



AYLESBURY  
GRAMMAR SCHOOL

*Founded 1598*

RESOURCES (including Finance) COMMITTEE MEETING

MINUTES: THURSDAY 10 MARCH 2022 AT 8AM

HELD IN THE BOARDROOM

<b>PRESENT:</b>	Mr M Brock (Chair)	Mr N Gibbs
	Mr J Collins	Mr M Sturgeon (Headmaster)
	Mr A Fails	Mr E Walter
<b>IN ATTENDANCE:</b>	Mrs C Cobb	Clerk
	Mr I Digby	Resources Director
	Mr S Druitt	Premises Manager
<b>APOLOGIES:</b>	Mr P Bown	Apologies received and accepted
	Mrs J Dennis	Apologies received and accepted
	Mr K Hardern	Apologies received and accepted
	Mrs A Ward	Apologies received and accepted
	Mr R Williams	Apologies received and accepted

## **1 NOTIFICATION OF ANY OTHER BUSINESS**

No items were tabled under any other business.

## **2 DECLARATIONS OF INTEREST**

There were none.

## **3 MINUTES AND MATTERS ARISING**

### **3.1 MINUTES**

The Minutes of the meeting held on 25 November 2021 having been previously circulated were agreed and signed as a correct record of the meeting.

### **3.2 ACTIONS TAKEN SINCE THE LAST MEETING**

The progress on the actions from the last meeting had been previously circulated, there were no matters arising.

## **ACTION**

**Items for internal scrutiny – The Chair agreed to further discuss with the Chair of Governors which 3 out of the 4 areas identified should be carried out.**

## ACTION

Chair

### 4 STRATEGIC PRIORITIES

The Resources Director updated Governors on the progress being made on the strategic priorities:

- **Develop and publish the premises master plan** – Governors noted this will be presented on the Strategy Day. The principal areas needing attention, following the recent Condition Improvement Survey include the Tower block, old gym area and dining area. **Mr Fails asked if increasing the PAN should be considered?** The Headmaster responded this will also be discussed on the Strategy Day. **Mr Walter asked if there is a correlation between subjects chosen at GCSE and A level and the condition of the subject classrooms?** The Headmaster responded this is difficult to gauge as KS4 have to take a MFL at GCSE and the A level MFL take up is reasonably strong.
- **Develop a plan for an off-site extra-curricular sports facility** – The Resources Director reported an agent is searching on behalf of the School for a piece of land big enough to accommodate an extra-curricular sports facility. Consideration is also being given to building a MUGA on the school site
- **Complete final phase of Art/DT refurbishment** – These areas are now completed
- **Develop a plan for a new location for Student Support** – Costs are currently being gathered for moving the SEND team to the Tower block, to increase their capacity and so they occupy a central position on the school site. The cost of this work, circa £80K, will be paid for from the Aylesburian fund.
- **Publish, implement, and review the IT and Digital Learning Strategy** – Governors discussed and agreed with the Headmaster before Chromebooks are introduced the IT on the school site must be stress tested to ensure it can accommodate a few hundred Chromebooks linking to the Wi-Fi system. The Resources Director agreed to further investigate any black spots on the school site and to also try and identify companies who can stress test the system. Governors noted if the results are not favourable the introduction of Chromebooks will be delayed.

Resources  
Director

### 5 FINANCE MATTERS

**Management Accounts** – The January management accounts had been previously circulated. Governors noted energy costs continue to be monitored. Motion sensors, for lighting, LED lights and heating will all be considered for new and refurbishing of all areas.

**Finance Sub-Committee for budget process 2022/23** – Governors discussed and agreed the Chair, Mr Collins, Mr Fails and Mr Williams would form a sub-

Chair, Mr  
Collins, Mr  
Fails and  
Mr Williams

committee to review the draft budget before coming back to the next Committee meeting.

**SRMST** – Governors reviewed and approved the SRMST previously circulated and agreed it should be submitted to the ESFA.

