



AYLESBURY
GRAMMAR SCHOOL
Founded 1598

RESOURCES (including Finance) COMMITTEE MEETING
MINUTES: THURSDAY 24 NOVEMBER 2022 AT 8AM
HELD IN THE BOARDROOM

PRESENT:	Mr A Fails (Chair)	Mr N Gibbs
	Mr P Bown	Mr M Sturgeon (Headmaster)
	Mr M Brock	Mrs A Ward
	Mr J Collins	Mr E Walter
IN ATTENDANCE:	Mrs C Cobb	Clerk
	Mr I Digby	Resources Director
APOLOGIES:	Mr K Hardern	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

Chair declared an interest in ACE services, who have done some domestic work for him

3 TRUSTEES REPORT AND FINANCIAL STATEMENTS 2021/22

Mr Jake Lew, Landau Baker, Auditors joined the meeting, virtually.

AUDIT REPORT - Mr Lew explained the audit process and work undertaken to give assurance that the final accounts all reconcile back to the management accounts. Accruals and deferred income have also been checked that they are accounted for in the correct year. Thanks was given to the Finance Manager and Resources Director for a very clean set of accounts with no audit findings. The controls work very well and the information Governors are receiving is accurate.

Budget - Mr Lew noted that energy costs have only been given small increases each year and asked if they are correct? The Resources Director responded Governors are aware that there has been a significant rise and the budget has been revised to reflect this, the deficit is now projected to be £190K, Mr Lew confirmed despite the projected deficit the Academy is still a going concern for the next 12 months as the reserves currently stand at £250K, the projected deficit

ACTION

should be reported to the ESFA, with how this is going to be mitigated. Going forward Mr Lew suggested maintaining reserves of one month's wages, circa £500K. **Mrs Ward reported the FGB have created a sub-committee who reviewed the budget to identify savings and will continue to do so when necessary.**

MAT's - Mr Lew reminded Governors that the DfE want all schools to have academised by 2030 and encouraged consideration to be given to this, Mr Lew felt some pressure will be applied to schools with deficits and small reserves to join a MAT.

Trustees Report - All agreed subject to some minor amendments.

Annual Accounts - Governors noted there were £348,416 in carry forward funds as at 31 August 2022. Subsequently Governors agreed a spend of £105K for the canopies and that this should come from the reserves. Governors noted the LGPS pension in the actuarial report and that the three year review will be completed by the end of the year and a small decrease in employer pension contributions may be implemented in April 2023. Income increased mainly from capital grants for capital projects to include the staff room and reception area. Costs have been well controlled and there have been increases in educational supplies and staff costs, the total percentage of GAG funding on staff salaries is currently at 84%, which is good given that catering staff and cleaners are employed in house, the ESFA would like this figure to be under 85%. The accounts show a deficit on restricted fund and surplus on unrestricted funds and the deficit is being funded from trading income. All agreed not to move money from the unrestricted funds.

All agreed the Trustees report and financial statements 2021/22 should be recommended to the FGB.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 6 October 2022 having been previously circulated were agreed and signed as a correct record of the meeting.

4.2 ACTIONS TAKEN SINCE THE LAST MEETING

The progress on the actions from the last meeting had been previously circulated, there were no matters arising not covered elsewhere on the agenda.

Health and Safety visit - Mr Collins deferred this to the next meeting

5 STRATEGIC PRIORITIES

Mr Collins

ACTION

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

- **Implement priority projects on the premises development plan and as part of the masterplan** – The only planned capital project is the move of the SEND department in the summer and will be paid for from the Aylesburian fund
- **Induct and review the finance and payroll manager and team structure** - Mrs Skeggs is leaving at the end of December, a new Assistant has been appointed 4 days a week and the roles and responsibilities within the team have been reviewed. Governors asked for thanks to be passed to Mrs Skeggs and that the Chair of Governors should write on behalf of the Governing Body to thank Mrs Skeggs for all she has done.
- **Progress and develop key aspects of the Masterplan** – The school will progress the options around Victoria Park with the Foundation, so that we are in a position to move quickly should a piece of land become available; The second area is the installation of an all-weather pitch, we have a draft agreement in place with Aylesbury Town for using the cricket pitch and this means the objections from Sport England and the ECB have gone away
- **Review and implement strategy for effective MIS, data management and data protection** – A review of the MIS system has taken place and going forward the school will move to BromCom, training will be undertaken for all staff and will be fully implemented by half term in the spring term. The costs are the same as currently being paid for ISAMS, the new MIS is more efficient and will produce better reports. It will also assist data protection and information security.

Chair of
Governors

6 FINANCE MATTERS

The Resources Director previously circulated a report.

Management Accounts (October) – previously circulated. The Resources Director reported there have been some issues with Food Tech. refurbishment. The specification did not include sufficient ventilation, and this has now been included, the original quote was considerably cheaper than others received and so still presents best value overall. Two additional quotes have been obtained and a decision has been taken to use ACE, the additional costs are £10K and will be paid for from contingency. Going forward consideration will be given to separating out the specification from the fit out. A Physics and Economics teacher is being paid for by an agency and the Resources Director requested and Governors agreed to vire £25K from the salaries cost centre to supply staff cost centre.

7 PREMISES MATTERS

The Resources Director previously circulated a report.

CIF bid applications - Governors noted and agreed the two applications should be for the BMS, boiler plant, pipework and drainage; Library roof. Governors agreed a sub-committee to include Chair, Mr Bown Mr Collins should be created

Chair a, Mr
Bown & Mr
Collins

	ACTION
and have delegated powers to agree the contribution from the school once the budgets for each project are known.	
Solar Panels report - Governors noted the costs and that substantial savings could be made over a 10 year period and a request should be made to the Foundation for the capital costs, once the Headmaster has assessed the needs of the School and other applications which need to be considered.	Headmaster
AUDIT	
<i>Staff members stayed to support discussion.</i>	
8 REVIEW OF RISK REGISTER	
The Chair agreed to review with the Headmaster and Resources Director and bring back to the next meeting with a paper showing the recommended changes.	Chair, HM & Resources Director
9 INTERNAL SCRUTINY	
2022 Data Protection report - an action plan has been drawn up and will be worked through. A Data Protection Governor should also be appointed and this would be taken to the FGB; External security audit/test previously circulated, the Headmaster felt there were inconsistencies with the report. The two key points are the colour of lanyards and if something very different should be used for visitors. Resources Director to report back on the actions taken on the report; The RS curriculum report also circulated. The Resources Director agreed to draw up the summary report, for submission to the ESFA, and present it to the next FGB.	FGB Resources Director Agenda FGB
2023 - Three areas for 2023 to be discussed by the Chair, Headmaster and Resources Director when the Risk Register is reviewed and recommendations will be brought back to the next meeting.	Agenda
10 DATES OF FUTURE MEETINGS (all to start at 8am)	
9 February 2023	
22 June 2023	

The meeting ended at 10.10am

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