

## Colyton Grammar School

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

**Date of Meeting: Wednesday 9 March 2016**

**Venue: Headteacher's Office**

**Present:**

Governors	Dr C Bastin, Mr G Davis, Lt Col T J Dyer, Mr M Goscomb, Mr G Hayne, Mr M Marsh, Mr B Salter, Mr R Scott and Mrs J Wainwright
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Staff	None
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Visitors	None
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Secretary	Mr S R Cook
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**1. Disclosure of Interest**

There were no disclosures of interest.

**2. Apologies**

Apologies were received from Mrs S Burns-Price and Mrs F H Wilkinson.

**3. Approval of Minutes of Meeting held on 2 December 2015**

These were approved and signed.

**4. Matters Arising**

**(a) Item 11: Health and Safety Report – Boiler Room Fire**

Mr Cook reported that the work to replace the boilers in the Main School Boiler Room had been completed over half term, and the new system is working very effectively apart from an issue with the high level of noise from the flue when the boilers start in the morning. The contractors have adjusted the timing of the boilers in an unsuccessful attempt to mitigate this problem, and are now planning to install a silencing unit.

A claim for £32,387.61 has been submitted to the insurers and has been approved.

**(b) Item 7(a): Colyton Play Area**

Mr Cook reported that in response to a request from Colyton Parish Council, Dr Bastin had written to explain that while the school is fully supportive of a proposal to provide a play area, the school is nevertheless concerned at the proposed site close to the entrance to the new sports field. The concerns relate both to security and to safeguarding.

An acknowledgement has been received, and the Council will consider the letter at their next meeting.

There were no other matters arising.

**5. Insurance Arrangements from 1 April 2016**

Mr Cook drew attention to the two papers which had been circulated prior to the meeting, focusing on the following:

- The current arrangements for insurance
- The agreement at the last Committee meeting to seek quotations under the CPC framework and also to evaluate the RPA scheme with the following results:

- Aon has declined to quote on a full scheme, but had provided a quotation for the non-RPA covers
  - Marsh had provided a quotation for the full scheme and also for the non-RPA covers
  - The two quotations received from Zurich, both for their standard Select policy and for a bespoke scheme for Devon and Cornwall based on a per student premium for the majority of covers. Zurich also provided a separate quotation for the non-RPA covers
- The variations between the standard Zurich scheme and the Devon and Cornwall scheme, with improved levels of cover in several areas
  - The scores produced using the CPC framework to score both the quotations from the Marsh and Zurich and the RPA (including the non-RPA cover costs from other insurers)
  - A comparison of the features and cover provided by the two top scoring quotations (Zurich Devon and Cornwall scheme and the RPA)

In discussion, the following points were raised:

- A significant number of academies are using the RPA scheme and the financial savings are significant. The RPA is also a government scheme. (Mr Goscomb)
- Confidence in the terms of the cover and the quality of the service are important factors to consider (Mr Salter and Dr Bastin)
- Mr Scott expressed concern at the more limited Personal Accident cover provided under the RPA scheme

Mr Cook confirmed that the cost comparison figures include the additional premiums for covers not provided by the RPA i.e, worldwide travel, motor and engineering inspection and insurance.

Following discussion, it was proposed by Mr Scott, seconded by Mr Marsh that the school should place insurance under the Zurich Devon and Cornwall Scheme, but this should be kept under review.

For: 8

Against: 1

Mr Goscomb expressed his strong concern at this decision.

[POST MEETING NOTE: following further information from Zurich, this decision will be reviewed by the Board at the meeting to be held on 17 March 2016]

## **6. Catering Report**

Lt Col Dyer drew the attention of the committee to the Catering Report which had been circulated prior to the meeting. Mr Cook drew attention to the proposal to increase prices by 5% from the start of the summer term. This would, for example, raise the price of a two-course set meal from £2.14 to £2.25.

The committee discussed a proposal from Mr Salter to apply the 5% increase to all items apart from the set meal, and it was suggested that this could be modelled for a future increase.

Following further discussion, it was proposed by Mr Salter, seconded by Mr Scott and unanimously agreed that prices in Take Five should be increased by 5% from the start of the summer term, leading to additional income of approximately £15k per annum.

As outlined previously by Mr Cook, it was agreed that the information sent to parents should indicate that the last increase was in September 2013 and that further price increases are likely in view of the financial challenges facing the school. Any further price increases will, however, be reviewed in the light of the impact of this increase. The information will also include comparative prices with other local schools which shows that Colyton's set meal price remains the lowest. It was also agreed to remind parents of the wide range of items available in Take Five.

