

Signed minutes 28/6/17

Colyton Grammar School

Minutes of the Finance and Resources Committee – Part One

Date of Meeting: Wednesday 28 th June 2017	Venue: Headteacher's Office
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Present:

Trustees	Mrs S Burns-Price, Lt Col T J Dyer, Mr M Goscomb, Mr R Lewis, Miss M Nickells, Mr T Harris (Headteacher) and Mr R Scott
Staff	None
Visitors	Mr A Gould, Ms E Matthews
Secretary	Mrs S Smith

Item	Minute	Action
1	Disclosure of Interest	
	There were no disclosures of interest.	
2	Apologies	
	Apologies were received from Mr G Davis, Dr C Bastin and Mr Griffin	
3	Approval of Minutes of Meeting held on 27th April 2017	
	These were approved and signed.	
4	Matters Arising	
4(a)	<i>Item 7 Responsible Officer Arrangements</i>	
	<p>Mr Lewis outlined current arrangements and questioned how this would continue next year. Miss Nickells replied that she felt the current arrangements could be broadened. Mr Goscomb agreed that the arrangements up to now appeared static and may benefit from a more dynamic approach. After discussion it was felt that the two key areas of payroll and purchasing could be covered over two visits along with Governance systems/documentation. Visits to be set for Spring and Summer Terms. Miss Nickells also highlighted the importance of budget monitoring.</p> <p>Mr Goscomb felt an ongoing relationship with Mr Lewis and the external auditors would identify key areas of risk that could be the focus of the Responsible Officer's work which would then be brought to the Committee for summary and discussion.</p> <p>The Committee agreed that after the audit a programme would be established to bring forward to the Spring/Summer terms, along with further discussion of this matter in the second half of the Autumn term.</p>	

5	Policies for Review	
	<p>Miss Nickells drew the attention of the Committee to the following draft revised policies which had been circulated prior to the meeting:</p> <p><i>RESOLVED: Proposed by Lt Col Dyer, seconded by Mr R Scott and unanimously agreed that the following policies should be approved subject to the details noted below.</i></p>	Secretary
5(a)	Asset Management Policy	
	<p>Mr Goscomb questioned depth of the policy, in particular the lack of referral to disposing or loss of assets. Miss Nickells agreed that this should be added to the policy along with an asset authorisation form. Mr Goscomb also asked for the sale of items to members of staff be addressed and thoroughly examined. After discussion the Committee felt that any item worth more than £100 would be sold externally but smaller value items could be handled within the school if necessary.</p>	Mr Lewis
5(b)	Remissions and Charges for School Activities Policy	
	This policy was agreed.	
6	Best Value Review – Rationale and Approach	
	<p>Mr Lewis referred the Committee to the paper distributed before the meeting which outlined the importance of the support budget and highlighted the main areas that he felt should be reviewed for efficiency.</p> <p>Mr Gould questioned the marketing strategy of the school. Mr Harris outlined the ways in which the school is marketing itself currently and expressed that this could be more robust and would benefit from Trustee expertise and input. Ms Matthews highlighted the importance of social media and how this could be utilised to a greater extent. Mr Gould added that a key group of staff could be developed and trained to ensure social media works harder for the school.</p> <p>Mr Scott asked for the Committee to consider investing in the training of Dr E Styles, Funding and Development Officer, to enable her to help with the marketing of the school and raising of the school's profile.</p> <p><i>APPROVED</i> – It was unanimously approved that £1800 from general funds would be earmarked for this purpose.</p> <p>Mr Gould pointed out the importance of having a marketing strategy in place before targeting individuals to work on this area. Mr Gould agreed to help in drawing up a strategy alongside Mr Harris and Mrs Hitchcock.</p> <p>School website – Mr Harris explained how this is currently under performing and would benefit from a redesign. The website is currently</p>	Mr Gould/Mr Harris/Mrs Hitchcock

	<p>under review and due for relaunch, hopefully by September 2017. The timeframe was felt to be possibly unrealistic but further discussion on this area would be brought to the next meeting of the Committee.</p> <p>Office 365 – the Committee discussed how this resource is not being utilised to full capacity and how it could work harder for the school. Mr Lewis pointed out that proper utilisation of Office 365 may allow the school to cut some paid for services.</p> <p>Mr Goscomb questioned whether there should be a separate Best Value Review covering TLR and highlighted the importance of focussing on the communication aspect to ensure that the review is viewed as a positive tool for CGS. Mr Goscomb also questioned some timeframes referred to in the paper circulated to the Committee. Mr Lewis agreed that this would be an organic process and that this would be revisited during subsequent meetings of the Committee. Miss Nickells agreed that this be carried forward as an Agenda item to the next meeting.</p> <p>Mr Goscomb called for the Review to be taken from a more broad perspective with emphasis on drawing out the optimum value of staff and positive aspects rather than focus on cuts.</p>	Secretary
7	Approve Five Year Budget Plan	
	<p>Mr Lewis referred the Committee to the paper circulated before the meeting. This Five Year Budget Plan was drawn up by Mr Cook at the end of April 2017. The plan has been reviewed by Mr Lewis and he felt that the underlying assumptions were reasonable. The current uncertainty over funding may have an impact on the plan and therefore reassessment and changes may be made. After discussion it was felt the robustness of the plan was currently sufficient.</p> <p>The Committee discussed the application for part of the £50m fund the Government had earmarked for Grammar School expansion in light of our failed CIF application for Phase 1 of the five forms of entry project. It was debated whether this funding would still be available due to the current political climate and Mr Harris highlighted that Stage 2 of the five forms of entry project was very unlikely to go ahead. As a result the Committee discussed other ways in which CGS could cater for the additional students resulting from the five forms of entry.</p> <p>Mr Harris distributed a rooming analysis to the Committee as an illustration of how existing rooms could potentially be utilised more efficiently, perhaps resulting in some teachers being out of their own department for lessons.</p> <p>RESOLVED the numbers of this budget plan for 2017/18 were approved by the Committee.</p>	

