

Finance and Resources Committee Meeting
Wednesday 4th October 2017 5.30pm
Minutes


Attendees:	Apologies	Secretary:
Miss M Nickels (Chair)	Mr G Davis	Mrs S Smith
Lt Col T Dyer (Vice Chair)	Mr I Griffin	
Mrs S Burns-Price		Visitors:
Mr A Gould		Dr E Styles
Mr M Goscomb		Mrs L Linnell
Mr T Harris		
Mr R Lewis		

	Item	Challenges:	Actions/ Decisions:
1	Minutes of last meeting were agreed and signed.		
2	<p>Developments – 2 year plan Dr E Styles presented a summary of the plan for the two years ahead which was distributed ahead of the meeting.</p> <p>Colyton For Life – Alumni, Parents and Friends 787 on network and 591 members. LinkedIn presence, termly newsletters, SWAT development meetings.</p> <p>Come Back and Inspire programme for Alumni and parents in the future. Networking with Exeter Skills Board and local companies.</p> <p>Improve stake holder involvement (events) by combining with another event for added value.</p> <p>Fundraising – The Annual Fund to enable quick reaction to departmental needs and improve student experience. Need to improve communication back to donors (mainly parents) explaining how their donations have been used. Publication of a Wishlist to thank donors and encourage others.</p> <p>Focused Campaign – IT, reacting to the increasing need for digital skills.</p>	<p>Fundraising – further clarity and division may be needed over the different ways donors are being approached (PA, Annual Fund, regular giving, Focused Campaign etc.)</p> <p>Should there be a mechanism for Trustee involvement in deciding which grants to bid for?</p>	<p>This mechanism would be impractical. Applications should be processed as long as they fit with the SDP and if successful then discussed at Trustee level.</p>
	DECISION		
3	<p>Election of Chair and Vice Chair Miss M Nickells offered to stand again as Chair. No other nominations were received.</p> <p>Lt Col T Dyer offered to stand again as Vice Chair. No other nominations were received.</p>	<p>Implications of the potentially impending restructuring of Committees to be monitored re workload and responsibilities.</p>	<p>Unanimously agreed to reappoint Miss M Nickells as Chair.</p> <p>Unanimously agreed to reappoint Lt Col T Dyer as Vice Chair.</p>
4	<p>MIS Review Mr Lewis summarised the report distributed prior to the meeting.</p>		

<p>Targeted areas: Budgeting and Finance Systems, HR Payroll, Premises issues. Evaluated the current situation with these systems and weaknesses. Possible alternatives investigated. Quotations received from potential suppliers. Areas that report can only allude to, but that are worth consideration, include impact on staff and also the element of risk based on how systems have historically been designed around a “key man”.</p> <p>A number of challenges were raised relating to the MIS Review as follows:</p> <p>55,175 set up cost. 9,140 Annual cost (3 year initial term) 9,140 per annum thereafter. Timescale - February 2018. Cost implications need to be balanced against quality of life for staff and quality of information provided by the systems to enable the correct decisions to be taken for the efficiency of the school. Timescale – some areas will be immediate, others more staggered but February achievable.</p> <p>Cloud based, internet reliant and therefore not stored on CGS servers.</p> <p>Main purpose of SIMS is pupil data. As an HR tool its capability is limited. SIMS and the proposed new system would link to avoid duplicate data entry.</p> <p>We are at the front end of using the fully integrated suite. This has been reflected in the negotiation of the cost.</p> <p>Historical data will be kept on a read only basis.</p> <p>Quotation documents have been received that cover the proper formal tender process.</p> <p>As stated in the current Finance Policy, this committee has the capacity to authorise a £20k</p>	<p>Cost implications and timescale?</p> <p>School IT infrastructure able to cope?</p> <p>How does this integrate with other current systems such as SIMs?</p> <p>Has contact been made with schools that already use the whole integrated suite in place?</p> <p>Can historical data be kept?</p> <p>Has the proper tender process been followed?</p>	<p>Quotation documents and MIS Review to be distributed to FB. RLewis</p> <p>Forwarded to FB After detailed consideration it was</p>
--	---	--

	<p>spend. Authorisation for the full spend would need to be considered at Board level.</p>		<p>agreed to recommend to the Full Board to approve full implementation of the recommendations in the MIS Review at the Training Evening scheduled for 18th Oct.</p>
5	<p>Site Security Quotations Background – important Ofsted implications if poor site security could be deemed to have a detrimental impact on safeguarding. Quotes received to improve fencing and security around the site to alleviate this risk. This area has not been budgeted for. Funding to come from Reserves. Both quotes received so far are for identical products. Timeframes were distinctly different from the two suppliers.</p>	<p>Table of comparison required for ease of reading of the two quotes. Third quote?</p>	<p>RLewis to draw up a comparison table and try to source a third quote. Forwarded to FB In light of the Head's opinion that this is a clear need then this Committee felt that subject to a more favourable third quote then the quote from Ben Nock would be recommended for approval by the Board on 18th October.</p>
6	<p>Finance Policy As it currently exists this is more akin to a Scheme of Delegation. There is a need for a Procedures Manual, and depending on the outcome of the MIS Review, this will be completed in due course.</p>		<p>Forwarded to FB It was agreed to submit a revised draft Scheme of Delegation to the Full Board with more appropriate limits as discussed. RLewis</p>
7	<p>Minibus Proposal to have another leased onsite minibus that can be driven without a D1 driving licence requirement to allow more staff to utilise it.</p>	<p>Possibly part-funded by PA?</p>	<p>The Committee agreed to enter into a contract for another leased minibus but requested THarris to approach PA to possibly part-fund.</p>
DISCUSSION			
8	<p>Capital Projects TH summarised the report distributed ahead of the meeting. Following the change of political focus away from Grammar Schools, the proposed Selective School Improvement Fund is no longer available. As a result the Capital Plans originally proposed appear to be too ambitious to be realised. After discussions with</p>		<p>THarris/RLewis to bring more detailed plans to the next meeting for consideration.</p>

	<p>the school's architects, draft plans have been drawn up for adaptation of existing buildings; namely Feoffees, Drama Hall (main school) and Staff House. Also under consideration are further modifications to other areas of the site, particularly the Study Centre, the Walker Building, Cottrell Hall and Take Five.</p> <p>Phase One and Two planning permission no longer being pursued, planning permission is unlikely to be achieved for any increased footprint, including Staff House.</p> <p>Relationship with Leisure East Devon under question and negotiations are ongoing.</p>	Possible community implications if this were to change?	
	INFORMATION		
9	Financial position update Delayed until the next meeting.		
10	NFF Update Delayed until the next meeting.		
13	DONM Thursday 30th November 2017		

Signed:		Chair of Committee
Date:	30/11/17	