AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE MINUTES OF THE MEETING HELD ON THURSDAY 7 OCTOBER 2021, 8.00am in the Boardroom



Founded in 1598

PRESENT: Mr M Brock (Chair) Mr K Hardern

Mr P Bown Mr M Sturgeon (Headmaster)

Mr J Collins Mrs A Ward
Mr A Fails Mr E Walter
Mr N Gibbs Mr R Williams

IN ATTENDANCE: Mrs C Cobb Clerk

Mr I Digby Resources Director Mr S Druitt Premises Manager

Miss C Hart Governor

APOLOGIES: Mrs J Dennis

ACTION

1 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

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 24 June 2021 were previously circulated and agreed to be a correct reflection of the meeting. The Chair signed the minutes.

4.2 ACTIONS FROM THE PREVIOUS MEETING

The actions arising from the meeting had been previously circulated. Arising from the actions:

Internal scrutiny on payroll – The Resources Director reported an alternative company, Azets, has carried out the internal scrutiny and the report is due shortly Cyber security penetration testing – This was deferred to the next meeting

Agenda

5 HEALTH AND SAFETY REPORT

The Health and Safety Committee met on 27 September 2021, minutes had been previously circulated.

The Health and Safety Governor reported he would be carrying out a site visit and would report back to the next meeting.

Governors noted the health and safety manual (previously circulated) has been reviewed in detail by the Health and Safety Governor and agreed it should be recommended to the FGB for approval and that the Chairman of Governors should sign the statement of intent.

Mr Collins Agenda

FGB

6 PREMISES MATTERS

The Resources Director had previously circulated a memo which included a report on the Hall roof; New entrance – phase 1; New entrance – phase 2; Refurbishment of the Wynne Jones Centre; Other works/project. Arising from the memo:

New entrance – Governors noted building controls have requested the railings on the ramp are extended. A cost price has been requested and the work will go ahead as soon as possible. **The Chair asked what the position is on the final account?** The Resources Director responded it is a rolling account for the whole project and it is on track.

Wynne Jones Centre refurbishment – Governors noted whilst there is no operational impact on the delay to completing the refurbishment, the delays are very disappointing and requested alternative companies were considered for future work.

Victoria Park – The School has commissioned a company to consider the feasibility of making a planning application for Victoria Park. The area is not included in the Aylesbury Vale local plan but as it is privately owned it would not be. Another company has been commissioned to draw up plans for the site, and their initial thoughts are that 56 houses could be built valuing Victoria Park between £4.2 - £5 million, with planning permission granted. Barker Associates have carried out a feasibility study on an 18 acre site outside of Aylesbury, which could accommodate a pavilion, 5 football pitches, 2 cricket pitches and parking for 100 cars. The cost including the land would be circa £8 million. If such a project went ahead, the current facilities on the school site would then be re-purposed to manage the core PE run at the school. Chandler Garvey have been commissioned to do a land search for an 18 acre site. A capital campaign to raise £3 million will need to be considered and the Development Director has started work on this. The Resources Director further reported when more information is available the next step will be to talk to the AGS Foundation.

CIF bid applications – Governors delegated to the RIF sub-committee to agree the two applications which should be made once the Condition Improvement Survey is received.

Badger update – Mr Druitt reported the badgers are still present and active at Victoria Park and they are now starting to affect the pitch. The costs to relocate them will be between £40,000 to £80,000 as there are no exceptional circumstances to move them. The Chair confirmed that on the assumption that these costs are unavoidable this is the sort of expenditure for which the school holds reserves.

Rolling refurbishment update – the schedule, with approximate costs and description of works was previously circulated. There were no matters arising from the report.

Premises Development Plan – The plan had been previously circulated, Governors noted it is in priority order and the top priorities are moving the SEND department to the centre of the school, so that it accessible to all students and staff; creating more space for PE and installing canopies with some racking, for students to leave their bags, Covid has demonstrated that lockers are unnecessary.

Headmaster to present a report on the opportunities presented by the lockdowns and what is likely to be taken forward pertaining to the premises

The Headmaster reported the one way system, hand sanitisers and wipes for desks have not been changed, parent consultation evenings will remain virtual for the time being, more time has been built into the timetable for moving from one class to another and emergency procedures have been changed. We have moved back to combining break and lunchtime, so that clubs can operate, but this has presented challenges in the dining room. Sub-committee

7 FINANCE MATTERS

The Resources Director had previously circulated a finance memo. The memo included the monthly management accounts to the Year-end 2020/21; the approved and working budget 2021/22; the financial procedures manual. Arising from the memo:

Financial Procedures Manual 2021/22 – Governors approved the manual subject to some minor amendments in Appendix 7.

