

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON

THURSDAY 11 MARCH 2021, 8.00am via Google Meet due to Covid-19



PRESENT:	Mr M Brock (Chairman) Mr J Collins Mr K Hardern	Mr M Sturgeon (Headmaster) Mrs A Ward Mr R Williams
IN ATTENDANCE:	Mrs C Cobb Mr I Digby Mr S Druitt Mrs S Skeggs Mr E Walter	Clerk Resources Director Premises Manager Finance Manager
APOLOGIES:	Mr P Bown Mrs J Dennis Mr N Gibbs	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 26 November 2020 were previously circulated and agreed to be a correct reflection of the meeting. The Chair signed the minutes.	
3.2 ACTIONS FROM THE PREVIOUS MEETING	The actions arising from the meeting had been previously circulated. There were no matters arising. Uniform costs – The Resources Director reported that he is further investigating why costs have increased whilst sales have reduced and would update Governors via email	Resources Director
4 FROM FGB MEETING ON 22 JANUARY 2021	Words from Landau Baker on depreciation – The Resources Director had previously circulated the note from Landau Baker on the depreciation on the land and buildings. Governors requested that a note is added to the accounts.	Finance Manager
5 STRATEGIC PRIORITIES	RF1 – COVID-19 – Monitor and plan for resourcing and financial implications of COVID-19 – The Resources Director reported £40K has been included in the budget and to date £23K has been spent, the main expenditure is for the two marquees and they are likely to be removed from site at the end of May as Years	

11 and 13 will not be in school. PPE and cleaning products will continue to be provided. The Government has provided testing equipment and the school has paid for testing bays to be installed. The school will receive a payment of circa £17,800 for carrying out the testing. The lettings forecast has been set at £30K against a budget of £100K. Seriously Fun Swimming and other swim clubs will start again on 19 April, but other indoor sports are not permissible under Covid regulations. **Mrs Ward asked what the lettings income is to date?** The Resources Director responded circa £8k. **Mr Williams asked for an update on how Seriously Fun Swimming are financing the agreement.** The Resources Director responded they have paid up front, but no money has been released into the profit and loss account, when they are back on-site money will start to be released. The Resources Director had spoken with the Managing Director of Seriously Fun Swimming and they have not expressed any concerns. **The Chair asked if any Covid grants are available?** The Resources Director did not think so because of the level of the reserves and overall being in a relatively strong financial position. **The Chair asked if any Teachers are unable to work?** The Headmaster responded three members of staff are vulnerable and they are working from home. **Mr Hardern asked what opportunities have presented themselves as a consequence of the lockdowns and what is likely to be taken forward pertaining to the premises and requested a report came to the September meeting.**

Headmaster
Agenda -
Autumn term
(1)

RF2 – Implement and embed HR software and associated processes – The Resources Director reported that Payroll had been successfully migrated and this has significantly reduced the level of manual intervention in the process. However, it is taking a little longer than originally anticipated to set up the software and this is due to everything being managed remotely. Hopefully the HR portal, which all staff will have access to, will be available from 1 April.

RF3 – Deliver new reception project – All drawings are now complete, and Tuskar will start at the end of May. The electrical layout and finishes need to be finalised. The design has been finalised and Shield are looking at the fit out. A meeting is taking place with Tuskar and Shield to co-ordinate their works. The staff room designs have not been finalised but this work will not start until September. The Resources Director reminded Governors that the original plan was to extend the hall and refurbish the toilets, sadly the CIF bid application was unsuccessful, and the Foundation have generously agreed to support the front entrance project in order that the project can go ahead. The Resources Director further reported that Tuskar have been asked to quote for refurbishing the toilets, reconfiguring the kitchen at the back of the hall, to incorporate the auxiliary medical room, the estimate for this work is circa £70K, given all the ground works which are taking place, it is a practical move to include these works as part of the project. The draft budget for 2021/22 is forecasting a surplus of £180K and asked for Governors opinions on allocating £70K in the operational budget for this work? **Mr Collins asked if this is in line with the longer-term plan for the hall and adding stacked seating?** The Headmaster responded stacked seating has dropped down the list of priorities, as most events do not require large scale seating but staff access to the proposed area is very important. Extending the hall is still on the longer-term plan, as whilst desirable it is not essential. Governors agreed in principle that up to £70K should be included in the operational budget. Governors delegated to the sub-committee to review the plans and tenders for this work.

