

AYLESBURY GRAMMAR SCHOOL



RESOURCES INCLUDING FINANCE COMMITTEE (finance)
MINUTES OF THE MEETING HELD ON
FRIDAY 12 MARCH 2020, 8.00AM

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

	ACTION
1 ANY OTHER BUSINESS No items were tabled under Any Other Business.	
2 DECLARATIONS OF INTEREST There were no declarations of interest.	
3 MINUTES AND MATTERS ARISING	
3.1 MINUTES The minutes of the meeting held on 22 November 2019 were previously circulated and agreed to be a correct reflection of the meeting.	
3.2 ACTIONS FROM THE PREVIOUS MEETING The actions from the previous meeting had been previously circulated. Arising from the actions: Internal Scrutiny report – The report of the review Mr Amor had undertaken on the payroll system had been previously circulated, Governors noted no concerns were raised and the report would be submitted to the FGB. Staff organisational chart on the website – The Headmaster and Resources Director undertook to draw up the chart which would include Department heads and SLT. Penetration test – The Resources Director had previously circulated a report on the actions taken since the penetration test was undertaken. Governors noted staff training has been carried out, the Headmaster's bulletin regularly reminds staff to be vigilant, different coloured lanyards have been introduced and staff are challenging people they do not recognise. The Resources Director was still concerned that tail gating through the gate to the playground was still possible and very difficult to police. Mrs Ward suggested CCTV was installed which could be monitored by the School Office, the Resources Director agreed to further consider and bring back recommendations to the next meeting.	FGB Headmaster/ Resources Director Resources Director

Review of Health and Safety – Mr Collins reported this had been planned but in the absence of the Premises Manager it was decided to wait until his return.

Mr Collins

4 FINANCE MATTERS

The Resources Director had previously circulated a report covering the following items. Governors discussed each item in turn before taking any decisions:

Monthly management accounts – The January management accounts had been previously circulated. The year end position is showing a deficit of between £0 - £25,000, which is consistent with previous reports. Recruitment costs are likely to be lower than projected, although four members of staff have indicated they might be leaving or would like to go part-time. The staffing structure is going to be reviewed to ensure the curriculum can be fully staffed from September. Staffing cover costs have increased owing to some medium term sickness. **Mr Bown asked if a contingency for staff sickness should be included in the budget for 2020/21?** The Headmaster felt an increase for cover staff should be included.

Hot water boilers in the main plant room – The Resources Director reported the first quote for replacing the hot water boilers (one has failed and been condemned the second is the same age and is at high risk of failing) is £28,221. **The Chairman asked what areas would be affected if it did fail?** The Resources Director responded the canteen, which would mean it having to be closed. **The Chairman asked what the projection is on the reserves?** The Resources Director responded currently £325,000 but there will be additional staffing costs and other costs (see later in the minutes) which will reduce the reserves projection to nearer £250,000 if all these other costs are agreed. **Mr Bown suggested air sourced pumps were considered for replacing the boilers,** the Resources Director agreed to further consider this.

Resources Director

Victoria Park – The Resources Director had previously circulated plans with costs for replacing the fencing and pollarding some trees. **Governors discussed different options including carrying out repairs, rather than replacement, and if an application could be made to the Foundation to cover the costs of the work.** The Resources Director agreed to establish what the repair costs would be and if replacement or repairs can wait until the following year, the different options would be brought back to the next meeting and consideration would be given on whether an application to the Foundation should be made.

Resources Director

HR and Payroll software – Governors reviewed the quotations received for HR and Payroll software, noting four companies had been invited into School so a greater understanding on what they could offer could be gathered. PS People are the preferred bidder, whilst the upfront costs are higher, over the three year period they are cheaper and they have offered a favourable payment plan to be spread over three years. Governors were assured the PS People software would integrate successfully with the Schools existing software, as it is from the same supplier as our financial software, Ps Financials. **The Chairman requested references were taken out before any order is confirmed.**

Funding – The Headmaster was pleased to report that in the announced funding for 2020/21, the school would receive an extra £188 per sixth form pupil and an additional £400 for each sixth form students studying 2 high value courses, which equates to 251 students. The national funding

formula has been confirmed as £5000 per pupil, and in total these changes represent an additional £530,000. Governors noted some grants currently received, e.g. Teachers Pay Grant, are likely to become a responsibility of the school but there would still be an increase in the funding received.

