

Colyton Grammar School

Minutes of the Finance and Resources Committee: Part One

Date of Meeting: Thursday 19 March 2015

Venue: Headteacher's Office

Present:

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

Governors visited the newly completed Cottrill Hall prior to the start of the Committee meeting.

1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Mr P Anderson, Mrs S Burns-Price and Mr G Davis.

3. Approval of Minutes of Meeting held on 1 December 2014

These were approved and signed.

4. Matters Arising

(a) Item 4(a): Payroll Services

Mr Cook reported that following three parallel runs of the payroll in November, December and January, the new in-house arrangements with Star Payroll had successfully gone live in February. The March payroll will be finalised tomorrow. The new system, which has had a thorough test with maternity leave and a number of leavers and joiners and other complex variable changes, has proved robust and accurate. A high proportion of staff have opted for electronic payslips.

(b) Item 7: Best Value Review – Careers South West

Mr Evans reported that following the discussion at the last meeting, an exploration of possible alternative services proved that it is not possible to identify another provider. Mr Banks has undertaken a survey of student feedback on the current provision, which indicates a mixed response. It has been agreed to scale back the Careers South West provision to a minimum level, and to explore the possibility of Ms Jenna Roper providing more targeted support in-house.

(c) Item 9: Friends of Colyton Grammar School Scheme

Mr Evans reported that he has drafted a letter to parents taking into account the discussion at the last meeting, including a re-design of the form for making donations in a more open-ended way. It was agreed to distribute the letter to existing parents in the second half of the summer term, and to send to the parents of new Year 7s in the Autumn.

(d) Item 10: Insurance Arrangements – Terrorism Cover

Mr Cook reported that following the discussion at the last meeting, he had obtained a quotation from Zurich Municipal of £1,513.97 plus IPT for terrorism cover. Zurich have also provided their renewal terms for cover from 1 April 2015 for the school's *full* insurance cover, but Mr Cook has challenged the increases on a number of items and is awaiting a response.

Mr Cook also reported on a very positive presentation he had attended yesterday when representatives from the Education Funding Agency (EFA) provided information on the EFA's Risk Protection Arrangements (RPA) scheme which provides an alternative to commercial insurance for many elements of the school's insurance requirements. The RPA scheme has developed and matured since the original proposals and now provides an attractive alternative when the current Long Term Agreement with Zurich comes to an end in 2017. Mrs Wilkinson pointed out that the detailed terms of the cover provided under the RPA scheme would require careful checking.

Proposed by Dr Bastin, seconded Mr Scott and unanimously agreed to take out Terrorism Cover through Zurich at a cost of £1,513.97 plus IPT.

(e) Item 11: Succession Planning Statement

Mrs Wilkinson reminded the Committee of the discussion at the last meeting when the need to appoint an additional governor with financial qualifications was identified.

Mr Scott agreed to approach a former student of the school who is a qualified accountant.

There were no other matters arising.

5. Best Value Review

Deferred until the next meeting.

6. Funding Update

Mr Cook reported that the funding allocation for 2015/16 has been received from the EFA.

He highlighted the following figures, comparing the allocation with the projected funding included in the Three Year Budget Plan last year:

	Estimate	Actual	Difference
School Budget Share 11-16	£2,667,075	£2,800,076	£133,001
Post 16 Funding	£939,790	£929,050	-£10,740
Post 16 High Needs	£6,000	£6,000	£0
Education Services Grant	£114,940	£78,300	-£36,640
TOTAL	£3,727,805	£3,813,426	£85,621

The shortfall of £10,470 in Post 16 funding is more than explained by the difference in numbers – the estimate was based on 228 students in Years 12 and 13, but the actual numbers in September 2014 were 224.

The difference in the Education Services Grant is due to a change in methodology and will have an ongoing impact. The actual figure for 2015/16 includes £6,786 protection.

The main feature is the positive impact of the additional funding announced last year by David Laws for lower funded local authorities:

- Different rates for the KS3 and KS4 AWPU allocations (previously Devon had chosen to use the same amount for each Key Stage, even though there are clearly higher costs for KS4).
- Significantly higher amount allocated through the pupil driven AWPU factor – up from £3,974 per pupil last year to £4,005.77 for KS3 and £4,631.77 for KS4 this year.

- Just over £600 on IDACI Band 4 deprivation funding (just over £1 per student) – only a small amount but reflects an important change in principle here as previously Devon allocated no funds through this element of the formula.
- £1,136 funding for English as an Additional Language.

It was noted that, due to a small drop in Year 11 numbers, the school qualified for the second year running for £100,000 via the sparsity factor. The school is, however, only 0.4 of a student below the threshold of 120 per year group, so this is very likely to disappear next year.

Due to the above changes, the school has moved out of the Minimum Funding Guarantee, although there would have been a small element if the allocation had not included the sparsity element.

Overall the figure is £85,621 above the predicted figures used in last year's budget, and is likely to lead to a revenue budget surplus in the region of £40k for 2015/16. It was also noted that the post-16 large programme funding which starts in 2016/17 is likely to produce in the region of £50k to £80k additional funding.

7. Capital Projects Report

(a) Academies Capital Maintenance Programme

Mr Cook reminded the Committee of the report given at the last meeting and the visit made by governors prior to this meeting. He then highlighted a number of significant outstanding concerns as follows:

- The delay in the completion of the Cottrill Hall, with Practical Completion finally occurring on 11 March 2015. This has resulted in very significant pressure on support staff to ensure that the hall is ready for assemblies, the Big Colyton Art Show, examinations next week and a number of other events.
- The very unprofessional nature of the handover, and the very large number of snagging items. Currently the architect has produced an 8 page list, and this does not include any of the ground floor stores, the cleaners' store, the Green Room, the northern section of the ground floor corridor, rear lobby, lift and stairwell and none of the 1st floor areas. The architects are holding a meeting with Nick England of Devon Contractors tomorrow, followed by a meeting at the school early next week. Devon Contractors have been asked to ensure a detailed plan is in place to complete the vast majority of the snagging works over the Easter break.

