

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON THURSDAY 28TH SEPTEMBER 2017, 8.00AM



PRESENT: Mr R Williams (Chairman) Mr K Hardern
Mr P Bown Mr D Kennedy
Mr M Brock Mr M Pilkington
Mr J Collins Mr M Sturgeon (Headmaster)
Mrs J Dennis Mrs A Ward

IN ATTENDANCE: Mrs C Cobb Clerk
Mr D Shiels Premises Manager
Mr D Wilson Finance & Resources Director

1 ANY OTHER BUSINESS

The following items were tabled under Any Other Business:

- Pensions
- Fairer Funding
- Salary Increases

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 APPOINTMENT OF CHAIRMAN

Mr Williams was unanimously reappointed Chairman for a further year.

3 MINUTES AND MATTERS ARISING

3.1 MINUTES

The minutes of the meeting held on 22nd June 2017 were previously circulated and agreed to be a correct reflection of the meeting.

3.2 MATTERS ARISING

Pension Deficit, review of actuarial report – Mr Collins agreed to contact the Actuaries to establish how the liabilities are worked out and how the accountants account for it and would report back to the next meeting.

Business Continuity Plan – Mr Hardern agreed to further discuss with the Headmaster how the business continuity plan could be tested

Meeting with Auditors – The Chairman reported that he would be meeting with the lead Auditor (scheduled for 31st October) to review the accounts. Mr Collins said he would try to attend as did Mr Brock

4 MINUTES OF THE RIF SUB COMMITTEE AND MATTERS ARISING

ACTION

Mr Collins
Agenda

Mr Hardern

The Chairman reported the sub-committee met on 7th July 2017, minutes were previously circulated. Governors noted all items discussed were included for an update on the agenda before them.

The Chairman asked if parents had been informed of the work to carry out the replacement of the windows to the gym façade and kitchen?

The Headmaster responded it had not been necessary to do so as the work is now happening during half term.

5 GOVERNORS OVERVIEW OF THEIR ROLES CONCERNING HEALTH AND SAFETY

Mr Brock referred Governors to the Health and safety audit plan:

Item 1 – *All Governors should undertake training on their personal and the school's legal duties with regard to health and safety as specified by the Health and Safety at Work Act 1975 and Company Directors Disqualification Act 1986. Mr Collins proposed and Governors agreed to undertake health and safety training before the next meeting and confirm they had done so at the next meeting.* The Clerk to circulate details of how to access the NGA Learning Link where there is a health and safety online training module.

Clerk

Item 4 – *A Committee should be established, most probably headed up by a member of the SLT, to undertake a training gap analysis to determine the level of h & s competence required by the school's workforce.* Mr Shiels reported a meeting has taken place between the Finance and Resources Director on the training matrix and this is moving forward.

Item 6 – *A senior member of staff with suitable legal knowledge should review the arrangements and contractual implications in place for letting school buildings and mini buses to outside organisations. Governors agreed the member of staff should be the Finance and Resources Director but he would not be expected to have legal knowledge but would have access and liaise with the legal advisors.* The Finance and Resources Director agreed to ask VVW solicitors to review the standard letting documents to ensure they comply with legislation.

F & R
Director

Mr Brock further reminded governors that Mr Stops had also made further recommendations around Governors involvement in health and safety and being kept informed. Mr Shiels responded all reports are published on SharePoint, in future health and safety committee minutes will be more detailed, which will allow for Governors to be able to challenge. Mr Shiels further agreed to draw up an annual health and safety checklist to include all the statutory responsibilities and this would be presented to Governors annually for review.

Mr Shiels
(RiF Agenda
summer
term)

6 MINUTES OF THE HEALTH AND SAFETY COMMITTEE

The minutes of the meeting of the Health and Safety Committee, which took place on 11th September 2017 had been previously circulated. Arising from the minutes it was further reported:

- The Headmaster reported the Local Authority have confirmed the radiation report is a biannual not annual report.
- **Mr Brock asked how the student who fractured his neck playing rugby was?** The Headmaster responded his parents are confident he will make a full recovery but it will take time. On rugby safety generally (in view of a very recent report again calling for contact

limitations at youth level) the Headmaster also reported the PE department take advice from the RFU who supply extensive information at youth level on rugby, and all senior level matches are refereed by a professional RFU referee.