	<p>It was agreed that the wording of the accompanying narrative that was written by Mr Cook in April could be updated to remove references to the upcoming election and resolve any uncertainties that could now be clarified. The updated narrative will be circulated to Mr Harris and Miss Nickells for approval prior to the Five Year Budget Plan being submitted to the full Board meeting in July.</p>	Mr R Lewis
8	Financial Statements: May 2017	
	<p>Mr Lewis referred the Committee to the paper circulated prior to the meeting.</p> <p>Attention was drawn to how this area would be evaluated under the Best Value Review in order to streamline the system and how it could be improved for best use.</p> <p>Miss Nickells questioned the possibility of having a budget monitoring/forecast statement for a year ahead. Mr Lewis also highlighted that a monthly cash forecast would be a beneficial addition.</p> <p>Miss Nickells highlighted the risk involved in having large amounts of money invested in one area. Mr Goscomb questioned the use of an investment policy in order to establish correct protocol and protect decision making in this area. Ms Matthews agreed to help review the investment policy of CGS, to determine whether too much investment is being held in one place as well as the rate of return/risk.</p> <p>After discussion it was felt that the basis of future reports could be focussed on a summary of key areas for ease of understanding. The Committee felt that the Financial Statements as currently reported could be made more user friendly by highlighting key reports and resolving any unnecessary extra information.</p>	<p>Ms Matthews</p> <p>Mr Lewis</p>
9	Report on current Capital Projects	
	<p>Mr Lewis referred the Committee to the paper circulated prior to the meeting and outlined the main ongoing projects. Mr Harris highlighted that communication to parents on these projects this term would be of importance.</p> <p>Some discussion was held regarding the proposed lane widening outside school. Mr Lewis explained the confusion surrounding the funding of this project. The Local Authority's stance was that CGS were expected to pay fully for the lane widening project, rather than the 50/50 arrangement expected. The proposed cost of £12000 was felt to be short of expected</p>	

	cost. This project was felt to be currently static and a way to move things forward needed to be identified. This matter would be carried forward to the next meeting of the Committee.	
10	Annual Committee Review	
	A meeting is scheduled for 29 th June to discuss this item.	
11	Development Officer Report	
	This report was distributed prior to the Committee meeting. Mr Lewis outlined the main points of this report and reiterated how the training agreed earlier by the Committee for Dr Styles would be helpful. Feedback would be provided to the Committee at the next meeting after the training had taken place.	
12	Colyton Leisure Partnership Forum Update	
	This is an ongoing area for further debate. Security of the pedestrian gate next to the double gates at the bottom of the sports centre car park was highlighted as an ongoing concern. The use of security keypads and further signage around the school indicating areas where visitors were not allowed were highlighted as possible ways forward. The reintroduction of staff car parking permits was under consideration. Lt Col Dyer questioned the limited capacity for changing room facilities. Mr Harris explained that this was an issue of concern and would be reviewed.	
13	Site Management and Health & Safety Report	
	Mr Lewis explained that following an issue with the electrical supply to Take Five, CGS was acting upon advice from Western Power to resolve the problem. Mr Lewis also reported that Dave Hutchins, Site Manager, would be included in future discussions to spread expertise and knowledge of this area. There is a review due in Autumn and this would be fed back to the next meeting of the Committee.	
14	Risk Register	
	The strategic/governance approach will be discussed at the meeting scheduled for Thursday 29 th June 2017.	
15	Widening Participation	
	Mr Harris explained that he had been involved in talks with Exeter University to collaborate with CGS as part of their Outreach work in order to widen participation. Further visits to primary schools had taken place along with contact with local schools to target disadvantaged/more able students to focus on	

	<p>certain key skills and areas. This was over a four week programme which had produced an enthusiastic and positive response. Mr Harris explained how it was important to grow and develop this area further and outlined the possibility of working with pupils from as early as year 3.</p> <p>Mr Goscomb highlighted how this area was intrinsically tied to the marketing strategy approach discussed earlier by the Committee currently due for review by Mr Gould and Mr Harris.</p>	
16	Any Other Business	
	<p>It was brought to the attention of the Committee that it was Mr Scott's last Finance and Resources meeting. Miss Nickells thanked him for his support and hard work during his time on the Committee.</p>	
14	Next Meeting	
	TBC	

Signed:		(Chairman of Committee)
Date:	04/10/17	