In discussion the following points were made:

- The vital importance of retaining sufficient funds on all projects to ensure that there is more than enough to cover the cost of commissioning other firms to undertake this work in the event of DCL's demise or failure to complete.
- The urgency of establishing a clear and non-negotiable programme for the outstanding snagging works on all projects over the Easter break.
- The option for the school to commission some or all of the outstanding snagging works should DCL fail to complete them satisfactorily by 13 April.

On behalf of the Committee, Mrs Wilkinson asked Mr Cook to thank the Site and IT Teams and the cleaning staff who have undertaken significant additional work to ensure the hall is available for the various events taking place this week.

(b) Take Five and Site Workshop

Mr Cook drew the attention of the Committee to the report given at the last meeting, and the unsatisfactory completion of the Take Five extension, the Site Workshop and the East Wing. These items were not addressed satisfactorily during the February half

term, and the architect is insisting that Devon Contractors address the outstanding issues during the Easter break.

A significant sum has been retained, pending the successful resolution of the outstanding issues. Both projects will, however, be completed well within the overall budget of £239,000.

(c) CIF Bid - Staff House

Mr Cook reported that there are indications that the EFA will publish the results of the CIF bidding process tomorrow, and undertook to inform governors as soon as the outcome is known.

8. Revenue Funding Position at 28 February and Reserve Position

Mrs Wilkinson drew the attention of the Committee to the financial statements, including the detailed narrative, which had been circulated prior to the meeting. The Committee expressed satisfaction with the report.

9. Responsible Officer's Report

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

It was noted that Mrs Hopkins had given particular attention to the new arrangements for the payroll. No issues of concern had been noted.

10. 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 24 February 2015, which had been circulated prior to the meeting.

Mr Cook outlined the progress with a revised draft management agreement. In response to Lt Col Dyer, he reported that the school is seeking quotations for works to extend the existing main car park at the northern end, and financial support will be sought from Leisure East Devon.

11. Catering Report

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

The new allergen database has been completed, and will go live when the brackets for the new touchscreen terminals have arrived and been fitted. Currently information is available on posters. Mr Woods is putting in place arrangements to provide additional training for the rest of the team on the new allergen regulations

A full financial report is included in the February financial statements considered under Item 8.

Mr Cook also reported on a very successful visit to Poole Grammar School, who have recently gained a Gold "Food for Life" award. Arrangements are being put in place for Mr Woods to visit Poole.

Mr Salter, who had been present in Take Five during the recent visit by a new Environmental Health Officer, expressed concern at the way in which the officer had conducted the visit.

12. Site Management Report

Mrs Wilkinson drew the attention of the Committee to the report which had been circulated prior to the meeting, and governors expressed their satisfaction.

13. Health and Safety Report

Mrs Wilkinson drew the attention of the Committee to the report which had been circulated prior to the meeting. Mr Cook briefed the Committee on the recent Risk Management visit by Zurich Municipal. In response to comments from a number of governors, Mr Cook agreed to seek further advice from TFQ (the school's architects) on the action point regarding siting rubbish bins at least 8 metres from any building.

14. 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.

15. Bradbeer Fund

Mr Cook reported that, following the Spring Term meeting of the Bursary Panel, grants have been made in total for the year as follows:

Competitions etc	£1,489.02
Departments	£14,871.10
Individuals	£1,505
TOTAL	£17,865.12
Balance remaining	£2,134.88

In response to Mr Evans, governors expressed agreement in principle to funding any renovation works to the all-weather cricket wicket from the Bradbeer Fund, subject to the final cost. Mr Cook agreed to circulate details of these costs once quotations have been received.

16. Policies for Review:

Proposed by Mr Marsh , seconded by Dr Bastin and unanimously agreed that the following policies, which had been circulated prior the meeting, should be approved, subject to the changes noted below:

(a) First Aid Policy

(b) Health and Safety Policy

17. Any Other Business

(a) STRB Report and Teachers and Support Staff Pay Awards

Mr Cook distributed a discussion paper, outlining the main provisions and implications of the recently published STRB report. He drew attention to a number of models for implementing the proposals compared with the straight 1% award across all pay elements for both teaching and support staff as included in last year's budget plan

Following discussion, it was agreed to recommend the Staffing Committee to approve a straight 1% pay award for both teaching and support staff.

(b) Defibrillators in Schools

Mr Cook drew attention to the DfE Guidance on Defibrillators in Schools, and the inclusion in yesterday's Budget Statement of funding to support the purchase of defibrillators and the provision of training.

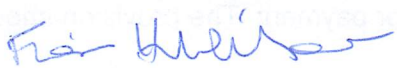
It was agreed that the school should proceed with the purchase of a defibrillator. It was recognised that further consideration needed to be given to where the defibrillator should be sited and to the opportunities for training both staff and students in its use.

It was also agreed that Mr Cook should approach Leisure East Devon to ascertain whether they are considering purchasing a defibrillator for the Sports Centre.

There was no other business.

18. Next Meeting

Thursday 30 April 2015 at 6.30pm.

Signed:		(Chairman of Committee)
Date:	30/4/2015	