

**Colyton Grammar School**

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

**Date of Meeting: Thursday 28 April 2016**

**Venue: Headteacher's Office**

**Present:**

Governors	Dr C Bastin, Mr G Davis, Lt Col T J Dyer, Mr M Goscomb, Mr M Marsh, Mr B Salter, Mr R Scott, Mrs F Wilkinson, Mr S R Cook and Mrs J Wainwright
Staff	Mrs S Burns-Price
Visitors	None
Secretary	Mrs A Robinson

**1. Disclosure of Interest**

There were no disclosures of interest.

**2. Apologies**

No apologies were received.

**3. Approval of Minutes of Meeting held on Wednesday 9 March 2016**

These were approved and signed.

**4. Matters Arising**

**(a) Item 4(b): Colyford Play Area**

Mr Cook reported that there had been no further developments and the next Parish Council meeting will be on 14 May.

Lt Col Dyer queried whether the school should take an active role in the meetings concerning the Neighbourhood Plan, of which Colyford Play Area is a part. After discussion it was agreed that Lt Col Dyer would report back to the Committee if closer engagement appeared to be beneficial.

**(b) Item 5: Insurance Arrangements from 1 April 2016**

Mr Cook confirmed that the school had extended the existing cover with Zurich Municipal to 31 August 2016. Mr Cook will report on the review of the RPA and the new Zurich Devon and Cornwall Scheme at the Finance and Resources Committee meeting on 23 June 2016.

**(c) Item 11: Draft Management Agreement for Sports Centre and All Weather Pitch**

Mr Cook reported that the draft management agreement for the Sports Centre and All Weather Pitch is now complete and asked for two governors to join him in negotiation with EDDC and LED. Dr Bastin and Mr Salter agreed to this responsibility.

There were no other matters arising.

**5. Budget Plan for 2016/17 and Five Year**

Mrs Wilkinson drew the attention of the board to the provisional budget plan which had been circulated prior to the meeting and thanked Mr Cook for such a comprehensive report.

Mr Cook emphasised that the plan is provisional due to the following factors:

- The detail on the proposed national funding formula which will be available in the second part of the consultation in June
- Unknown staffing changes
- The impact of the National Living Wage which is being considered by the Staffing Committee at its meeting in June
- The outcome of the review of insurance arrangements.

Mr Cook then gave a powerpoint presentation (slides attached) which covered the following:

- A reminder of a quotation from a letter from Leading Heads to The Times in 2015
- A statement from The Institute of Fiscal Studies predicting a real time fall of 8% in pupil funding by 2020
- An explanation of the difference between budgets previously forecast and actual expenditure
- An explanation of why the Budget Plan is provisional
- An explanation of other major changes that will impact the budget surplus/deficit
- Key assumptions made in formulating the budget
- Key budget questions

Mr Cook explained that the final budget must be submitted by July 31<sup>st</sup> 2016 having been agreed by the Board at the meeting on Thursday 14 July.

Discussion and queries followed the presentation:

Mr Davis expressed concern at the proposed remodelling of the sixth form to 7 periods per subject in each 2 weekly timetable cycle, as it would mean available teaching time would be very tight. Mr Davis asked for the cost implication if this was 8 periods. Mr Cook agreed to provide this. Mrs Wainwright added that one of the first tasks of the new Head would be to make a decision on the offer for sixth form, with timings in mind, and also that other SWAT schools were reducing contact time with students. Mr Davis pointed out that teachers would need to start planning for the new timetable very soon.

Mrs Wilkinson noted that Take Five is generating income and asked if the price rises had resulted in comments from parents. Mrs Wainwright replied that there had not been any feedback from parents. Mrs Wilkinson confirmed that although prices were increasing, in comparison to other schools, Take Five still offers very good value.

Lt Col Dyer queried whether sparsity funding was still included in the budget. Mr Cook confirmed that it was not, as school numbers would be above 600.

Mrs Wilkinson asked if for the budget reflected the recruitment of external Year 12 students as the move to a two year sixth form will make it easier for students to join the school at this stage. Mr Cook reported that no allowance had been made and that although the rate of pupils staying after year 11 is currently 95%, the budget had been modelled on 93%, reflecting previous experience with students leaving at the end of Key Stage 4 in Year 11. Mrs Wainwright confirmed that it would now be possible to market the sixth form, although entry standards would have to be maintained.

Mrs Wilkinson queried whether the Committee had heard of a new proposal that all sixth forms offer apprentice style practical subjects as well as A Levels. Mrs Wainwright and Mr Cook explained that while they were not aware of the specific details, the school is

already required to ensure that students receive impartial advice about the full range of options post-16.

Mr Cook emphasised that the expansion to 5 forms is the most significant action the governors have taken to secure the school's long-term financial future and pointed out the slide showing the comparison between figures if the school were not to expand. Mrs Wilkinson asked the Committee to remember that although a five form entry significantly helped the budget there was still a deficit for the next few years. She asked that this be kept at the forefront of everyone's minds when making budget decisions in the future.