**Minibus** – Governors noted one of the mini-buses has been written off and needs replacing. Different options to include contract hiring (£6K per annum), purchasing a new (£35K) or second hand (extremely difficult to find one in good condition) vehicle. The PTA have raised £19K towards the costs, leaving a deficit of £16K, the contingency in the budget is currently standing at £25K. Governors discussed and agreed a new minibus should be purchased as this represents the best value for money and there is an educational need.

**Support staff salary costs** – The Resources Director reported following the public sector pay freeze brought in by the government, no allowance was included in the budget for an increase. Bucks Pay, who the school follows for support staff salaries, are recommending a 2% increase. The Government have announced that schools will receive a supplementary grant in 2022, to take into account the potential 3% increase to Teacher's salaries. Governors agreed the 2% increase for support staff.

**Uniform** – Governors noted the cost of uniform has been reviewed to ensure it affordable for all families.

## **6 HEALTH AND SAFETY MATTERS**

**Minutes of meetings** – The minutes of the meeting which took place on 14 February 2021, were previously circulated.

**Health and safety Governor site visit** – The Health and safety Governor reported on the site visit he had undertaken; the focus of the visit was first aid boxes and that staff knew of their location. All boxes included a very comprehensive list of necessary equipment and staff knew of their location.

**The Chair asked when the next health and safety external audit is going to be carried out?** The Resources Director agreed to confirm this at the next meeting.

Governors further noted a successful emergency evacuation took place on 8 March and a lockdown test will take place before the end of term.

## **7 PREMISES MATTERS**

The Resources Director had previously circulated a memo including Tenders for the fit out of DT4 into new Food and Nutrition classroom and canopies and big racks; CIF bid applications 2021/22; DfE Condition Survey; Premises development plan.

**Premises Sub-Committee** – Governors discussed and agreed a sub-Committee should be formed to include the Chair, Mr Collins and Mr Fails, to identify and

Resources  
Director

## **ACTION**

have delegated power to identify a contractor for the canopies and racks to the maximum value of £110K. The sub-Committee would also have delegated power to identify and appoint a contractor for the new Food and Nutrition classroom, to the maximum value of £90K. The budget includes an allocation of £90K for this work. Before the sub-committee meets, the Chair agreed to write and ask for the FGB to give email approval for this level of expenditure.

Chair

**Premises development plan** – An update on the plan was previously circulated. Governors noted, following the Condition Improvement survey, the dining area and kitchens have become a priority area. The kitchen equipment is inefficient and the finances around replacing everything plus improving the electrics needs to be considered. The Development Director is trying to identify any available grants.

**Badgers at Victoria Park** – The Headmaster, Resources Director and Premises Manager recently met with the Bowls Club and understand they are carrying out some remedial work to repair the fence following damage by the badgers. The school is continuing to follow the government guidance and monitor the set.

### **8 INTERNAL SCRUTINY**

**Report on cyber security** – Governors noted the IT external penetration testing was carried out in in December 2021 by Armadillo. An action plan with progress being made was circulated. The Resources Director agreed to circulate the full report.

Resources  
Director

### **9 IT STRATEGY**

The Resources Director previously circulated an update on the IT strategy

### **10 POLICIES FOR REVIEW**

There were none for review.

### **11 ANY OTHER BUSINESS**

#### **11.1 HEATING CONTROLS**

Governors discussed and agreed heating controls should be installed, to help reduce energy costs, at a cost of £5K, this money would come from the contingency.

#### **11.2 EARLY RETIREMENTS**

The Resources Director reported he had unexpectedly received an invoice, for an annual fee for two early retirements Governors agreed in 2014 and 2015, which has been back dated. The cost per annum is £100 per person. Governors agreed the fee should be paid but before it is, clarification must be received that the admin fee will stop at normal retirement age for both people. Governors agreed a sub-Committee should be formed to include the Chair, Mr Collins and Mr



Fails who would have delegated authority to further consider and make a decision on the response from Capita.

**12 DATE OF NEXT MEETING**

23 June 2022

**ACTION**

Chair, Mr  
Collins and  
Mr Fails

The meeting ended at 10.10am

Signed.....Date.....