

AYLESBURY GRAMMAR SCHOOL

RESOURCES INCLUDING FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON
THURSDAY 25 NOVEMBER 2021, 8.00am in the Boardroom



PRESENT:	Mr M Brock (Chair) Mr P Bown Mr J Collins Mr A Fails Mr N Gibbs	Mr K Hardern Mr M Sturgeon (Headmaster) Mrs A Ward Mr E Walter Mr R Williams
IN ATTENDANCE:	Mrs C Cobb Mr I Digby Mrs S Skeggs Mr K Lew	Clerk Resources Director Finance Manager Landau Baker, Auditors
APOLOGIES:	Mrs J Dennis	

		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 7 October 2021 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. Arising from the actions: Cybersecurity – Three companies were approached to undertake the review of cybersecurity, Armadillo have been selected, they will carry out an external test and the report will come back to the next meeting. Health and safety visit – Mr Collins hoped to be able to carry out a visit prior to the next meeting.	Agenda Mr Collins
4	AUDITORS REPORT The Audit findings report was previously circulated. Governors noted the two points raised, an invoice had been paid twice, which was a supplier error, as they invoiced for the same work twice under different invoice numbers. Mr Williams asked if this has been resolved? the Finance Manager confirmed it has and the process for how invoices are treated under one purchase order will be reviewed ; Classification of creditors, the Auditors would not have expected the payroll and pension to be included under trade creditors, is a presentation issue only.	

5 TRUSTEES REPORT AND FINANCIAL STATEMENTS 2020/21	ACTION
<p>The draft report and financial statements had been previously circulated, having been scrutinised by the Chair, Mr Collins and Mrs Ward. Governors noted the carry forward to the reserves is £452K. Governors agreed a note should be added to state circa £250K will be held in the reserves; Income increased due an increase in GAG funding, Covid catch-up funding (£141K) and grant for teachers pensions, it is likely from 2022 this grant will be included in GAG funding and not treated separately; Staff costs represent 88% of total costs, ESFA would like to see this under 85%, but the sum varies by school depending on whether the school employees cleaners and catering staff. Governors requested the cleaning and catering staff were separated out going forward to enable them to make a direct comparison against the DfE expected targets; The pension liability has increased from £3.4 to £3.8 million, this is based on Actuarial assumptions.</p> <p>Governors agreed the Trustees report and financial statements should be recommended to the FGB with some further minor amendments, which the Resources Director agreed to make.</p> <p><i>Mr Lew left the meeting.</i></p>	<p>Resources Director</p> <p>Resources Director FGB</p>
<p>6 APPOINTMENT OF AUDITORS 2021/22</p> <p>Governors agreed Landau Baker should be recommended to the Members for re-appointment for 2021/22. The Resources Director reported a review of the audit function for 2022/23 will be carried out in due course and recommendations will be brought back to the summer term meeting.</p>	<p>Resources Director</p>
<p>7 FINANCE MATTERS</p> <p>The Resources Director had previously circulated a finance memo. The memo included the monthly management accounts, October; Covid expenditure 2020/21.</p> <p>Management Accounts – Governors noted the current surplus is £6.5K, this is likely to reduce as recruitment costs may increase by £5K. The budget includes a £95K contingency, which hasn't yet been touched.</p> <p>The Resources Director further reported there is a retirement at the end of December and the department is currently being supported by a supply teacher, who will continue, which is an additional cost on cover staff, over the budget. The Resources Director proposed and Governors agreed there should be a virement from the teachers cost centre to the supply teacher cost centre. The Resources Director agreed to circulate via email the exact amount to be transferred.</p>	<p>Resources Director</p>
<p>8 PREMISES MEMO</p> <p>The Resources Director had previously circulated a premises memo. The memo included CIF bids. Governors noted four areas have been identified for improvement and agreed the priorities were replacing the Library roof and emergency lighting. Governors agreed the RiF sub-Committee should remain in place to submit the CIF bid application and determine the size of the loan applied for.</p> <p>Budget and Premises – The Resources Director reminded Governors £56K has been allocated in the budget for undefined projects. The Headmaster and Resources Director have met to review the Development Plan. £60K has been budgeted to move Food Tech to DT4 (paid for by the Aylesburian fund), this cost is likely to increase by an additional £30K because of the increase in costs for</p>	<p>RiF Sub-Committee</p>

building materials and the size of the room has also increased. A proposal to refurbish the bungalow, where Food Tech is currently located into a PE classroom and much needed PE office will be circa £75K. Concerns around the housing of chrome books has been previously raised with Governors and the cost of moving the lockers or building racking for storage is likely to be circa £70-£100K, which will protect the student's bags from the weather and therefore protect the chrome books. Marketing would like £15K for additional signage around the school site and to produce videos on the three pillars. The total cost of all these projects is between £200- £225K and asked for consideration to be given how these projects might be funded. **Mr Hardern noted the moving of the SEND and pastoral department has not been included having previously been a priority?** The Headmaster responded it remains a priority but has been deferred to 2022. **Mr Walter agreed all the projects identified are in line with the strategic priorities.** Governors agreed the expenditure of £15K for marketing and that costs should be gathered for the other proposals.

9 INTERNAL SCRUTINY

A report on the review of payroll was previously circulated. The Resources Director agreed the actions from the report and is progressing through them.

The Resources Director agreed to add to the list of areas of focus a review of the RSE curriculum.

Resources
Director

10 POLICIES

Governors agreed the following policies should be recommended for approval to the FGB, as circulated:

Lettings policy
Charging and Remissions Policy
Gifts and Hospitality Policy
Amendment to the Financial Procedures Manual.

FGB

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

Thursday 10 March 2022
Thursday 23 June 2022

The meeting closed at 10.10am

Signed Date

CHAIRMAN