

Colyton Grammar School

Minutes of the Finance and Resources Committee: Part One

Date of Meeting: Thursday 2 October 2014

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mrs S Burns-Price, Mr G Davis, Mr P Evans, Mr G Hayne, Mr M Marsh, Mr B Merrett (by conference call), Mr B Salter, Mr R Scott and Mrs F H Wilkinson
Staff	Mr R Stidwell
Visitors	None
Secretary	Mr S R Cook

Mr Cook took the chair for Items 1 and 2.

1. Disclosure of Interest

There were no disclosures of interest.

2. Election of Chair

Proposed by Mr Marsh, seconded by Mr Hayne and unanimously agreed that Mrs F H Wilkinson should be elected Chair for the academic year 2014/15.

3. Apologies

Apologies were received from Mr P Anderson and Mrs M Williams.

4. Election of Vice Chair – Finance

Proposed by Mrs Wilkinson, seconded by Mr Marsh and unanimously agreed that Mr B Merrett should be elected Vice Chair (Finance) for the academic year 2014/15.

5. Election of Vice Chair – Grounds and Buildings

Proposed by Mrs Wilkinson, seconded by Mrs Burns-Price and unanimously agreed that Mr B Salter should be elected Vice Chair (Grounds and Buildings) for the academic year 2014/15.

6. Approval of Minutes of Meeting held on 18 May 2014

These were approved and signed.

7. Matters Arising

(a) Item 6: Travel, Subsistence and Cover Rates from 1 September 2014

Mr Cook confirmed that following the confirmation of the 1% pay award for teachers by the Secretary of State, the travel, subsistence and cover rates from 1 September 2014, as agreed at the last meeting, were now in operation.

(b) Item 15: Catering Proposal

Mr Cook reported that following the decision at the last meeting to purchase a pasta boiler, it had proved possible to purchase a cheaper machine which better suited the purpose for which it is required. A Lincat OE772 boiler had been purchased at a price of £1,510.80. The machine has been installed and is working very well.

(c) Item 18: Payroll Services

Mr Cook confirmed that the contract for payroll services has been awarded to Star, who have confirmed that any annual rises in the "per employee" charge will be limited to the RPI rate. Discussions have taken place over the implementation of the new system and it is likely that there will be parallel runs of the payroll for November and December, with a "go-live" date in January 2015.

There were no other matters arising.

8. School Development Plan 2014/15

Mr Evans drew attention to the outline School Development Plan for 2014/15, focusing particularly on areas which fall under the terms of reference of the Finance and Resources Committee. These areas are coloured yellow on the outline, as follows:

- East Wing/Site Staff and Take Five projects
- Cottrill Hall/Changing Rooms
- Resubmission of ACMF Staff House bid, with plans to extend the project to include an additional Science Lab
- Five Year Capital Plan
- Other Support Services

The full plan will be circulated in "pdf" format at a later date. Mr Evans emphasised that the focus of the entire plan is focusing on the core business of teaching and learning.

Proposed by Dr Bastin, seconded by Mr Scott and unanimously agreed that the Board should be recommended to approve these sections of the Development Plan.

9. Capital Projects Report

(a) Academies Capital Maintenance Programme

Mr Cook reported that the Cottrill Hall project had commenced, as planned, on 7 July. Significant progress has been made with the following elements:

- Demolition of former changing rooms and clearing of site
- Removal of the asbestos roof and installation of the replacement roof
- Removal of the slab forming the floor of the former gallery
- Removal of the plastic cladding
- Foundations and base of extension

The project is currently two to three weeks behind schedule, but the contractors are confident of re-gaining this time by November

In addition, the replacement changing rooms at the Sports Centre are well advanced, and on schedule to be completed by half term. It has proved necessary to install two temporary changing rooms on the southern part of the old field.

Negotiations over the Stage Two tender have been protracted and difficult, and only finalised (subject to one area of uncertainty) at the beginning of this week.

The original ACMF bid was as follows:

Item	Amount
Building works	£1,249,707
Professional fees (12%)	£149,965
Other costs (statutory fees etc)	£13,900
Total	£1,413,572

The funding for the project was calculated on the basis of a 10% school contribution of £141,357 and ACMF funding of £1,272,215.

Following very lengthy negotiations, the Stage Two Tender sum has been agreed as £1,234,987.68, including a contingency of £36,803.19. The following total budget for the project is proposed:

Item		Amount
Devon Contractors Contract		£1,234,987.68
Professional Fees (12%)		£149,965
School direct payments		
- <i>Service moves</i>	£9,500	
- <i>Specialist lighting and sound</i>	£25,000	
- <i>Fittings</i>	£10,000	
<i>Total</i>		£44,500
Other costs (statutory fees etc)		£13,900
M&E (see note below)		£14,000
School contingency		£10,000
TOTAL		£1,467,352.68

A recent M&E meeting highlighted that the savings that had been made to bring the project within budget would diminish the quality of the heating and ventilation in the building beyond what was acceptable. It was agreed that the M&E consultant should go back to the building management system (BMS) company and seek additional savings of c£10,000, and that the school would make an additional £14,000 available in order to provide a suitable system. It was suggested that some of the £10,000 saving might be made by taking the BMS out of the contract, and the school procuring this direct. The school architect, TFQ, have advised against this, and to date there is no conclusion to the discussions with the BMS supplier. The budget above has been constructed on the basis of £10k savings, and a further school contribution of £14,000 to secure a BMS that provides the functionality required.

