

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON

THURSDAY 26 NOVEMBER 2020, 8.00am via Google Meet due to Covid-19



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

1 ANY OTHER BUSINESS

The following item was tabled under Any Other Business:

- Sub-committees

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 ACCOUNTS 2019/20 AND TRUSTEES REPORT

The accounts 2019/20 and Trustees report had been previously circulated. Mr Lew, Landau Baker further reported as follows:

Emerging Issues

- The ESFA would like to see greater separation between the Members of the Academy Trust and the Governors. All staff must resign as a Member by 31 March 2021, to ensure the Academy is complying with the Academies Financial Handbook 2020.
- Three items for internal scrutiny should be selected from the Risk Register.
Mr Amor responded this is in hand
- Monthly management accounts must be reviewed by the Chairman of Governors each month with written feedback/approval sent back to the Resources Director. Governors discussed and agreed the FGB should give delegated powers to the Chairman of RIF to do this
- The teacher's pension grant has been awarded this year but going forward the grant will be included in the GAG funding
- The Academy is not eligible to recover costs for Covid as there are reserves. This has been raised by a number of Auditors with the ESFA, it has been suggested a one off sum should be awarded to all school's but this is felt unlikely to happen.

ACTION

FGB

		ACTION
Audit findings		
<ul style="list-style-type: none"> No issues were found, financial systems and controls are very strong The attendance register for Governor meetings should be updated termly and published on the website 		Resources Director
Accounts 2019/20 (Mr Lew took Governors through the accounts)		
<ul style="list-style-type: none"> Mr Amor asked about depreciation and the longer term consequences of righting off £600k per annum? Mr Lew responded a number of schools operate in buildings which they don't own and are therefore in a deficit position. Mr Lew agreed to provide some words for the FGB meeting in January, so that Governors fully understand the position. The Resources Director asked if restricted and unrestricted reserves have to be shown as two separate columns? Mr Lew responded it is mainly for historical reasons unrestricted reserves exist and it is no longer necessary as the ESFA does not claw back any monies from schools. It would simplify the accounts to have one column and could be reversed in future years if Governors wanted to. Mrs Ward suggested and Governors agreed that a note should be added around staffing costs and how they relate to pensions. The Chairman noted uniform costs have increased whilst uniform sales have decreased? The Resources Director agreed to further investigate this. Mr Hardern noted there has been a significant decrease in governance costs and why was this? The Resources Director responded in 2018/19 £11k was included for the new website plus Michelle Smith, Counsellor became an employee The ESFA would like to see staffing at 75% of GAG funding. This varies by school as some outsource different functions but given IT and catering staff are included at AGS having staffing costs at 86% of GAG funding is very good. 		Mr Lew FGB (01/21)
		Finance Manager
		Resources Director
Trustees report		
<ul style="list-style-type: none"> Governors discussed and agreed under "achievement and performance" the form of words agreed by TBGS should be inserted, as this would be consistent across all Bucks Grammar Schools 		Resources Director
Governors agreed the accounts 2019/20 should be recommended to the FGB for approval.		FGB Agenda
4	MINUTES AND MATTERS ARISING	
4.1	MINUTES	
	The minutes of the meeting held on 8 October 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	ITEM FROM THE PAY REVIEW COMMITTEE	
	Special recognition provision to be included in the budget – Governors discussed and agreed the sum of £7,500 should be included in the budget as this is consistent with the pay policy.	Resources Director

6 FINANCE MATTERS

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

Risk Register – Governors discussed and agreed there was nothing further to discuss at this stage

Management accounts – The Resources Director reported it is early in the academic year to see if any trends are emerging. £15,000 of lettings income has been lost due to the second government lockdown and what tier the school is placed in will affect lettings going forward. Some costs have not been incurred e.g. coach hire. **The Chairman asked if there have been any additional expenses incurred for Covid?** The Resources Director responded £1,600 has been spent on additional wipes for cleaning surfaces, which is funded from the Covid budget.

7 HEALTH AND SAFETY

Mr Collins reported he was due to make a visit to the school, but this was cancelled due to the latest government lockdown, he planned to re-schedule the visit when it is possible to come into school again.

The Chairman asked if there are any other health and safety matters Governors should be made aware of? The Resources Director did not think so at present.

8 PREMISES UPDATE

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

Boilers – Governors noted no liability is being taken by Perfect Pipework or Remeha for the failure of the boiler which was installed in 2019. The Resources Director further reported there is a back-up boiler but if this fails it will mean the geography, history and MFL buildings will need to close. The Resources Director said he would be pursuing the matter to get a satisfactory outcome.

Victoria Park – Governors noted a badger sett has been found and what can be done to remove it is being further investigated

Sports Hall – Cracks have been found in the walls and a remedy will need to be found. **Mr Gibbs asked if there were any safety concerns?** The Premises Manager responded the Structural Engineer has not indicated this and the cracks are being monitored. Governors agreed a sub-committee will need to be formed to move this forward (see item 10.1)

Fire Assessment – There was nothing further to report

CIF bid application 2021 – Barker Associates, who will be making the CIF bid applications on behalf of the school, have been on site. **Mr Bown asked if the Resources Director was confident Barker would be better than the previous company?** The Resources Director responded they provided a very good presentation, were recommended and references have been taken out so he was confident they will be a good partner this year. The Resources Director also reported that he thought Synergy would deliver the front entrance project as expected.

Decarbonisation scheme – Barkers are waiting to find out if they can carry out a fully funded survey on the lighting and swimming pool. **Mr Bown asked if they will look at solar panels too?** The Resources Director confirmed they would.

9 POLICIES FOR REVIEW

There were none.

10 ANY OTHER BUSINESS**10.1 SUB-COMMITTEES**

Governors discussed and agreed the following matters should be delegated to a sub-committee to include the Chairman, Mr Bown and Mr Collins, to take forward, as follows:

- Sports hall wall, boilers and other premises issues – to have delegated power to sign off money from the contingency in the budget
- IT – to add screens and visualisers (£45k has been allocated in the budget)
- CIF Bid application – to agree the school's contribution
- To have delegated power to sign off money from the contingency in the budget

The Chairman requested all meetings are minuted and the minutes to be shared with Governors at the next RiF meeting.

Chairman, Mr
Bown & Mr
Collins

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

Thursday 11th March 2021

Thursday 24th June 2021

The meeting closed at 10.03am

Signed



CHAIRMAN. Date...11 March 2021...