#### **7. Site Management Report**

Lt Col Dyer drew the attention of the committee to the Site Management and IT Report which had been circulated prior to the meeting.

Governors expressed satisfaction with the report.

#### **8. Health and Safety Report**

Lt Col Dyer drew the attention of the committee to the Site Management and IT Report which had been circulated prior to the meeting.

Following discussion of the termly inspection by governors as currently required by the Health and Safety Policy, it was agreed to change the requirement to an annual inspection, to include a general check of the school site and a specific area. Should there be significant changes or a concern in relation to a particular area, an additional inspection could be carried out as required. Mr Cook agreed to draft this change to the Health and Safety Policy – see Item 17(c).

#### **9. Colyton Leisure Partnership Form Report**

Lt Col Dyer drew the attention of the committee to the minutes of the Colyton Leisure Partnership Forum meetings held on 6 October 2015 and 9 February 2016.

It was noted that the new CCTV system has now been installed in the Sports Centre, covering all the internal areas and also the All Weather Pitch.

The references relating to the replacement of the All Weather Pitch lights and the refurbishing of the All Weather Pitch surface were also noted, and in particular the request for East Devon District Council to consider how these projects will be funded.

In response to Lt Col Dyer, Mr Cook indicated that the PE department may consider use of the new Seaton Gym for 6<sup>th</sup> Form sessions, but the need to transport students and the time involved meant that this was not viable for other years.

#### **10. Finance Working Party Report**

Mr Scott reported on the meeting held this term, focusing on the following:

- BBC Any Questions on Friday 13 May 2016, using the Cottrill Hall, as part of the 470th anniversary of the founding of the school. Tickets will be available for local political parties (as requested by the BBC), invited guests of the school as well as parents, students, staff, governors and the public. There will be a brief drinks reception prior to the broadcast for governors and invited guests. After the broadcast there will be a further special reception for governors, invited guests and members of the panel.

- Other plans for fundraising events, including a Celebrity Lecture and a buffet meal with Bob Champion as the guest speaker on 15 July. It was agreed that this should be underwritten by the Bradbeer Fund.
- The proposal to set up a trading arm

In response to Lt Col Dyer, Mr Scott indicated that consideration of the proposal to open a school charity shop has been postponed in order to focus on the Development Officer proposal.

The Committee then considered the paper proposing the appointment of a part-time Development Officer, which had been circulated prior to the meeting.

Dr Bastin suggested that the set-up costs in the first year should be funded from the Bradbeer Fund.

In response to a suggestion from Lt Col Dyer that a degree level education should not be an essential requirement, Mr Scott indicated that the detail of the Person Specification and the Job Description are subject to the approval of the Staffing Committee. It was, however, agreed to change this to a desirable attribute. Mr Scott emphasised the importance of appointing someone with the right personal qualities, rather than insisting on previous experience

Lt Col Dyer pointed to the potential for the school to benefit from wills and bequests.

In response to Dr Bastin and Mr Goscomb, the benefits and disadvantages of a fixed term contract were discussed. It was agreed that the proposal should be on the basis of a fixed term of 3 years

In response to Mrs Wainwright, it was agreed that an allowance should be included for secretarial/back-office support.

Mr Goscomb emphasised that there needs to be sound business case and the Development Officer proposal needs to generate significant income. He also emphasised the benefit of using former students as a resource. Mr Goscomb also indicated the value of appointing someone who has proven experience of raising funds

Mr Stidwell pointed to the significant fundraising already undertaken by the Parents' Association

Following discussion, it was proposed by Mr Scott, seconded by Mr Salter and unanimously agreed to recommend to the Board that a Development Officer should be appointed in the summer term on the basis of 15 hours/2 days per week fixed term contract of 3 years. The recommendation should include the proposal to fund the first year setup costs from the Bradbeer Fund, the change to the requirement for a degree level education and the addition of an allowance for back-office support as noted above. The details of the Person Specification and Job Description should be considered by the Staffing Committee.

It was agreed that Mr Cook should update the Committee on two other funding issues under this item, as follows:

(a) Funding Allocations for 2016/17

Mr Cook reported that the EFA published the funding allocation for 2016/17 at the end of last week, and distributed a statement showing the various allocations compared with the predictions in last year's budget plan.

The following key issues were noted:

- A small change in numbers for 11-16 funding (from 602 to 599) resulting in the school qualifying for the £100k sparsity grant for a further year.
- The reduction of £8.8k in the Education Services Grant, reflecting the announcement of significant cuts to this grant in the 2015 Autumn Statement
- A reduction in post-16 funding due partly to lower than anticipated sixth form numbers – down from 221 to 216, and also to lower numbers qualifying for the large programme uplift.
- As a result of the above, the overall funding allocation is just over £57k better than projected in last year's budget plan

Mr Cook confirmed that work on preparing a draft budget for consideration by the Committee in the summer term has commenced.