- **Mr Kennedy asked if there had been any RIDDOR accidents?** Mr Shiels confirmed there had not.

7 MAJOR ACTIVITIES AND PROJECT PLAN

A report on the major activities and project plan had been previously circulated. Arising from the plan the Headmaster reported the only area of the school site left to secure is the sixth form car park, the access has been looked at and he proposed installing a bi-fold gate, higher up the drive so cars would not obstruct the road and to install a further gate between the house and the wall, which would be locked at night and be open during the day, this would mean the only access point to the school would be through the front door. The costs of the two gates are approx. £30,000 and an application has been made to the Foundation who agreed to give the application consideration when the RiF Committee approve the project. Governors discussed and agreed the proposed project should proceed subject to the agreement by the Foundation to fund it.

Mr Hardern requested on future reports there was inclusion of a timeline with commentary and the status on funding. Mr Shiels agreed to include this information.

Mr Shiels

Mr Hardern also asked if lessees have their equipment PAT tested? Mr Shiels responded it is included in the lease that lessees must have equipment PAT tested.

8 PREMISES REPORT

The premises report was previously circulated. **Mr Brock thanked the Premises Manager for a very informative and succinct report.** Arising from the report:

Seriously Fun Swimming –Quotes in excess of £200,000 to build the extension to the swimming pool had been received, which is double what had been expected and much more than Seriously Fun Swimming had available in funds. A meeting is due to take place with the Architects and Seriously Fun Swimming on how the project may proceed. Mr Bown agreed to provide the details of smaller building firms who may be able to carry out the work for a lower price.

Mr Bown

9 CIF BID GRANT APPLICATIONS

Mr Shiels reported the condition survey undertaken over the summer holidays should be available before half term and this may identify areas of work, in respect of which CIF bid applications could be made. The power distribution across the whole school site needs to be considered, as it is currently unbalanced. Governors discussed and agreed an electrical survey should in any event be carried out. **Mr Kennedy proposed a specification was drawn up on which to base the survey.** Governors were concerned to note the school might be at risk of a major power failure, which could disrupt exams and potentially shut the school down. Governors further agreed a sub-committee should be formed to include the Chairman, Mr Brock and Mr Kennedy to consider the electrical report specification and take forward the approval of CIF bids.

Chairman, Mr Brock and Mr Kennedy

ACTION

Mr Shiels also reported because the school has continued to paint the windows the appalling condition of them is therefore hidden. Mr Shiels hoped the condition survey would identify how bad they are. Consideration should be given to a repeat CIF Bid in respect of windows (last years was not successful) less the works carried out to date. **The Chairman asked if the costs of the works to date could count as the School's contribution to this year's bid.** The Headmaster confirmed this was not possible.

Governors discussed and agreed that consideration should be given to the making of CIF bid applications for the replacement of the windows (this would be a repeat of the failed bid from last year less the works already carried out) and for electrical works, subject to the announcement of the CIF bid priorities, which will be available in October. This would be a matter for the sub-committee to review at the relevant time

10 SCHOOL DEVELOPMENT PLAN

The sections of the SDP pertaining to the committee had been previously circulated. The Headmaster updated as follows:

RF1 – Discussed and CiF bid applications agreed subject to CiF bid priorities being released

RF2 – The fire alarm system is to complete on 2nd January 2018. Securing the sixth form car park was discussed earlier by the committee and agreed to install subject to a successful application to the AGS Foundation. Plans have been submitted to AVDC for the front door reception area.

RF3 – Mr Hardern agreed to come into school to further discuss how the business continuity plan can be tested

RF4 – Awaiting confirmation from the Local Authority on what percentage of the national funding formula will be removed to spend on other areas e.g. high needs.

Mr Hardern requested in future the progress on the 4 items pertaining to the committee was circulated with the agenda.