Budget Monitoring - budget vs working budget - Governors noted the budget presented to the ESFA included a 2% increase to teacher's salaries. Since the submission of the budget the Government has now determined that there should be no increase. The budget therefore would have shown a £105k surplus but for the fact that since that time it has become necessary to recruit three additional staff at a cost of £49k The surplus is therefore now £56k. This sum now appears in the working budget as 'Undefined Projects'. Governors requested that RIF be informed in advance as to what the school planned to use this money for. Mrs Ward asked what impact will the increases in energy prices and food costs have on the budget? The Resources Director responded energy costs are likely to be impacted and there have been some issues with food deliveries and the number of suppliers has been increased to manage this, any increases in the cost of food will be passed on to students. Governors discussed and agreed they would like to monitor the working budget with variances **Covid Expenditure** – The Resources Director agreed to forward a report to Governors on the Covid expenditure.

Annual Accounts - Trustees Report – Governors agreed a sub-committee to include Mr Collins, Mrs Ward and Mr Williams would work with the Resources Director on the annual accounts and Trustees report, which would be presented at the next meeting.

Resources Director

Resources Director Resources Director Mr Collins, Mrs Ward, Mr Williams Agenda

8 IT STRATEGY

A report on the IT strategy had been previously circulated. Governors asked for thanks to be passed on to Mr Carson for a very comprehensive document. Mrs Ward asked if students will only be allowed to work from Chrome Books in **School?** The Headmaster responded only Chrome Books will be supported by the school and students will be asked to buy a Chrome Book. The Chair asked what the timescale is on delivering them? The Headmaster responded a pilot scheme was run last term with Year 7 Lee, feedback was gathered and it was overwhelmingly positive. Some logistics will need to be considered e.g installing canopies for bags. It is planned to roll out the devices to Years 7, 8 and 9 by Easter 2022. Mr Williams asked how disadvantaged students will be **supported?** The Headmaster responded through pupil premium funding, where applicable, and bursaries. A bank of chrome books will also be available in school for students who do not wish to purchase one, to ensure no student is disadvantaged. Mrs Ward said she would like to understand more on individualised learning as the strategy focus's on hardware and infrastructure. The Headmaster responded this is being considered by the SLT and more information will be presented to the Learning and Teaching Committee. The Chair requested and the Resources Director agreed to circulate a financial plan that underpins the 3-Year IT Strategy. Mr Walter asked if a second internet line is going to be installed? The Resources Director responded that a second line is being considered as resilience is key. Mr Fails asked if any other device will be required? The Headmaster responded a working group is further considering this. Mr Williams suggested the IT strategy is more closely linked to the overall vision and strategy.

Resources Director

9 STRATEGIC PRIORITIES (pertaining to the committee)

ACTION

The update on the strategic priorities had been taken at other points on the agenda.

- Develop a plan for an off-site extra-curricular sports facility
- Complete final phase of Art/DT refurbishment
- Develop a plan for a new location for Student Support
- Publish, implement and review the IT and Digital Learning Strategy
- Develop and publish the premises master plan The Resources Director agreed to present the Masterplan at the Strategy Day, if available or FGB meeting in January, as this will inform the premises master plan.

Resources Director FGB

10 CONSIDERATION OF AREAS FOR INTERNAL SCRUTINY

Governors reminded themselves the three focus areas for 2021 are payroll, penetration testing and safeguarding.

Governors requested each of the Committees reviewed the risks pertinent to their committee and identified any areas of focus for internal scrutiny. It will also be an agenda item for the next meeting.

Committees Agenda

11 ANY OTHER BUSINESS

11.1 NATASHA'S LAW

The Resources Director reported the school is fully compliant with Natasha's Law. This has been achieved in conjunction with Bidford who are labelling all food.

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

Thursday 25 November 2021 (to take place via Google Meet, the Auditors will present)

Thursday 10 March 2022

Thursday 23 June 2022

The meeting closed at 10.05am	

Signed	Date
CHAIRMAN	