



AYLESBURY
GRAMMAR SCHOOL

Founded 1598

RESOURCES (including Finance) COMMITTEE MEETING

MINUTES: THURSDAY 6 OCTOBER 2022 AT 8AM

HELD IN THE BOARDROOM

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

1 APPOINTMENT OF CHAIR AND VICE CHAIR

Mr Fails was appointed Chair and Mrs Ward Vice Chair for one year.

Mr Williams thanked Mr Brock for chairing RiF and would like to host a dinner to thank him for everything he has done for the Governing Body, particularly the RiF Committee and the excellent progress which has been made.

2 NOTIFICATION OF ANY OTHER BUSINESS

No items were tabled under any other business.

3 DECLARATIONS OF INTEREST

Nothing to declare.

4 MINUTES AND MATTERS ARISING

4.1 MINUTES

The Minutes of the meeting held on 30 June 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.

ACTION

Snagging list in Art/DT – All snagging is now complete but some additional requirements won't be completed until half term due to Mr Herron not being able to start. Another person has been identified who will do the work during half term.

Refurbishment of Tower Block – The air handling and cooling has not been completed on the ground floor where the SEND team will be located, because the plan of that area has not yet been finalised and other financial pressures may delay this further.

Tenders for heating and cooling work – The Chair of Governors took action under delegated powers to approve the tender price, having received a recommendation from the sub-committee and subsequently by the FGB.

Risk Register – Mr Fails reported the structure of the register is being reviewed to make it clearer, risks will be allocated to committees to inform better discussion at Committee meetings.

5 STRATEGIC PRIORITIES

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** – no update currently
- **Induct and review the finance and payroll manager and team structure** - the school has been unsuccessful in trying to recruit a Payroll and Finance Manager. Mrs Skeggs has agreed to stay for two days a week but it is not her intention to stay long term. One member of the finance team is partially qualified, but they do not feel ready to take over and so recruitment options are being considered.
- **Progress and develop key aspects of the Masterplan** – no update currently
- **Review and implement strategy for effective MIS, data management and data protection** – The school is moving from ISAMS to Bromcom, training is in place for both staff and students this academic year, with a view to a full switch in September. The costs of Bromcom are similar to the current ISAMS arrangement but there are some small additional costs while both systems are running

6 FINANCE MATTERS

The Resources Director previously circulated a report.

Management Accounts (August) – The year end management accounts had been previously circulated. Reserves are forecasted to reduce from £453K to £360K, as the expenditure on the canopies will be included in 2021/22 figures. Governors were pleased to note the canopies were working well and protects the Chromebooks investment.

Update on Budget 2022/23 – The Resources Director outlined the changes and impact of the changes to the budget to include teacher's salaries increasing 5%, still not confirmed by the Government and the budget had included 3% the

ACTION

additional amount is unlikely to be funded from central government and the cost implications are an additional £95K. The Unions are mobilising their members to strike if the Government does not make a decision quickly. The budget for support staff now includes an increase of 5% from April, the impact of this is £25K. Additional cost will include energy as the school was informed, by Bucks Council on 30 September of the gas prices being introduced on 1 October, the prices are being queried, the budget reflects an increase of £250K for gas, as the gas prices are only fixed for 6 months. The electricity prices have still not been given so the costs included are what we are being told but this has not been confirmed. **Chair asked how long are the contracts?** Two years for gas and one year for electricity. The Headmaster reported the infrastructure costs are being challenged as it is difficult to understand why they have doubled in costs. **Governors asked how we can reduce energy costs?** The Resources Director responded we have moved to manual settings; reduced thermostats and the heating is not on all day. Discussions are taking place with Seriously Fun about installing a specialist heat cover for the swimming pool, cost £15K, this will reduce the energy costs, the estimated costs without the cover are circa £120K per annum. Solar panels are an option for the future but the benefits will not be realised in the short term.

Governors agreed every effort should be made to reduce costs where possible and a sub-committee should be formed to review the position before a decision is taken to spend all of the reserves, which, once spent, will mean a deficit budget of £25K. Other providers have been spoken to and the market rates are similar. Consideration will need to be given to save costs in the future

The HM reported the 2023/24 budget has been considered and savings of £150K have been identified through staff savings without having to make redundancies. The Aylesburian Fund has circa £100K and has been allocated to the SEND department move to the Tower Block and consideration can be given to making a request to the Foundation. The Resources Director and the Headmaster will draw up a report on where costs are being allocated around the school site. The 2023/24 staffing budget and recruitment will include life support and nice to have; capital projects will have to be stopped. The sub-committee will then meet after half term to discuss the proposals. The sub-committee will include the Chair, Mr Collins and Mr Williams. Governors further the strategic priorities should be amended to reflect saving need to be identified.

Annual Accounts and Trustees Report – Governors agreed a sub-committee would be formed to include Mr Collins, Mrs Ward and Mr Williams to review the accounts and bring back recommendations to the next meeting

Harpur vs Brazel - A supreme Court has made a judgement that all employees are entitled to 5.6 weeks holiday on a pro-rata basis, the affected people could also be entitled to have this back dated. The school follows Bucks Pay and Conditions and are waiting for Bucks to make a decision on the way forward. Governors noted there will be cost implications.

Chair, Mr
Collins & Mr
Williams

Mr Collins,
Mrs Ward &
Mr Williams

	Governors were very keen to support the school and wanted the Headmaster and Resources Director to be aware of this.	ACTION
7	HEALTH AND SAFETY MATTERS	
	Health and safety Governor site visit – Mr Collins agreed to carry out a visit before the next meeting.	Mr Collins
	Health and safety Committee - met on 3 October 2022, there were no significant areas of concern and each department was reminded that they are responsible for H&S and risk assessments in their departments.	
	Health and safety manual – This was reviewed by H&S Committee, there have been updates included around fire safety. Governors approved the manual as circulated.	
8	PREMISES MATTERS	
	The Resources Director had previously circulated a memo including the Summer projects update, Governors asked for thanks to be passed onto the Premises team who have worked tirelessly over the summer. The Headmaster thanked the Resources Director for all his hard work too; Schedule of maintenance, which include the sports classroom conversion plans and costs. Governors discussed and agreed this project should be put on hold until the financial position improves and this should be further discussed by the sub-committee. The Headmaster, Resources Director and Mr Collins agreed to meet and identify projects for which a request for funding could be put forward to the Foundation.	Headmaster , Resources Director & Mr Collins
	CIF bid grant applications – The Resources Director reported that an application will be made for replacing the pipework, a survey has been carried out in preparation of making an application.	
9	POLICIES FOR REVIEW	
	<ul style="list-style-type: none"> Financial Procedures Manual – Governors approved the manual as circulated. 	
	AUDIT	
	<i>Staff members stayed to support discussion.</i>	
10	REVIEW OF RISK REGISTER	
	Governors agreed the risks pertaining to the Committee would have a full review once the register has been fully reviewed and brought back to the next meeting.	Agenda
11	INTERNAL SCRUTINY	
	Update on 2022 items – A report on this year's identified areas will come back to the next meeting.	Resources Director Agenda

ACTION

Consideration of items for 2023 – Will come back to next meeting for further discussion once each Committee has reviewed their areas.

12 DATES OF FUTURE MEETINGS (all to start at 8am)

24 November 2022 (finance focus)

9 February 2023

22 June 2023

The meeting ended at

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