

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON THURSDAY 27TH SEPTEMBER 2018, 8.00AM



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| PRESENT: | Mr R Williams (Chairman) Mr P Bown Mr M Brock Mr J Collins | Mr D Kennedy Mr M Sturgeon (Headmaster) Mrs A Ward |
| IN ATTENDANCE: | Mrs C Cobb Mr I Digby Mrs S Skeggs | Clerk Resources Director Finance Manager |
| APOLOGIES: | Mrs J Dennis Mr K Hardern | Apologies received and accepted Apologies received and accepted |

1 ANY OTHER BUSINESS

The following items were tabled under Any Other Business:

- Teachers' pensions
- EC Harris

2 DECLARATIONS OF INTEREST

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

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 meetings held on 21st June and 6th July 2018 were previously circulated and agreed to be a correct reflection of the meetings.

3.2 MATTERS ARISING FROM THE MEETING HELD ON 21ST JUNE 2018

Contracts and Leases – The Resources Director reported the list is still being drawn up and will be reviewed by Landau Baker when they carry out their internal audit in February.

Installation of container – Mr Bown said he had now spoken to the architects and that going forwards he felt a list of smaller more local building firms should be drawn up as they were more likely to give lower quotations for smaller building works. All agreed an alternative architect should also be considered for smaller projects and when appointed they should be asked to draw up the list of small building companies. Mr Bown and the Resources Director agreed to take this forward.

Benchmarking data on staffing – This data had been previously circulated. **Mr Collins asked if the data gave rise to any concerns?** The

ACTION

Agenda –
Spring term

Mr Bown &
Resources
Director

ACTION

Headmaster responded there is a high number of post threshold staff, but this is broadly similar to other Grammar Schools. Moreover, part of the reason is that staff like working at AGS and so are inclined to stay. **Mr Kennedy requested the data was used to relate to education values and so included the number of subjects offered and number of students who take a subject.** The Headmaster and Finance Manager agreed to bring back further information to the next meeting.

Headmaster
& Finance
Manager

Purchasing procedures – Mrs Ward asked if Teachers are adhering to the new purchasing procedures? The Resources Director responded 90% are so there is still room for improvement but the new software has not yet been fully installed and so for the moment Teachers send emails to the Finance department to confirm any purchases made. The Finance Manager further reported all staff did receive training on the new purchasing software at the recent INSET date and it was also made clear that nothing could be purchased without first informing the Finance department.

Coach hire costs – The Resources Director reported he was still pursuing how coach hire costs could be reduced.

Window replacement conversation with ESFA – The Resources Director reported he had spoken with Synergy to gather their opinions on talking to the EFSA about not replacing some of the windows in the areas proposed for demolition. Synergy felt the building of the L block was sufficiently remote a prospect that the windows should all be replaced now in accordance with the CIF bid application. The Resources Director had therefore not contacted the ESFA. Governors were happy with this approach.

4 HEALTH AND SAFETY REPORT

The minutes of the Health and Safety Committee meeting held on 17 September 2018 had been previously circulated. Arising from the minutes the Headmaster reported BucksCC have carried out an independent health and safety audit and will be sending through a report. The Resources Director agreed to bring back the reports and any progress on any actions needed to be carried out, to the next meeting.

Resources
Director
Agenda

Governors agreed to further review the Health and Safety manual and give any feedback to the Resources Director before coming back to the next meeting for approval.

All Governors
Agenda

5 MINUTES OF THE RIF SUB COMMITTEE AND MATTERS ARISING

The Chairman reported the sub-committee had communicated by email to consider again the most appropriate lease/license arrangement with SFS, this had arisen as the ESFA were not satisfied with the proposed arrangement. SFS have now agreed a three-year license, which has been drawn up by VVV, legal advisors and was approved by the sub-committee subject to the Trustees of the School Support Fund agreeing to pay for the works (which they had in principle agreed to do before the approval).. The rental income received from SFS will be paid into the School budget. The Resources Director reported that the Trustees of the School Support Fund had, since the sub-committee approval, approved the request. The Resources Director reported an order has been placed for the container, which will be delivered to site on 17th December 2018. Crane companies will be spoken to again to review the options of how the container will be lifted into position. The Chairman reported the sub-committee has not had to approve any tenders as the costs are within the Headmasters financial delegation.

6 PREMISES REPORT

6.1 UPDATE ON SUMMER PROJECTS

Window Replacement – The sash windows have been replaced and a snagging list drawn up and will be reviewed with Synergy. **Mr Brock asked if the quality of the work undertaken is good?** The Headmaster responded the feedback from staff is very positive.

Electrical infrastructure works – Synergy are assisting with the certifications required. **Mrs Ward asked if it is possible to test the supply?** The Resources Director responded the certification will state the system has been tested. Governors agreed this item can therefore be removed from the risk register.

IT1 and IT2 – The Headmaster reported the works have been completed, look fantastic and the students are very pleased with the new rooms.