Governors therefore agreed, on the areas previously discussed, the following:

- No work on Victoria Park would take place this financial year
- The HR and payroll software should be purchased subject to references being taking out
- Air source heat pumps should be further investigated as an alternative to replacing the boilers
- The total amount which would need to be taken from the reserves would be an additional £35,000, reducing the reserves to £290,000, as already forecasting a £25,000 deficit. The reserves would then be built back up again in 2020/21.

Wynne Jones Building refurbishment – A report had been previously circulated. Arising from the report Governors noted to date £70,000 has been spent to ensure the building is water tight, leaving available funds of £230,000. The Headmaster reminded Governors £110,000 has also been committed from the Aylesburian Fund and will be paid over two years, taking the total funds available for the refurbishment £340,000. The cost of the desired solution, which includes moving Food Technology into the building and moving the toilets is £365,000. The proposal is to carry out the work to the Art department on the first floor, plus move the stairwell and toilets this summer (at a cost of c.£130,000). The work for moving Food Technology and the refurbishment of DT to take place in 2020/21. Governors agreed the proposal and the Resources Director agreed to go out to tender on this basis.

Resources
Director

The Chairman asked given the number of capital projects agreed, is the Premises Manager concerned about the workload? The Resources Director responded that he felt it would be feasible but there would be quite a lot of pressure, even though Synergy will be project managing the work. Governors discussed and agreed a steering committee should be formed to include the Chairman, Mr Bown, Mr Collins, the Headmaster and Resources Director and they would have delegated powers to move the projects forward.

Chairman, Mr
Bown, Mr
Collins,
Headmaster
& Resources
Director

5 BUDGET SUB-COMMITTEE

Governors agreed the budget timetable previously circulated and agreed a sub-Committee to include the Chairman, Mr Amor and Mrs Ward should be formed to review the budget 2020/21 before coming back to the next meeting.

Chairman, Mr
Amor and
Mrs Ward

6 PREMISES MATTERS

This item was taken under item 4.

7 CIF BIDS UPDATE

Front entrance – Governors noted the Sub-Committee had reviewed the tenders and approved Tuskar's as the main contractor. The outcome of the CIF bid application will be known in April. **Mr Williams said the contract must include a clause that the contractor cannot make a claim against the school in the event of a school closure because of the Coronavirus.**

Resources
Director

Governors discussed the 2020 bid applications and agreed with the suggestions from the Resources Director that they should be for the Hall roof and emergency lighting around the school site. **Mr Bown suggested sustainable options are included in future applications.**

8 HEALTH AND SAFETY MATTERS

The minutes of the health and safety committee meeting on 20 January 2020 had been previously circulated, there were no matters arising for further discussion.

8.1 INSPECTION OF CATERING

Governors noted there had been an unannounced Environmental health inspection of catering and they had awarded the school five stars, which is excellent. Governors asked for congratulations to be passed onto the catering department. Governors further noted the three year contract with Bidford has generated a discount of £3,926 in its first year.

8.2 MEETING WITH AYLESBURY HIGH SCHOOL

Mr Williams reported a meeting took place with the Headmaster, Support Staff Director and Chairman of Governors of Aylesbury High School and AGS to consider if any systems could be synergised. The meeting was extremely positive and the two areas to be taken forward initially are IT and grounds maintenance.

8.3 CORONAVIRUS

The Headmaster reported currently the School is staying calm, being pragmatic and taking advice from the DfE and Public Health England. To date the daughter of one member of staff has contracted the virus and that member of staff has been sent home. Additional soap and sanitisers have been purchased and cleaning across the whole site has increased. Assemblies and other large gatherings are being kept under review. Should a pupil or member of staff contract the virus then partial closures may be implemented, Years 11 and 13 will remain the priority. A full closure has been considered by the SLT and will be shared with staff when finalised. Google platforms will be utilised for continuing education remotely. Guidance documents have been created around expectations and to maintain safeguarding practices. Trips are being reviewed but there is no insurance cover unless the Foreign and Commonwealth Office say trips must be cancelled. Parents are being kept informed. **Mr Williams proposed, and Governors agreed, a COBRA style committee should be formed to assist with any decisions which the Headmaster may have to make, the Committee would include Mr Williams, Mr Collins and Mrs Ward.**

The Headmaster further reported Ofqual are still going ahead with GCSE and A level examinations as scheduled and are not likely to make a decision to alter this until nearer the date of the exams.

9 POLICIES

There were no policies for the Committee to review on this occasion.

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

25 June 2020

The meeting closed at 10.20am

Signed Date
CHAIRMAN