

AYLESBURY GRAMMAR SCHOOL



RESOURCES INCLUDING FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON
THURSDAY 8 OCTOBER 2020, 8.00AM via Google Meet due to Covid-19

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

1 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Mr Brock was unanimously appointed Chairman and Mrs Ward Vice Chairman for one year.

2 ANY OTHER BUSINESS

No items were tabled under Any Other Business.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The minutes of the meeting held on 25 June 2020 were previously circulated and agreed to be a correct reflection of the meeting. The Chairman signed the minutes.

4.2 ACTIONS FROM THE PREVIOUS MEETING

The actions arising from the meeting had been previously circulated. There were no matters arising.

5 UPDATE ON RE-OPENING THE SCHOOL

The Headmaster updated Governors on the re-opening of the School, overall it is working very well and staff and pupils are being very supportive of the new systems to meet social distancing measures and to keep everybody safe on the school site. **The Chairman asked if there are any concerns?** The Headmaster responded staff and pupils are always tired towards the end of October and this has been brought forward, how the school responds to this will be very important. Some staff are very vulnerable and the constant news about Covid is increasing anxiety. The SLT are considering putting in special measures and these will be reported to the Governing Body. **The Chairman asked how the newly appointed Counsellor is settling in?** The Headmaster responded very well.

ACTION

Governors also noted Mr Collins, Health and Safety Governor, has been into School to review the Risk Assessment and to walk the school site, his report has been circulated and reported to the Covid Committee.

Mr Hardern asked if having two cases of Covid is similar to other schools?

The Headmaster responded it is, some schools have had no cases. When the second case was reported Mr Druitt, in the absence of the Resources Director, managed the schools process and it worked extremely well. **Mr Williams asked if AHS has had students off school as a consequence of the two positive cases at AGS?** The Headmaster responded they did in the first case but neither AHS nor SHFGS did on the second.

6 HEALTH AND SAFETY REPORT

The minutes of the Health and safety Committee meeting, which took place on 28 September 2020 had been previously circulated. Governors noted the planned visit by the Health and Safety Governor had been postponed due to bad weather and will be rescheduled.

Health and Safety Manual – The Resources Director reported all staff have been asked to update pertinent sections of the manual with any Covid related items, before it comes to the Governing Body in the spring term.

Fire Alarm - Mr Druitt reported a corrupt file, caused by an incorrect type of call point in the swimming pool. The call point is going to be changed to the correct specification. Going forward there are now two main control panels, one in Reception and the second in the DT building, which Mr Druitt felt was more robust and safer. The fire safety contract has been moved to Watchtower and they are going to carry out a full test of the system on 10th October. **The Chairman asked if there will be any warranty issues doing this?** Mr Druitt responded most of the issues under warranty have been addressed. Governors thanked Mr Druitt for his vigilance around all aspects of fire safety.

7 PREMISES UPDATE

The Resources Director had previously circulated a memo updating Governors on all matters related to the premises.

Summer projects update – Governors noted the hot water heaters have been installed in the Main Plant Room; The work to remove the trees at Victoria Park has been completed and some tidying up is the only outstanding area.

Maintenance work - continued over the summer but the main focus was around re-opening of the school

CIF Bid grant applications 2019/20 – Governors were previously made aware both of the CIF grant applications were unsuccessful

CIF Bid grant applications 2020/21 – Following the unsuccessful bids an alternative company, Barker Associates have been instructed to do the bids for 2020/21. Barkers have reviewed the school site and agreed with the school that the two applications should be for the replacement of the Hall roof and emergency lighting around the school.

Entrance Hall – Governors noted the work to the outside area is going to be carried out and work to improve the Main Reception area, to ensure it not only improves safeguarding but looks and feels good too. **The Headmaster asked, given the concerns with Synergy and the importance of this project, how confident are we that Synergy will be able to deliver the project?** The Headmaster and Resources Director agreed to review the liabilities and would make a recommendation, if necessary, to change contractor to a sub-committee to include the Chairman, Mr Bown and Mr Collins. **Mr Hardern also requested a cash flow of the project was given to the Foundation.**

Headmaster
& Resources
Director

Chairman, Mr
Bown & Mr
Collins

Premises Development Plan – had been previously circulated. **The Chairman noted a number of the items were not included on the Master plan?** The Headmaster responded the Master plan is out of date, an Architect is going to be identified and asked to review and update the plan. Governors noted all items on the premises development plan were included in the budget. **Mr Hardern felt the MFL building was poorly serviced and asked if there any plans to address this?** The Headmaster responded it is extremely challenging, as whilst he agreed it will be very, very expensive to make the improvements needed.

