

## Colyton Grammar School

### Minutes of the Finance and Resources Committee: Part One

Date of Meeting: Monday 1 December 2014

Venue: Headteacher's Office

**Present:**

Governors	Mr P Anderson Dr C Bastin, Mr G Davis, Lt Col T J Dyer, Mr P Evans, Mr G Hayne, Mr M Marsh, Mr B Salter, Mr R Scott and Mrs F H Wilkinson
Staff	Mr R Stidwell
Visitors	None
Secretary	Mr S R Cook

Mrs Wilkinson welcomed Lt Col T Dyer, who was recently elected Parent Governor, to his first Committee meeting.

**1. Disclosure of Interest**

There were no disclosures of interest.

**2. Apologies**

Apologies were received from Mrs S Burns-Price and Mr B Merrett.

**3. Approval of Minutes of Meeting held on 2 October 2014**

These were approved and signed.

**4. Matters Arising**

**(a) Item 7(c): Payroll Services**

Mr Cook reported that Star provided three days of very useful training and implementation during the October half term. Data is currently being updated to facilitate parallel runs of the payroll for November and December, with a planned "go-live" date in January 2015.

**(b) Item 18(a): Minibus Proposal**

Mr Cook reported that the new minibus was delivered on 3 November 2014, and is proving very effective. In response to Mrs Wilkinson, Mr Evans and Dr Bastin confirmed that the Parents' Association have been thanked for their generous donation. The Association's generous commitment of a £20,000 donation towards the Staff House project was also noted.

There were no other matters arising.

**5. Annual Financial Statements for Year Ending 31 August 2014**

Mrs Wilkinson referred the Committee to the draft Annual Report and Financial Statements for the year ending 31 August 2014 which had been circulated prior to the meeting, together with the Audit Results Report. She focused in particular on the following:

- The accounts have been audited with no issues arising and Mrs Wilkinson and Mr Cook have attended a closing meeting with the auditors.
- The query regarding the £32k actuarial gain on the Local Government Pension Scheme. Francis Clark have requested further information from Barnett Waddingham (actuaries for the Devon Local Government Pension Scheme) who provided the FRS17 Report, but no response has yet been received.

- The two minor recommendations made in the Management Letter regarding a more detailed check of the Headteacher's expense claims and charge card transactions, and the additional controls put in place to ensure the Fixed Asset register deals effectively with inventory items.

Proposed by Mrs Wilkinson, seconded by Mr Marsh and unanimously agreed that

- (a) The Board should be recommended to approve the Annual Report and Financial Statements for the year ending 31 August 2014
- (b) The Board should note the contents of the Management Letter
- (c) The Board should be recommended to authorise Dr Bastin to sign the Letter of Representations.

The Committee thanked Mr Cook and his team for their hard work in preparing the annual financial statements.

#### **6. Value for Money Statement**

Mrs Wilkinson drew the attention of the Committee to the draft Value for Money Statement which had been circulated prior to the meeting.

The Committee noted the Value for Money statement which will be considered by Board at the next meeting.

#### **7. Best Value Review**

Deferred until the next meeting.

Mrs Wilkinson and Mr Salter indicated that following the recent Training Evening, the Committee should review the value gained from the Careers South West service. Mr Evans agreed to explore this further and report back to the Committee.

#### **8. Capital Projects Report**

##### **(a) Academies Capital Maintenance Programme**

Mr Cook reminded the Committee of the report given at the last meeting, and confirmed that the contract has now been prepared and is ready for signing on the basis agreed at that meeting.

He then highlighted a number of significant concerns that have arisen in relation to Devon Contractors performance, as follows:

- A four and a half week delay in the completion of the replacement Changing Rooms at the Sports Centre, which are now due to be completed on Wednesday of this week
- Delays, as yet unexplained, to the planned completion date for Cottrill Hall, and no confirmed completion date
- Concerns over the quality of finish, following the unsatisfactory Take Five/East Wing works, and confirmed by the most recent inspection of the new Changing Rooms
- Other issues relating to site management, housekeeping etc

He confirmed that, following the meeting between Mr Nick England (Devon Contractors' director) and the school (including Dr Bastin and Mr Salter), the school's architect has set up a regular weekly meeting with Mr England who has taken over responsibility for managing the Colyton projects.

