

Colyton Grammar School

Minutes of the Finance and Resources Committee: Part One

Date of Meeting: Thursday 30 April 2015

Venue: Headteacher's Office

Present:

Governors	Dr C Bastin, Mrs S Burns-Price, 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	None
Visitors	None
Secretary	Mr S R Cook

1. Disclosure of Interest

There were no disclosures of interest.

2. Apologies

Apologies were received from Mr P Anderson, Mr G Davis and Mr B Merrett.

3. Approval of Minutes of Meeting held on 19 March 2015

These were approved and signed.

4. Matters Arising

(a) Item 4(c): Friends of Colyton Grammar School Scheme
Taken under Item 8.

(b) Item 4(d): Insurance Arrangements

Mr Cook reported that following a challenge to Zurich regarding the level of the premium increases on some items, Zurich have now revised the renewal terms to an acceptable level. He confirmed that terrorism cover has been included from 1 April 2015.

(c) Item 4(e): Succession Planning Statement

Mr Scott reported that his contact had not wished to take on the role of school governor. It was agreed that the Chairs' Committee should give further consideration as to how to fill the current vacancy for an "Other" governor.

(d) Item 10: Colyton Leisure Partnership Forum Report

Taken under Part Two Minutes.

(e) Item 13: Health and Safety Report

Mr Cook confirmed that in response to the Risk Management visit by Zurich, the rubbish bins have now been moved to the West Court, and that a hot works permit system is now in place. TFQ have confirmed that Zurich's request for the rubbish bins to be sited either in a locked compound, or to be chained to a fence or wall, and to be sited at least 8 metres from any building, is now a standard risk assessment requirement from insurance companies.

(f) Bradbeer Fund – Cricket Wicket

Mr Cook reported that advice had been sought from a number of firms, but SportsEquip of Leicestershire have proved particularly helpful in identifying the structure of the existing wicket and how to address the problems.

Over the last few weeks, the surround of the wicket has been excavated and the original carpet and membrane removed. Initial work on the stone base has been completed, and further rolling and levelling, together with the installation of the replacement carpet are scheduled for next week.

The cost of the replacement carpet and cricket shock pad is £2,725, and there will be additional costs for the groundworker. Proposed by Mr Scott, seconded by Dr Bastin and unanimously agreed that these costs should be met from the Bradbeer Fund. It was suggested by Mrs Wilkinson that the Annual Report should include a reference to the use of the Bradbeer Fund for this purpose.

There were no other matters arising.

5. Travel, Subsistence and Cover Rates for September 2015

Mr Cook drew the attention of the Committee to the paper which had been circulated prior to the meeting. He explained that the proposed 1% increases to the Cover Rate for Partnership Activities and the hourly rate for Exam Invigilators was subject to the Staffing Committee agreeing a standard 1% cost of living increase for teaching and support staff.

Proposed by Mr Marsh, seconded by Mr Hayne and unanimously agreed that the proposed travel, subsistence and cover rates for September 2015 should be approved, subject to the Staffing Committee decision on a 1% cost of living increase for teaching and support staff.

6. Lettings Charges for September 2015

Mr Cook drew the attention of the Committee which had been circulated prior to the meeting.

Proposed by Mr Marsh, seconded by Mr Scott and unanimously agreed that the proposed lettings charges for September 2015 should be approved. It was agreed that the Cottrill Hall should be removed from the list, as due to the recent major capital project, lettings of the hall would fall under the Capital Goods Scheme and have significant implications for VAT liability.

7. Support Services for 2015/16

Mr Cook drew the attention of the Committee to the paper which had been circulated prior to the meeting. He indicated that Devon HR One have now confirmed that the cost of the Health and Safety Support Service for 2015/16 will be £1,380.

Proposed by Mrs Burns-Price, seconded by Mr Marsh and unanimously agreed that:

(a) The following services should be purchased:

Somerset County Council

- Catering Support (estimate of £810)
- Caretaking and Cleaning Support (estimate of £810)

Babcock LDP (Devon)

- Physical Education, Daily Physical Activity and School Sport (PEDPASS) Level 2 (£261)
- Educational Psychology – one package of six hours' delivery and support (£475)
- Safeguarding Service Level 2 (£804)

(b) A quotation should be sought from ROSPA for the Health and Safety Support Service, for comparison with the Devon HR One quotation.

8. Best Value Review

Mrs Wilkinson drew attention to the paper on Income Generation which had been circulated prior to the meeting.

It was agreed to defer detailed consideration of this paper until the next meeting, in order to give sufficient time for members to consider the detailed information provided. It was also agreed that the Chairs' Committee should consider this paper at their next meeting, due to its wider implications.

With reference to the Friends of Colyton Grammar School scheme, Mr Evans circulated a list of typical donation levels for other SWAT schools, together with the draft revised letter and Standing Order form. He pointed out that these figures demonstrate clearly that a suggested donation of £25 per month would be significantly above the level used by other SWAT schools.

In response to Mrs Wilkinson, Mr Evans confirmed that he has consulted the Parents' Association about the proposed changes.

In response to Lt Col Dyer, Mr Evans and Mrs Wainwright agreed to provide a list of the kinds of benefits that the Friends scheme provides.

Further in response to Lt Col Dyer, who suggested that some parents are actively looking for opportunities to make a financial contribution to the school, Mr Evans indicated that it will be possible to contribute to the Friends' scheme via ParentPay. Mr Cook also explained that the new Alumni and Friends website will contain a "Donations" page.