The above budget will involve a school contribution of £53,781 in addition to the £141,357 in the original bid, making a total of £195,138, but the budget includes contingencies of £46,803.

In response to Dr Bastin expressing concerns at the increase in costs, Mr Salter indicated that given the current pressures in the building industry and the complexity of this project, he was confident that the school was getting best value.

In response to Mrs Burns-Price, Mr Evans suggested that plans for the opening of the hall would need to be considered closer to the completion date.

Following discussion, it was proposed by Mr Salter, seconded by Mr Marsh and unanimously agreed that

- (i) The contract for the Cottrill Hall/Changing Rooms project should be awarded to Devon Contractors Limited for a sum of £1,234,987.68.
- (ii) The draft budget for the entire project, as outlined above, should be approved, including a potential additional school contribution of £53,781.

(b) Take Five and Site Workshop

The Committee noted the award of the contract for the Take Five Extension and the Site Workshop/East Wing project to Devon Contractors Limited, following consultation with the sub-group, at a price of £184,058.

Works commenced at the end of June, but there was a significant delay over the summer holiday period due to the serious issues relating to the drains on the southern side of Take Five, which were uncovered during the excavations. The storm drain in this area, which not only takes the water from Take Five but also from much of the Feoffees' Building and the Walker Building, had not been completed properly by the

original contractors, and due to its position a specialist drainage consultant had to be brought in to design a solution.

Work has since progressed positively, and both projects should be completed before half term, and be well within the overall budget of £239,000. The internal alterations to Take Five were completed during the summer break.

(c) Staff House

The appeal for the rejected ACMF bid for the Staff House project was also unsuccessful.

Meetings took place in the summer to explore the options for providing additional Science laboratories, and plans are currently being drawn up to extend the Staff House project to include an additional laboratory. It is proposed that a revised bid should be submitted in the next ACMF round.

10. Friends of Colyton Grammar School Scheme

Mr Evans briefed the Committee on a suggestion from a parent for seeking additional funds from the parent community. Mr Scott commented on the Pates Grammar School scheme which includes a "shopping list" of items for which they were seeking funds. It was agreed that Mr Evans should investigate re-writing the Friends of Colyton Grammar School guidance to encourage, in a sensitive way, those parents who would wish to give more. His proposals will be presented at the next meeting of the Committee.

11. Succession Planning Statement

Agreed to defer this to the next meeting, following the upcoming Parent Governor election.

12. Revenue Funding Position at 31 July 2014 and Reserve Position

Mrs Wilkinson drew the attention of the Committee to the Financial Statements for the period ending 31 July 2014 which had been circulated prior to the meeting. Mr Cook explained that work is currently in progress with the annual accounts for the full year, but these were not sufficiently complete to produce a meaningful statement for 31 August 2014.

13. Health and Safety Report

Mrs Wilkinson drew the attention of the Committee which had been circulated prior to the meeting. Mr Evans commented on the effective management of vehicle movements by Devon Contractors.

Governors expressed satisfaction with the report.

14. Site Management and IT Report

Mrs Wilkinson drew the attention of the Committee to the report which had been circulated prior to the meeting. Governors expressed their gratitude for the very significant amount of work undertaken by the Site Team and ICT Team over the summer.

15. Municipal Mutual Insurance

Mr Cook reported that there has been no further communication from Municipal Mutual Insurance and no further demands for payment. The provision shown in the accounts stands at £34,009.

16. Bradbeer Fund

Mr Cook reported that the Bursary Panel will meet shortly to determine grant allocations for the Autumn term. He confirmed that for the year 2013/14, the following grants were made:

Competitions etc	£483.00
Departments	£16,614.58
Individuals	£2,075.70
TOTAL	£19,173.28

Income from the Bradbeer photovoltaic scheme totalled £21,317.52 for the same period.

17. Policies for Review:

Proposed by Dr Bastin, seconded by Mrs Burns-Price and unanimously agreed that the following policies, which had been circulated prior the meeting, should be approved, subject to

(a) Audit Policy

- Paragraph 1: change the reference to specific bodies and legislation to “applicable laws and regulations”
- Paragraph 1: change last sentence to “It is required that the financial statements comply with the Annual Accounts Direction as currently published by the Education Funding Agency (EFA).”
- Paragraph 3: insert “the relevant” before “Statement of Recommended Practice”
- Paragraph 5: change “Auditing Practices Board” to “Financial Reporting Council”

(b) Budget Monitoring Policy

Point 7: change “The Responsible Officer....will report regularly” to “The Responsible Officer....will report termly”.

(c) Finance Policy

Point 6: change “The Responsible Officer shall make regular reports” to “The Responsible Officer shall make termly reports”.

(d) Investment Policy

Change references to the “FSA” to “FCA” and remove the reference to the CCLA at the end of section 2.

(e) Maintenance Policy

No changes.

18. Any Other Business

(a) Minibus Proposal

Mr Cook drew the attention of the Committee which had been circulated prior to the meeting. Mr Evans outlined the very successful “Wheels Appeal” which had been run by the Parents’ Association.

Following discussion, it was proposed by Mrs Wilkinson, seconded by Mr Salter and unanimously agreed that the school should arrange for a five year contract hire agreement on an “all up-front” payment basis for a Ford Transit Trend from PHVC, with the 5,000 miles per year option.

There was no other business.

19. Next Meeting

As a result of the selection days for the Headteacher post, it was agreed to change the next meeting from 6.30pm on Wednesday 3rd December to the same time on Monday 1st December.

Signed:	Fiona Howells .	(Chairman of Committee)
Date:	1/12/2014	