8 FINANCE MATTERS

The Resources Director had previously circulated a memo updating Governors on all matters related to the finance.

Financial Procedures Manual – This had been previously circulated for Governors comment. Mr Amor had a further comment around internal scrutiny and agreed to make recommendations via email on this. The FPM would then be approved via email. Governors further agreed the topics for internal scrutiny would be agreed at each meeting of the FGB and an appropriate person to carry out the review would be identified

Mr Amor

FGB

Budget Monitoring – budget vs working budget – This had been previously circulated. Governors noted a £61,000 surplus was the unaudited out turn for 2019/20, the expenditure for measures put in place for Covid to date had been included in 2019/20.

Covid related items –

- The two marquees have been rented until the end of December at a cost of £13,000. If they are kept until the end of the Academic Year, which seems probable, there will be an additional cost of £9,500. The Headmaster reported that they have been extremely valuable and have allowed for drama and PE to be taught. They have also provided additional space during bad weather, as sixth formers are not being allowed off the school site at lunchtime.
- Other Covid related items needed going forward, which have not been budgeted for include sanitiser wipes for classroom, sanitiser gel and additional cleaning materials. Covid testing kits may also be required from BUPA as previously agreed although none have been purchased to date.
- These additional costs will be offset by the £20,800 for coach hire in the budget which is unlikely to be spent as no trips or sporting events are planned; and additional income of £11,000, as part of the Governments retention of employees scheme for catering staff.
- **The Chairman asked about lettings?** The Resources Director responded some are being carried out to include swimming, volleyball, badminton and use of the gym and they have all been asked to abide by the rules of their respective Governing Bodies.
- The Resources Director requested and Governors agreed to vire £40,000 in the budget, allocated to contingency. **Mr Hardern asked why the surplus from 2019/20 wasn't being utilised?** The Resources Director responded this has been allocated to the reserves.

Budget 2020/21 – The Resources Director reported a 2.5% increase plus the Governments new guidelines on the starting salaries for NQT's has been incorporated in the budget. The Government is now recommending a 2.75% increase and an increase to the range for M1 – M6, which will be confirmed on 14 October. The additional costs of this proposal will be £11,000. Governors agreed the Government proposals should be incorporated and assuming no changes were made on 14 October, these should be implemented. Governors further agreed a monthly working group should be created to review and monitor the budget, as this was very effective last year and delegated this to the Covid Committee

Covid Committee

Business Interruption Insurance Claim – Governors noted the report and that no claim could be made for business interruption.

Trustees Report for the annual accounts – This was delegated to the Chairman, Mr Amor and Mr Williams to draw a up a draft prior to the next meeting, for inclusion in the accounts when they are brought back back to the next meeting for approval.

9 STRATEGIC PRIORITIES

- **Covid-19 Monitor and plan for resourcing and financial implications of Covid-19** – Taken under item 8
- **Implement and embed HR software and associated processes** – The process has started with PSP, data migration and online training has been carried out. The payroll side of the system will start shortly. Two parallel running's of the payroll system will be carried out, to iron out any issues there may be before the current system is switched off
- **Deliver new reception project** – The project will start in May 2021 and be completed by September
- **Plan and deliver the refurbishment of Art/DT** – It is planned to carry out the work over the summer holidays
- **Review IT strategy** – A time frame has not yet been drawn up. Mr Singh is reviewing IT as part of learning and teaching and this will then feed into the IT review. **Mr Hardern asked if an external provider is being considered to carry out the review?** The Headmaster responded Mr Carson will be carrying this out as he has excellent knowledge of the systems in place
- **Develop a plan for a new location for pastoral and SENDCo team** - This is ongoing as the pastoral team has outgrown their area and it will benefit both teams to be closer to each other.

10 APPOINTMENT OF INTERNAL SCRUTINY GOVERNOR AND CONSIDERATION OF AREA FOR INTERNAL SCRUTINY (for 2021 return)

This was covered under item 8

11 POLICIES FOR REVIEW

There were none.

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

Thursday 26th November 2020 (Landau Baker to present the accounts)

Thursday 11th March 2021

Thursday 24th June 2021

The meeting closed at 10.00am

Signed Date

CHAIRMAN