Following discussion, the following were agreed:

- To remove any reference to a "suggested" donation
- To amend the Standing Order form to include the following:
"£5/£10/£20/other amount"
- To italicise all references to "voluntary" to emphasise that this scheme is a voluntary
- To publicise the revised scheme to the families of current students later this term, and to new Year 7 families in September
- To remove the section asking for the names of the children to whom the gift applies
- To provide a standing option for donations to the Friends scheme on ParentPay

9. Funding Update

Mr Cook reported that no further announcements about funding have been made since the last meeting. Work is currently proceeding on producing a draft budget plan for consideration at the next meeting of the Finance and Resources Committee on 17 June, when the outcome of the General Election will be known and there may be some indication of the education policies of the new government.

10. Capital Projects Report

(a) Academies Capital Maintenance Programme

Mr Cook reminded the Committee of the report given at the last meeting. He reported that Devon Contractors have undertaken a majority of the snagging works on the Cottrill Hall, but a number of significant items are outstanding including the tarmacing of the main paths through school (scheduled for this weekend), the replacement of the

canopy over the north east door, the finishing of the tinting to the brickwork, completion and tidying of the plant room, some external works (including some timber cladding items and cills). He has been assured that the remaining works will be completed over half term.

The hall is working very well as a venue for examinations, both in terms of temperature, light and acoustics.

Site Staff have made significant progress in shelving the various stores and in completing other minor school works.

In response to Mr Salter, Mr Cook confirmed that not only will all the retention sums be held back, but also other amounts relating to unfinished or unsatisfactory works.

(b) Take Five and Site Workshop

Mr Cook drew the attention of the Committee to the report given at the last meeting, reminding them of the significant issues that remain unresolved. There has been little progress in dealing with these outstanding works e.g. the replacement doors for Take Five, the East Wing and the Site Workshop, the repairs to the guttering and canopy over Take Five etc but Devon Contractors have assured the school that this work will also be completed over half term.

Mr Cook confirmed that both he and the architects will monitor progress closely.

(c) CIF Bid - Staff House

Mr Cook reported that feedback on the unsuccessful bid has been published by the EFA today. An initial reading indicates that there are grounds for an appeal, as the assessment questions the amount of detail in terms of an options appraisal and cost benefits analysis – both of which were provided in significant detail – and also questions the value for money. TFQ (the school's architects) are reviewing the feedback and a decision as to whether to appeal will be taken shortly. The deadline for submitting an appeal is midday on 19 May 2015.

Dr Bastin emphasised the importance of addressing the need to improve facilities for staff. A number of points were raised in discussion, including:

- The possibility of a large-scale appeal to raise the required funding
- A revised scheme
- Partial completion of the scheme
- Flexible use of reserves to enable the project to commence before a longer term fundraising appeal is completed
- Temporary accommodation for staff
- A low cost, short-term extension to Staff House such as a conservatory
- Minor, short-term improvements to decorations, furnishing etc

It was agreed that the Chairs' Committee should give further consideration to these suggestions.

Mr Cook reported that in discussion with the Wolfson Trust it has been agreed in principle that the bid for Science accommodation should continue to a Stage One assessment. If successful, the school will be invited to submit a more detailed proposal in June, which can be based on the alternative proposal for constructing a separate additional Science Lab (see below) or a possible revised Staff House scheme. This proposal will then be considered at the December meeting of the Wolfson Trust trustees.

(d) Additional Science Accommodation

Mr Cook reminded the Committee of the severe pressures on Science accommodation which had led to the modification of the Staff House scheme to include both an additional Science lab and a demonstration bench in the lecture theatre.

In view of the current failure to gain funding for this project, initial discussions have taken place with the school's architect for the provision of a separate Science lab, probably to be linked to the Jowett Building on the north side. The architect is currently working on these proposals. Early indications are that the cost is likely to be between £150k and £200k, less a £45k grant from the Wolfson Trust.

It is proposed that these works should be carried out in the summer of 2016, for occupation in the Autumn Term.

It was agreed that the school should continue to develop these proposals, but that further consideration should be given as to how the existing Staff House (including the additional Science lab) might be implemented as discussed above.

(e) West Court

Mr Cook reminded the Committee of the proposals for the development of the former west playground as a combined social/play area and visitors' car park. The proposals, drawn up by TFQ in 2013 had been put on hold due to budgetary pressures and the need for this area to be used as a compound for the main contractors on the Cottrill Hall project.

Following the completion of the Cottrill Hall project, these plans have been re-visited, and a revised version produced taking into account the need to re-site the rubbish bins (see Item 4(e) above). The new area will be known as the West Court. The architect is currently checking the school's proposed changes. The plan is for simplified hard landscaping that can be managed by the school workforce, supported by local contractors. More details will be provided for the next meeting of the Committee in June. Subject to governor approval, these works could be completed over the summer holiday.

11. Revenue Funding Position at 31 March 2015 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.

12. Municipal Mutual Insurance

Mr Cook reported that there have been no further demands for payment from Municipal Mutual Insurance, and a recently received statement supports the current provision in the accounts of £34,009.

13. Bradbeer Fund

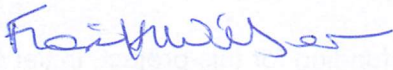
Mr Cook reported that the Summer Term meeting of the Bursary Panel will take place on 20 May 2015.

14. Any Other Business

There was no other business.

15. Next Meeting

Wednesday 17 June 2015 at 6.30pm.

Signed:		(Chairman of Committee)
Date:	22/6/15	