After a query from Mr Cook, the Committee unanimously agreed with the assumptions that had been made in formulating the budget, while accepting that some of these may have to change in the light of new information. Dr Bastin queried whether the budget was 'worst case scenario'. Mr Cook confirmed that it was not, but described it as "conservative". Dr Bastin expressed confidence in the budget on the basis of Mr Cook's previous financial forecasts.

Mr Cook asked the Committee to consider what approach should be taken to the predicted deficits. It was resolved that rigorous cost savings and income generation opportunities should continue to be identified and shortfalls should be funded from reserves. The character of the school should not be affected. This decision should be subject to constant monitoring and review.

The Committee discussed a variety of potential economies including:

- Effective targeting of pupil premium students
- Lecture format and remote teaching
- Restructuring of the Senior Leadership Team in the light of staff changes over the next few years
- Review of the subjects on offer
- Zero hours contracts for cover/supply work

Mrs Wilkinson commented that it should be possible to replenish funds after five years.

Following further clarification of minor points in the budget, it was agreed that Mrs Robinson should circulate the budget to all Governors, indicating that the budget is provisional and for reference only.

**6. Approve Travel, Subsistence and Cover Rates for 1 September 2016**

Mr Cook drew the attention of the Committee to the paper that had been circulated prior to the meeting. He explained, in response to Mr Goscomb's query, that Security Call-Out Charges only amounted to a few hundred pounds per annum.

Proposed by Mr Marsh and seconded by Mr Scott and unanimously agreed that the proposed Travel, Subsistence, Cover and Call Out Rates be approved

**7. Approve Lettings Charges for 1 September 2016**

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

Proposed by Mr Scott and seconded by Mrs Burns-Price and unanimously agreed that the proposed Lettings Charges from 1 September 2016 be approved.

## **8. Support Services for 2016/17**

Mr Cook drew the attention of the Committee to the paper that had been circulated prior to the meeting. This proposed that the following services should be purchased:

Somerset County Council:

Catering - £710

Caretaking and Cleaning - £710

Babcock LDP (Devon)

Physical Education, Daily Physical Activity and School Sport (PEDPASS) Level 2 - £262

Safeguarding Service Level 2 £836

(Mrs Wainwright explained that the Safeguarding Service supplied by Babcock LDP was their medium level service and that their advice had proved invaluable).

Devon HR One

Health and Safety - £1,400

Educational Psychology – £1,700

Mr Cook drew the attention of the Committee to the paper circulated prior to the meeting. In this, Mrs Fitzhenry (SENCO) proposed that better long term value could be obtained by training an internal assessor for students who need special arrangements for public examinations.

Mrs Wainwright explained that:

- the current support service is not timely
- the reports are often found to be inadequate
- blocks of time have to be pre purchased and are lost if not used within the specified timescale
- if parents pay for external Educational Psychologists' reports, these are often not recognised by the examination boards
- the appointed member of staff would act as an internal filter, deciding whether to refer students on to an external Educational Psychologist for a more comprehensive report.

Mrs Wilkinson reminded the Committee that problems with the current service had been mentioned at previous meetings and enquired whether a suitable candidate had been identified. Mrs Wainwright confirmed that Mrs Lockwood would be approached if this expenditure was agreed. There would be no pay implications.

Proposed by Mr Davis and seconded by Lt Col Dyer and unanimously agreed that these services should be purchased, but that Mrs Fitzhenry's proposal for in-house provision should be implemented rather than purchasing the Educational Psychologist service from Devon.

## **9. Finance Working Party Report**

Mr Scott reported that the Finance Working Party planned to meet later in the term, hopefully allowing time for the new Development Officer to be appointed. The advertisement for this post will be published shortly.

Mr Scott reminded the Committee of the 'Any Questions' event on Friday 13 May. He explained that this was an opportunity to engage with potential future sponsors, but was not the occasion to discuss sponsorship.

Mr Scott reported that the 'Bob Champion Evening' had been postponed to Saturday 1 October at Mr Champion's request. The evening will be a buffet meal followed by a talk by Mr Champion on his life as both a jockey and a cancer survivor.

## **10. Capital Projects Report**

### **(a) Condition Improvement Fund Bids 2016/17**

Mr Cook drew the attention of the committee to the tabled feedback on Condition Improvement Fund Bids (CIF) 2016/17. He reported that Colyton had been awarded a payment grant of £176,690 for the Feoffees' Roof, Windows and Doors. However, the bid for the Staff House had been unsuccessful, even though there was good feedback on Value for Money and Project Planning.

In response to Mr Goscomb, and following discussion, it was agreed that the companies that had provided the two best value quotations for the PV panels should both be asked to review their quotations in the light of the minor additional electrical works identified by the architect.

Proposed by Mr Scott and seconded by Mr Goscomb and unanimously agreed that the quotations for the roofing works and windows from DFR Roofing Ltd and MPS Glass and Window Centre Ltd be approved.

The Staff House bid was discussed as part of (b) Five Forms of Entry Development.