Tennis Courts – The Resources Director reported three courts have been re-surfaced and repainted and the smaller court just re-painted. Students are only allowed to go onto the Courts wearing trainers, to protect the surface. The work all came in within budget and was very generously paid for by the PTA.

Condition Survey - Governors discussed and agreed a response should be made to the ESFA that the school did not agree to the findings but should not be further pursued.

CIF Bid applications – The topics under consideration were various roofs and boilers. The Resources Director reported that it may be too ambitious to make an application for all the roofs listed, as it is likely the quotations will be in excess of £1 million. The order of priority was agreed to be the Art Building, Foundation Hall, and Library. The Art room roof is leaking and there are concerns that students' work could get damaged and the Hall is very important as it is used for exams. Synergy have carried out a condition survey of all the areas with photos, which will support the CIF bid application. Governors discussed and agreed an application should be made for the Art Building and Foundation Hall roofs. The Resources Director further reported that consideration is being given to replace the boiler in the main boiler room and in the science block. Should the remaining boiler in the main plant room break down it will affect 70% of the school, possibly resulting in a school closure. Further investigations are also taking place around isolating the heating systems for the swimming pool and geography building. The pipework will also need to be replaced as it will not be compatible with any new boilers given the age of it. Governors discussed and agreed they would like to see the costs of a full replacement of the main boilers and pipework, to include any costs associated with isolating the swimming pool and geography building and they would also like costs of the repairs, should the main plant boiler break down.

Governors agreed in principle that two CIF bid applications relating to roofs and boilers should be made (subject to a review of suggested works when the bidding documents were unveiled).

Generic CIF bid process – The Resources Director proposed, and Governors agreed that CIF bid applications where external consultants' are used should include consultants' fees and the Financial Procedures Manual should be amended to reflect this. Governors further noted this would mean, subject to checks being carried out, the partner used to secure the bid would be successful in securing the contract for the bid applied for.

L Block – Governors reviewed initial drawings that had been drawn up by the architects and following further input by the Headmaster and Resources Director further drawings would come back to the next meeting.

Resources Director

Resources Director

Resources Director

Headmaster & Resources Director

7 APPOINTMENT OF PREMISES MANAGER

The Resources Director reported the Premises Manager position has been advertised and applications from five persons were received three of whom three have been short listed for interview. **Mr Brock asked if the job specification is the same?** The Headmaster responded it might be slightly amended as each of the three candidates being interviewed has very different skill sets. **Mr Brock asked if there were any concerns around the position not being replaced as soon as the previous Premises Manager left?** The Headmaster responded a risk analysis has been carried out and measures put in place to mitigate any risks. **The Chairman confirmed he would also be involved with the recruitment process. Mr Kennedy proposed, and Governors agreed the notice period for post should be extended to three months.**

8 POLICIES FOR REVIEW AND APPROVAL

There were no policies for review.

9 FINANCE MATTERS

9.1 A VIEW OF YEAR END OUTTURN FOR 2017/18

Mrs Skeggs reported the budget deficit which had been projected at £55,000 had not worsened, and will hopefully be improved upon slightly.

9.2 UPDATE ON BUDGET FOLLOWING ANNOUNCEMENT OF TEACHERS' PAY INCREASES

The Resources Director reported the impact on the budget of the new proposed increases to Teachers' salaries is an increase of £8,500. The Government have also now agreed the mechanism on how schools will be refunded the difference from the 1% originally presumed to have been estimated in school budgets, and is on a per pupil basis of £26.54 per pupil. This means a net gain will be included in the School's budget as 2% was originally included. **Mr Brock asked what the implications are of pensions on the budget?** Mrs Skeggs responded 20% was included in the budget and to date no announcement has been made, but it is due imminently. **Mrs Ward asked if a higher increase should be awarded to support staff given the higher increase for Teachers?** The Headmaster responded the school has previously followed Bucks pay and conditions and if a further increase over the 1% given in April is awarded now this may cause complications in the future. 2% has been included in the budget from April 2019, as it is anticipated Bucks pay and conditions will increase by this amount.

10 FUTURE AGENDA ITEMS

- Resources Director to report that value for money is being achieved (FGB meeting 6.7.18)
- Financial Procedures Manual

Agenda

11 DATES OF FUTURE MEETINGS (all to take place at 8am)

23 November 2018 (Finance)
28 February 2019
20 June 2019

12 ANY OTHER BUSINESS

12.1 EARLY RETIREMENT

Governors noted the letter sent by VWV. Mrs Skeggs reported a contribution of £29,000 in relation to the accruing deficit had been provided for at year-end 16-17. Mr Collins felt a one-off payment of £80,000, which had been suggested as a full settlement, was a fair settlement on an actuarial basis, were the liability to belong to the school (which continued to be disputed). Governors agreed any further action should wait the County Council's response to the letter from VWV but a provision of £35,000 should be included in the 17-18 accounts by way of update.

12.2 EC HARRIS

Governors agreed the long outstanding credit in favour of EC Harris should be written off..

The meeting closed at 9.50am

Signed Date
CHAIRMAN