



AYLESBURY  
GRAMMAR SCHOOL

*Founded 1598*

RESOURCES (including Finance) COMMITTEE MEETING

MINUTES: MONDAY 20 JUNE 2022 AT 6PM

HELD via GOOGLEMEET

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

## 1 NOTIFICATION OF ANY OTHER BUSINESS

The following item was tabled under any other business.

- Chairmanship of RiF

## 2 DECLARATIONS OF INTEREST

R Williams declared that his wife had had an accident on the school site and this is included under health and safety reporting.

## 3 MINUTES AND MATTERS ARISING

### 3.1 MINUTES

The Minutes of the meeting held on 10 March 2022 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.

**Internal scrutiny 2021/22** – The Chair confirmed with the Chair of Governors the three areas of focus for internal scrutiny, the Resources Director agreed to

## ACTION

Res Dir

## ACTION

schedule them and would bring back updates to the next meeting. Governors noted the review of RS has been undertaken by Mr Jennings and a report will be put forward.

**Minibus** – The Resources Director reported he is in contact with three dealerships who will let him know when a new minibus is available. Mr Hardern asked if electric vehicles should be considered? The Resources Director responded they haven't been and they cost 75% more. Governors agreed not to purchase an electric vehicle currently but going forward sustainability must be considered for all purchases.

**Premises development plan – kitchen equipment – Governors asked if this has been fully costed?** The Resources Director responded he has not yet had the opportunity to do so

**Badgers** – There has been no siting of any badger activity on camera for nearly 28 days, once the 28 days of no activity has been reached an application to move the set will be made.

## 4 REVIEW OF TERMS OF REFERENCE

Reviewed and agreed should be rec to the FGB

## 5 STRATEGIC PRIORITIES

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

- **Develop and publish the premises master plan** – This was covered in detail on the Strategy Day
- **Develop a plan for an off-site extra-curricular sports facility** – Drawings for Victoria Park have been drawn up and there are no further updates. The MUGA planning application has been submitted and an objection has been made by Sports England, which will be dealt with as they think we are removing a sports facility, which isn't the case. Two further plots of land have been identified for an offsite sports provision. **Mr Hardern asked if a pre-planning application has been made for Victoria Park?** The Resources Director responded we can't as Sport England are likely to make the same objection about the loss of a sports facility.
- **Complete final phase of Art/DT refurbishment** – Hardern said following an exit interview of an Art Technician, he was reminded that a lot of things have still not been completed and is there a reason for this? The Resources Director responded there is a snagging list and a few outstanding items, which include additional items the Art department have asked for. Some of the snagging is around unavailability of materials, which is challenging, a plan is in place but most of the items are additional. **Hardern requested an update report at the next meeting.**
- **Develop a plan for a new location for Student Support** – The Resources Director reported the areas in the Tower Block have been identified with a view to carrying out the work in 2022/23 and moving the department no later than September 2023. Heating in the Tower block is also being investigated,

Resources  
Director

## ACTION

looking at putting in the same units as in Art and DT. The funds (cost circa £50K) will come from the Aylesbury Annual Fund. The heating and cooling will be done this summer and the refurbishment Summer 2023, a plan on how this will be funded will come back to the next meeting. A sub-Committee to include Mr Bown, Mr Collins and Mr Fails, (Mr Williams to be the substitute if necessary) will review the three tenders

Mr Bown,  
Mr Collins &  
Mr Fails

- **Publish, implement, and review the IT and Digital Learning Strategy** – Chrome books have been rolled out to Years 7-9 and are working well, 10 families have not purchased one, when known why a decision will be made if additional financial support is needed. All students who attract pupil premium funding have been given a device.

The HM reported the SDP 2021/22 has been reviewed and a plan for 2022/23 has been drawn up. The priorities for the Committee include, implementing priority projects on premises plan; Inducting the new Finance Manager; Review the staffing structure; Developing and implementing a new HR structure; Improve data protection across the school; Review of management information system.

Update on replacement for Mrs Skeggs – Three applications have been received on the second round of advertising; they all have the requisite skills, but none have worked in schools before.

## 6 FINANCE MATTERS

**Management Accounts** – The May management accounts had been previously circulated. The surplus is projected to be £24.8K. Governors noted the utility bills are having an impact and the June ones will allow for greater comparison.

**Budget 2022/23 – Mrs Ward asked why catering costs have reduced given that costs are likely to increase.** The Resources Director responded food prices have increased and it is likely more student's will be bringing in their own lunch, therefore less produce will be purchased but at a higher cost. **Mr Collins asked if the Resources Director had any concerns with the budget and any concerns around departments over-spending?** The Resources Director responded all purchase orders are reviewed by himself before being approved and he was confident the budget is well controlled. Utilities are a concern but the School has received a supplementary grant for NI and utilities. **Mr Collins asked if anything has fallen off because we can't afford it?** The Resources Director responded nothing has. Governors agreed the budget should be recommended to the FGB

**Three year plan** – Governors noted the school was financially viable going forward.

**Benchmarking report** – Reports were previously circulated and no concerns are emerging.

**Interim management letter** – Previously circulated and no concerns were raised.

**7 HEALTH AND SAFETY MATTERS**

**Minutes of meetings** – The Committee met in May and the Resources Director agreed to circulate the minutes. A review of the incident concerning Mrs Williams’s accident is stating that no trends are emerging on the floor where the accident occurred, a full investigation was carried out.

**Health and safety Governor site visit** – Mr Collins did a general walk around with Facilities Manager and Resources Director. Overall the site is in good condition, the canopies are working well, and only some materials were found outside Art and DT as previously noted.

**Radiation reports** – Reports circulated and noted.

**8 PREMISES MATTERS**

The Resources Director had previously circulated a memo including:

**CIF bid outcomes** – Neither application was successful, which is extremely frustrating. Governors thanked the Resources Director for his efforts and the results are no reflection on him. **Mrs Ward asked what we are going to do with replacing the Library roof?** The Resources Director stated the roof will be managed with maintenance. The guttering does need to be replaced.

**CIF Bids 2022/23** – The feedback from the Condition Improvement review suggested that the drainage and pipework under the playground needs replacing and heating controls which are old and inefficient also need replacing. Governors agreed the two areas identified and that the CDC2 will support this.

**AUDIT**

*Staff members stayed to support discussion.*

**9 REVIEW OF RISK REGISTER**

Mr Fails has reviewed the register in some detail and would further discuss his proposals on the structure with the Headmaster. Mr Fails agreed to circulate his proposal.

Mr Fails

**10 INTERNAL SCRUTINY**

Covered under item 3.2

**11 POLICIES FOR REVIEW**

There were none for review.

**12 ANY OTHER BUSINESS**

**12.1 CHAIRMANSHIP OF RIF**

**ACTION**

The Chair reported that he is resigning his position of Chair of RiF and will resign as a Governor at the end of the autumn term. Mr Fails has put himself forward to take over the position and the election will take place at the next meeting.

The Headmaster thanked Mr Brock for everything he has done on the Committee and in other areas of the school.

**13 DATES OF FUTURE MEETINGS**

6 October 2022 (premises focus)

24 November 2022 (finance focus)

9 February 2023

22 June 2023

The meeting ended at 19.57

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