Sub-
Committee

RF4 – Plan and deliver the refurbishment of Art/DT – The designs have nearly been agreed. Cleapps have confirmed that the designs are compliant and have given some advice on heat extraction. It is being proposed to move two footwells and staircases, two different contractors are supplying quotes for this work, which will determine what can and cannot be done. The plan includes three DT rooms, three Art rooms, two of which can accommodate 32 students and one food tech room. The design is going to be reviewed by Mr Bown who has kindly agreed to

give a steer with contractors. **The Chair asked who will manage the project?** The Resources Director responded this is yet to be determined. **The Chair requested a monthly update on all of the projects.**

RF5 – Review IT strategy – To date 25 Interactive Touchscreen TV's have been installed and the response from staff has been extremely positive. The IT strategy is not complete as the school has had to react to Covid and remote learning. **The Chair asked when the strategy will be available?** The Resources Director agreed to bring it to the autumn term meeting. **Mr Walter agreed to further discuss the IT strategy with Mr Singh and Mr Carson. Mrs Ward was concerned that there are a lot of projects going on for which the Resources Director is responsible and has this been considered?** The Resources Director responded this has been discussed with the Headmaster but once the projects have started then things will ease. Governors discussed and agreed for the wellbeing of the Resources Director and the Premises Manager that all projects should not be managed internally. **Mr Walter requested that Governors were made aware of all operational pressures on the SLT.**

RF6 – Develop a plan for a new location for pastoral and SENDCo Support – The Headmaster reported this area is on hold at present.

6 REPORT FROM SUB-COMMITTEES

The Sub-Committee met on 18 December 2020 and 12 February 2021; the minutes had been previously circulated. Arising from the minutes Governors noted County Glass are coming onto the school site shortly and are aware the project for replacing all the windows in the Tower block, must be completed by 31 March. Reports are being submitted to Salix in accordance with the agreement of the funding. **Mr Williams asked how the funding will be treated in the accounts?** The Finance Manager responded the funding will be treated as capital and the funding comes into the school accounts as work is undertaken and completed. **Mr Collins asked if there is sufficient cashflow to manage this?** The Finance Manager confirmed there is and that this had been reviewed in advance of submitting the application.

7 FINANCE MATTERS

8 MANAGEMENT ACCOUNTS – JANUARY

The management accounts for January had been previously circulated.

Governors noted the electric condition improvement report is going to be carried out at a cost of £12k. The increase to the support staff salaries has not yet been confirmed by Bucks, 2.5% has been allowed for in the budget.

9 BUDGET 2021/22

Governors noted the assumptions included a 2.5% salary increase across all staff and a surplus of £181,860 is predicted, before more detailed discussions take place. **Mrs Ward asked if the school would be receiving the pension grant from the Government?** The Resources Director responded this will be included in the GAG funding, which has increased by £150 per pupil.

All agreed a sub-committee to discuss and draw up the budget in more detail would include the Chairman, Mr Collins and Mrs Ward.

10 INTERNAL SCRUTINY

ACTION

Resources
Director

Resources
Director
Agenda
Autumn term
(1)
Mr Walter

Chairman, Mr
Collins and
Mrs Ward

Governors agreed the three areas of focus should be safeguarding, payroll and penetration testing. The Headmaster and Resources Director agreed to draw up a specification for each area and identify who can carry out the review.

ACTION
Headmaster
& Resources
Director

Governors further noted going forward that the audit function would be incorporated into this committee. The items under this area, would include internal scrutiny, risk and audit and would be taken at the end of the agenda where all Staff Governors and Staff Members would remain to advise on any discussions but would not be part of the decision making.

Agenda

11 PREMISES MATTERS

The Resources Director had previously circulated a report. Arising from the report Governors noted Mr Druitt had met with an Ecologist to further discuss the badger set at Victoria Park. Mr Druitt reported the only option to draw the badgers away is to create a corridor and the financial implications will cost circa £15K. **Mr Williams asked if there are any grants available for the work?** The Resources Director did not think so and agreed to keep Governors informed of the progress being made.

Resources
Director

12 HEALTH AND SAFETY MATTERS

The minutes of the meeting which took place on 18 January 2020 had been previously circulated. Mr Collins reported owing to the national lockdown his visit had to be cancelled and he agreed to visit in the summer term when the school is re-opened. **The Chairman asked when the next health and safety inspection is due?** Mr Druitt confirmed inspections take place every three years and the next one is due in 2022. Governors further noted the bomb scare procedure needs to be reviewed.

13 POLICIES FOR REVIEW

Health and Safety Manual – Governors noted this should have been reviewed but there have been a number of addendums due to Covid and it would be brought back in the autumn term for review.

Agenda
Autumn term
(1)

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

Thursday 24th June 2021

The meeting closed at 10.03am



Signed

CHAIRMAN

..... Date ...24 June 2021