After an incident this morning when Year 10 Awards Ceremony had to be cancelled due to the contractors leaving the Sports Centre in an unfit state following works to knock through the new entrance from the Sports Centre to the new store, John Thorn

of TFQ Architects held an emergency meeting with Devon Contractors this afternoon. Mr Salter outlined the brief report that had been received from TFQ shortly before the Committee meeting began, and highlighted issues with management and the importance of Devon Contractors sharing the school's culture of high standards and professionalism.

Dr Bastin expressed concerns over the delayed completion date for the Cottrill Hall, and the issues of quality of finish.

It was agreed that the Devon Contractors must continuously be held to account, particularly over the next few weeks, to ensure that the Cottrill Hall is finished mid-February date at the latest.

(b) Take Five and Site Workshop

Mr Salter reported that the Take Five and Site Workshop works had finally been handed over at the end of the October half term, but the quality of the works has proved unacceptable.

Following the meeting referred to in 8(a) above, a draft plan for rectifying the works was finally received last Thursday evening. It was agreed that much of the required carpentry work should be completed over last weekend, but in the event this has not happened. Mr Cook and John Thorn from TFQ continue to bring pressure to bear on Devon Contractors to complete the work satisfactorily, and release of the 2.5% retention on practical completion will be delayed until these works are finished.

The new entrance area for Take Five has proved to work very effectively and feedback from both staff and students has been very positive. The new Site Workshop and related accommodation has also provided a very significant improvement in working conditions for the Site Team. Both projects should be completed well within the overall budget of £239,000.

(c) Staff House

Mr Cook briefed the Committee on the Condition Improvement Fund (CIF) which has replaced the former Academies Capital Maintenance Fund. In particular he drew attention to the clear new focus on condition issues (as opposed to expansion), and the earlier submission date of 19 December. Successful bids will be notified in March 2015.

He reported that, following a number of meetings with TFQ, a revised scheme has been drawn up to incorporate an additional Science lab to reduce pressure on science accommodation. The Committee considered the revised plans which were made available at the meeting.

Mr Cook reported that considerable progress has been made on drawing up all the information required to submit a new bid for the Staff House project, including the submission of a revised planning application. He outlined the arrangements to obtain updated Stage One tenders from Devon Contractors Limited and R G Spiller Ltd, on the basis of the full exercise completed for last year's bids. He also explained the potential cost savings if a combined bid for the Colyton project and a bid from Honiton Community College was successful. He drew attention to the Quantity Surveyors Tender Report which had been circulated to Dr Bastin, Mrs Wilkinson, Mr Salter and Mr Merrett on 21 November. The following indicative tendered amounts were noted:

*Single Scheme:*

Devon Contractors Ltd:	£765,831.48
R G Spiller Ltd	£750,280.00

*Combined Scheme With Honiton Community College*

Devon Contractors Ltd: £751,171.33

R G Spiller Ltd £744,089.52

It was proposed by Mr Salter, seconded by Dr Bastin and unanimously agreed that:

- (i) The Working Group's decision to instruct TFQ to enter into negotiations with R G Spiller for a Stage Two tender should be ratified
- (ii) The school should proceed with submitting the Staff House bid under the Condition Improvement Fund programme.

**9. Friends of Colyton Grammar School Scheme**

Mr Evans briefed the Committee on the existing Friends of Colyton Grammar School, which last year attracted an average donation of £64 per annum from about 57% of the parent community.

He drew attention to the Pates School scheme which identifies a number of specific projects for fundraising, although he is wary of unrealistically raising expectations.

He suggested going back to parents early in the new year, and reviewing the amount which parents are asked to contribute. Mr Evans reported that the typical sum being asked for by similar schools ranges from £50 to £520 a year.

In response to Mr Scott, Mr Evans indicated that other SWAT schools are requesting typically between £30 and £50 per month.