Mr Hardern
and
Headmaster

Headmaster

11 POLICIES AND PROCEDURES FOR REVIEW

11.1 HEALTH AND SAFETY MANUAL

The Health and Safety procedures manual was previously circulated; Governors noted there are small amendments, which have been made around evacuation procedures. Every member of staff has been issued a copy of the manual and it is available on line. **Mr Pilkington reported he had read the manual, implemented it with his department and felt it was a very good document.** Governors agreed the manual should be recommended to the FGB for approval and asked the Health and Safety committee to review it (particularly with operational matters in mind) when they met in January.

FGB Agenda

Health and
Safety
Committee

11.2 STATEMENT OF POLICY ON EMPLOYERS DISCRETIONS UNDER LOCAL GOVERNMENT PENSION SCHEME

Governors reviewed and agreed the document should be recommended to the FGB for approval.

FGB Agenda

		ACTION
12	<p>CONSIDERATION OF FORMING A PREMISES, HEALTH AND SAFETY COMMITTEE</p> <p>The Chairman had previously circulated a paper giving the background and purpose, the current RiF structure, a summary of a discussion with Mr Tingey, Chairman of the Property and Services Committee at Dr Challoner's Grammar School; his observations and three outline options to recommend to the FGB. These were to 1. to continue as is 2.to form two committees, or 3. to review the position further once Mr Wilson had been in position for longer. The Chairman stated that in light of the review he had carried out he personally did not have strong views on whether to have two committees or remain as one but thought the that Option 3 was for the time being the best one. The Chairman sought Governors opinions A debate then took place. Mr Hardern agreed to circulate a paper on the committee structure circulated in 2009 and the rationale behind the decision to merge what was then a property committee and finance committee; Mrs Dennis proposed having two RiF meetings per term, as currently takes place in the autumn term, with one meeting focusing on premises matters and the other on finance; Mr Kennedy proposed the whole committee structure was reviewed by the Governing Body at the spring term FGB meeting. The Chairman and Finance and Resources Director agreed to further discuss the matter and bring back proposals. It was also agreed that in line with Mrs Dennis's proposal the need for a second meeting early in the Spring term would be reviewed further at the November meeting.</p>	FGB Spring term Chairman & F&R Director
13	<p>DATES OF FUTURE MEETINGS (all to take place at 8am)</p> <p>Thursday 23rd November 2017 (finance) (Mrs Dennis sent apologies) Thursday 1st March 2018 Thursday 21st June 2018</p>	
14	<p>ANY OTHER BUSINESS</p>	
14.1	<p>PENSIONS</p> <p>The Resources and Finance Director reported a meeting had taken place to include the Headmaster, Chairman and Mr Collins to consider whether the school was liable to pay the pension for two former members of staff who took early retirement in 2011. Governors noted the pensions team from the Local Authority never sent an invoice at the time the retirement was taken. The Pension team have now requested the school pays back charges of £25,000 and continue to make annual contributions or pay a one-off lump sum of £85,000. Legal advice is being sought. Governors discussed and agreed to delegate the matter to the Headmaster, Finance and Resources Director, Chairman and Mr Collins to further consider the issue and make a decision on behalf of the committee going forward.</p>	Headmaster, F&R Director, Chairman & Mr Collins
14.2	<p>NATIONAL FUNDING FORMULA</p> <p>The Headmaster reported on the funding formula to be introduced in 2018/19, the funding per pupil increases to £4,600 and £4,900 in 2019/20, which will be a significant increase. The money will be channelled through the Local Authority until 2020 which means they can top slice for areas such as high needs, which is not what the Government intended. The Headmaster urged Governors to contact their local MP's and Councillors about this.</p>	All Governors

14.3 SALARY INCREASES

The Headmaster also reported the School Teachers Review Board made a recommendation over the summer for all staff on M1 and M6 to have their salaries increased by 2%. The Headmaster felt that the 2% increase should be applied to M2 to M5 too for consistency (instead of a 1% increase) and that this was a decision for the School to make. Mr **Hardern asked what the impact would be on the school budget for increasing all relevant staff on M1 to M6 by 2%?** The Headmaster responded £6,000. Governors discussed and agreed all staff salaries on M1 to M6 should increase by 2%.

The meeting closed at 10.20am

Signed Date
CHAIRMAN