(b) National Funding Formula Consultation

The Committee then considered an initial briefing document prepared by Mr Cook following the announcement of the consultation on the National Funding Formula earlier this week.

Mr Cook agreed to update the briefing document with suggested responses, and also to produce a shorter version for use by parents.

**11. Draft Management Agreement for Sports Centre and All Weather Pitch**

Mr Cook reported that a final draft has been agreed with the solicitors and that negotiations with East Devon District Council and Leisure East Devon will commence very shortly.

**12. Capital Projects Report**

(a) Condition Improvement Fund Bids 2016/17

Mr Cook reported that the outcome of the Condition Improvement Fund (CIF) bids for the current round is expected during March. Further work has been undertaken as follows:

- A quotation for a geological survey for the Staff House has been obtained from Geo Consulting Engineering Ltd. It was noted that as parent, David Jackson (Director) has provided time at no cost. Acceptance of the quotation is dependent on gaining funding.
- A tree specialist report to discharge the planning conditions relating to trees has been commissioned from Green Earth
- A Major Refurbishment Asbestos Survey and Report for the Feoffees' Building has been carried out

(b) Five Forms of Entry

Mr Cook reported on a meeting between TFQ Architects and the school (represented by Mrs Wainwright, Mr Cook and Mr Hutchings) to explore initial options for the capital

development related to the expansion to five forms of entry on a rolling year-by-year programme from September 2017.

The Committee examined a plan showing possible areas for siting up to 7 additional classrooms. The plan includes a 2 storey extension at the rear of IT1 and IT2, and an additional storey above IT1/2, providing a total additional 5 rooms. Proposals for an additional classroom in each corner of the main school quadrangles were considered to be out of proportion. Options for building over Rooms 1-3 and/or Rooms 10-12 were also considered. TFQ advised that providing an additional floor to the Coly Building would be an expensive option.

It was noted that the school would need to address the demand for additional parking spaces as the school expands, mostly likely by extending the main car park to the north.

TFQ have been asked to prepare a feasibility study for the Finance and Resources Committee meeting to be held on 28 April 2016, with a view to a possible CIF bid later this year. TFQ have agreed to undertake this work at fee risk.

### **13. Revenue Funding Position at 31 January 2016 and Reserve Position**

Lt Col Dyer drew the attention of the Committee to the financial statements, including the detailed narrative, which had been circulated prior to the meeting.

Mr Cook drew attention to the overspend on the Cottrill Hall project due to the extensive re-siting of services that had been required at the start of the project and also to some mechanical and electrical issues. It was noted, however, that this overspend is more than covered by the £86k underspend on the Take Five and East Wing/Site Accommodation projects.

The Committee expressed satisfaction with the report.

### **14. Responsible Officer's Report**

It was noted that the report will be available to the Board Meeting on 17 March.

### **15. Municipal Mutual Insurance**

Mr Cook reminded the Committee that MMI have written to all creditors indicating that a further demand for payment will be made in April 2016, based on the end of year position as at 31 March 2016. To date, no further information has been received. There is a provision of £34,009 in the current accounts to cover this liability.

### **16. Bradbeer Fund**

Mr Cook reported that the Bursary Panel meeting for the Autumn term took place on Monday 8 February.

Following a number of grants to individuals, support of departmental residential visits and contributions towards the cost of various competitions, there is a balance of £8,014.37. This is an increase on the figure reported in the Autumn term due partly to some requests for next year being deferred and also to a number of refunds.

### **17. Policies for Review**

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

(a) Concussion Policy

It was agreed that reference to the procedures for recording the injury should be included, and the "Conclusion" section should be altered so that it does read as a communication directly to parents.

(b) Display Screen Equipment

It was agreed to insert a maximum of £100 contribution towards the cost of providing corrective lens required specifically for using Display Screen Equipment.

(c) Health and Safety Policy

It was agreed that Section B1(e)(iii) should be amended to require an annual governors' inspection, to include a general check of the whole school site, and one or more specific areas as deemed necessary to be identified.

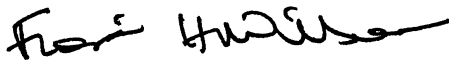
(d) Travelling Expenses and Subsistence Payments Policy

**18. Any Other Business**

There was no other business.

**19. Next Meeting**

6.30pm on Thursday 28 April 2016

Signed:		(Chairman of Committee)
Date:	28/4/2016	