delayed

**CIF Grant Applications** – The Chairman said that he wished to clarify that £50,000 of Salix loan had been previously agreed for each application by the Sub-committee. This equated to about 15% of the sums applied for. Because the projects finally selected had a cheaper budget than those originally proposed the monetary amounts had been originally approved on the basis that they represented 10% of the bid values. Governors noted the actual figure had been approved.

**Premises Development Plan – Mr Brock asked when the strategy group meeting was taking place?** Mr Shiels responded the first meeting has already taken place to look at the Reception area to make sure it is compliant with current Health and safety legislation. **Mr Brock requested and Mr Shiels agreed to circulate the updated premises plan for the next meeting.**

Mr Shiels  
Agenda

## 6 HEALTH AND SAFETY REPORT

The Health and Safety Committee met on 8<sup>th</sup> January 2018, minutes had been previously circulated. Governors noted BucksCC have been instructed as external health and safety advisors. **Mr Brock asked when the health and safety audit is taking place?** Mr Shiels responded before the end of the school year. **Mr Kennedy asked if there had been any reports on any burns accidents?** Mr Shiels responded there have been no new ones. All accidents are reported directly to BucksCC so a RIDDOR can be raised. **Mr Kennedy asked if a report could be given to the next Health and Safety Committee meeting on allergy processes in the kitchen and training staff have undertaken.**

Mr Shiels  
H&S  
Committee

**The Chairman thanked the Health and Safety committee for the thoroughness of the work they were undertaking.**

## 7 FUTURE AGENDA ITEMS

- Wish list for future CIF bid applications

Agenda

## 8 DATES OF FUTURE MEETINGS

21<sup>st</sup> June 2018 at 8am

*Mr King and Mr Shiels left the meeting by request in view of the next item.*

## 9 ANY OTHER BUSINESS

### 9.1 SUPPORT STAFF PAY

Mr Wilson reported the outcome from Schools Forum is a recommendation of a 1% increase for support staff. Governors questioned whether a 2% increase should be given to bring the salary increase in line with teachers? The Headmaster responded the school has always followed the recommendations of Bucks Pay and Conditions for support staff and the SDPC for teachers. Governors agreed that that there was no reason why the School should not continue to do this as it created certainty. **Mr Brock asked if the market salaries are comparable?** The Headmaster responded they were. Governors agreed a 1% increase for support staff.

		<b>ACTION</b>
<b>9.2</b>	<b>GOVERNOR TRAINING</b>  Governors noted the Chairman of Governors at Aylesbury High School had invited Governors to attend their training session on Strategy on 5 <sup>th</sup> March from 6-8pm, the Headmaster, Mr Brock and Mr Hardern all said they would be attending.	
<b>9.3</b>	<b>GOVERNOR AWAY DAY</b>  Governors noted the second day was going to take place on Saturday 21 <sup>st</sup> April 8.30 am – 1pm.	All Governors
<b>9.4</b>	<b>PUPIL EXCLUSION TRAINING</b>  Governors noted a training on pupil exclusions is going to take place on 22 <sup>nd</sup> March. Mr Brock and Mrs Ward agreed to attend.	Mr Brock and Mrs Ward
<b>9.5</b>	<b>AGS EMAIL ADDRESSES</b>  The Headmaster reminded Governors as part of the requirements of the new GDPR all Governors have been issued with AGS email addresses for all school communication.	

The meeting closed at 10.15am

Signed ..... Date .....

CHAIRMAN