### **(b) Five Forms of Entry Development**

Mr Cook drew the attention of the Committee to the tabled Feasibility Study supplied by TFQ Architects and presented a short Building Feasibility Study powerpoint (slides attached) which covered the following:

- Requirements – an additional six classrooms over the period 2019-2024
- Future changes that may impact on the requirements
- Options considered by Mr Cook, Mrs Wainwright and the architects for the location of the new classrooms
- Costings for each phase

(It was noted that proceeding with all phases would result in 9 classrooms when only 6 are required. Mr Cook explained that an existing classroom would be lost as part of the build and splitting out the phases enables the Committee to consider different options. Selecting phases 1 and 2 together would give a financial saving and result in 5 classrooms. The addition of phase 3 would create a further 2 classrooms).

- Year on year funding possibilities

Mr Cook reported that the feasibility study is based on a new two-storey building on the Feoffees' Lawn (Phase 1), second storeys added above IT1 and IT2 (Phase 2), Rooms 10 to 12 (Phase 3) and Rooms 1 to 3 (phase 4), Other areas identified had cost, or potential planning approval issues.

As the CIF bid for Staff House had proved unsuccessful, the Committee considered future building project priorities.

In response to a query from Mrs Wilkinson, Mrs Wainwright confirmed that a new Science Laboratory was the top priority, along with staff accommodation. Mrs

Wilkinson clarified that without CIF, the budget does not allow for both Staff House and the Feoffees' Lawn projects to commence. She concluded therefore, that Staff House, which includes a Science Laboratory, has to be the priority.

Mrs Wilkinson queried whether a further CIF bid for Staff House would be appropriate. Mr Cook pointed out that nationally very few large projects have successfully secured funding through the CIF programme. In response to a further query from Mrs Wilkinson, Mr Cook confirmed that a further bid for CIF could be made after building work on Staff House has commenced. He reminded the Committee that the first phase of Staff House will create an entrance area and a Science laboratory and the rest would be left as an empty shell.

Dr Bastin queried how the school would cope with loss of classrooms during the build. Mrs Burns-Price suggested that reconfiguring the current Year 11 study area in the Sindalls' Building might help, although this would require additional finance to comply with fire regulations and new furniture.

Mr Salter reflected that a modular build might be faster and more cost effective than a traditional build or timber frame. He suggested that temporary classrooms would be a possibility to cover the time lag before the start of the building work to accommodate five forms of entry. He concurred that as a Science Laboratory could not be housed in temporary classrooms, this must be the priority.

The Committee were reminded that the PA are raising £100k towards Staff House, the Wolfson Trust have committed funds and planning permission has already been granted.

Mrs Wilkinson proposed that the Committee approve phase 1 of the Staff House, starting ideally, this summer. In the meantime planning permission should be sought for the new build to accommodate five forms of entry and a CIF bid prepared for both Staff House and the new build, for December.

Mr Cook expressed concern at the timescale and asked for further time to discuss detail of the build with the architect and to go out to tender. A January start would be more realistic.

Mr Goscomb expressed concern about making a decision to go ahead with Staff House without a resolution on how to accommodate five forms of entry. Mr Cook confirmed that he would explore with the architect how to marry the two phases together.

Mrs Wilkinson emphasised that in spite of the refusal of CIF, the Committee must drive the building project forward and that firmer proposals and costings are essential for the Finance and Resources Meeting in June. Lt Col Dyer reminded the Committee that a firm proposal is required for the Board's approval.

Proposed by Mr Salter and seconded by Lt Col Dyer that the construction of the new Science Laboratory is the priority. Mr Cook will explore the most effective way of achieving this, bearing in mind the complete picture.

**11. Revenue Funding Position at 31 March 2016 and Reserve Position**

Mrs Wilkinson drew the attention of the Committee to the Financial Statements and detailed narrative which had been circulated prior to the meeting. The Committee expressed satisfaction with the report. Mrs Wilkinson thanked Mr Cook for his hard work.

**12. Municipal Mutual Insurance**

Mr Cook reported that he had been notified of an additional levy in April of £4,001, increasing the proportion from 15% to 25% of the amount subject to levy. This sum is already covered by a provision in the accounts.

**13. Bradbeer Fund**

Mr Cook informed the Committee that the Bursary Panel is due to meet in early May. The deadline for applications is 30 April. He explained that the Bradbeer Fund is helping an increasing number of students winning through to national (and international) competition finals, resulting in less money being available for trips and visits. Mr Cook confirmed the Bradbeer Fund currently stands at: £447,990 including some long term investments.

**14. Policies for Review**

**(a) Health and Safety Policy**

Proposed by Mr Marsh, seconded by Mr Davis and unanimously agreed that the revised Health and Safety policy which had been circulated prior to the meeting should be approved.

**(b) School Vehicles Policy**


Mr Goscomb expressed concern that the proposed School Vehicles Policy was not comprehensive enough and offered to send Mr Cook an example policy. It was agreed that Mr Cook will review this policy and bring it to the next Finance and Resources meeting for approval.

**15. Any Other Business**

There was no other business.

**16. Next Meeting**

6.30pm on Thursday 23 June 2016

Signed:		(Chairman of Committee)
Date:	23/6/16.	