Other suggestions included:

- Providing a range of suggested donations. A figure of £25 per month was suggested as a midpoint.
- Quoting figures about the number of people giving and the amount raised
- Recognising the impact the Parents' Association can have for targeted fundraising for specific projects
- Updating the website dealing with the Friends of Colyton Grammar School scheme

In response to Lt Col Dyer, Mr Cook and Mr Evans outlined the arrangements for leaving legacies to the school and it was agreed that the website should be updated to include a reference to legacies. Mr Evans also highlighted the work being undertaken by Mr Scott to raise awareness among alumni.

**10. Review Insurance Arrangements from 1 April 2015 onwards**

Mr Cook reminded the Committee that an annual review of insurance arrangements is a standing item for the Finance and Resources Committee. A new long term agreement had been tendered with Zurich Municipal for 1 April 2014, following a full tender programme under the Crescent Purchasing Consortium framework.

The Committee then considered a schedule of cover levels. In response to Mr Salter, Mr Cook agreed to review the level for governors' liability and to get an updated quotation for terrorism cover for consideration at the next meeting. It was agreed that the proposed cover levels, uplifted where appropriate by indexed linked factors, should be approved.

**11. Succession Planning Statement**

Mrs Wilkinson reminded the Committee that the recent Chairs' Committee meeting had highlighted the need to recruit an additional governor with accountancy qualifications. Mr Evans suggested that the school could build up a database of relevant parental expertise to serve a variety of purposes including identifying potential governors. It was agreed to explore this in the new year.

The current arrangement with two vice chairs (one for Finance and the other for Grounds and Buildings) was considered effective.

**12. Revenue Funding Position at 31 October 2014 and Reserve Position**

Mrs Wilkinson explained that the Financial Statements for October would be available for the Board meeting next week.

**13. Responsible Officer's Report**

Mrs Wilkinson drew the attention of the Committee to the report which had been circulated prior to the meeting.

Governors expressed satisfaction with the report.

**14. Colyton Leisure Partnership Form Report**

Mrs Wilkinson drew the attention of the Committee to the Minutes of the last Colyton Leisure Partnership Forum meeting held on 7 October 2014, which had been circulated prior to the meeting.

**15. Catering Report**

Mr Cook reported that high levels of use have continued for the first three months of the year. Following the price increase last year, based on projected increases in food prices which were not as high as expected, there has been no price increase for the current year.

The extension to Take Five has led to far better queuing arrangements for students, and increased seating capacity within the main restaurant.

Plans are in hand to provide touch-screen access to a new allergen database, in order to meet new legislative requirements for all catering outlets. It is intended that the new system will operational in January 2015.

A full financial report will be included in the November financial statements for the Board meeting next week.

**16. 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.

**17. Bradbeer Fund**

Mr Cook reported that the Bursary Panel met recently and approved a number of grants as follows:

Competitions etc	£409.02
Departments	£11,623.90
Individuals	£375
TOTAL	£12,407.92

He confirmed that in 2013/14 income from the Bradbeer photovoltaic scheme totalled £20,224.

In response to Mrs Wilkinson, Mr Evans briefed the Committee on the recent visit from a representative from the Child Poverty and Social Mobility Commission.

**18. Policies for Review:**

Proposed by Mr Marsh, seconded by Mr Davis and unanimously agreed that the following

policies, which had been circulated prior the meeting, should be approved, subject to the changes noted below:

- (a) 16-19 Bursary Fund
- (b) Best Value Policy
- (c) Bradbeer Bursary Fund
- (d) Manual Handling Policy
- (e) Medicines Policy
- (f) Sustainable School Policy


The Committee noted the very positive letter from Eco-Schools, following the recent Green Flag assessment and asked for their congratulations to be passed to Mr Stidwell.

**19. Any Other Business**

There was no other business.

**20. Next Meeting**

Training Evening (Three Year Budget) – 6.30pm on Wednesday 28 January 2015  
Committee Meeting – 6.30pm on Thursday 19 March 2015

Signed:		(Chairman of Committee)
Date:	19/3/2015	