

Resources Committee Meeting
Thursday 30th November 2017 6.30pm
Minutes

Attendees:		Secretary:
Miss M Nickels (Chair)	Mr B Sindall	Mrs S Smith
Mrs L Linnell		
Mr A Gould	Apologies:	Visitors:
Mr G Davis	Mrs V Wells	Stephanie Henshaw (Francis Clark)
Mr M Goscomb	Lt Col T Dyer	
Mr T Harris		
Mr R Lewis		

Item:		Challenges:	Decisions:
<i>Decision</i>			
1	Minutes of last meeting were approved and signed.		
2	<p>Annual Accounts Stephanie Henshaw from Francis Clark highlighted main points from the papers circulated prior to the meeting:</p> <p>Statement of Financial Activities The results show a reduction in restricted revenue funds of £55k and £137k increase in unrestricted funds. Overall income exceeds costs for the year by £82k.</p> <p>Balance Sheet Overall position - net assets have improved over last year.</p> <p>Objective – to ensure there is a carry forward broadly equivalent to 7.5% of GAG, on target. Nothing to cause concerns.</p>	<p>Staffing costs against benchmark figures were discussed and the school was felt to be within an acceptable tolerance.</p> <p>Page 44 query over depreciation costs – figures to be checked. MGo identified minor typos to be forwarded to RLe.</p> <p>Informed management – in the event of RL or MN being unavailable should there be a fall back? There was a discussion about developing the capacity of Trustees to deal with financial matters. FC will take a lead in supporting the board to ensure that in the event of current informed management being incapacitated the board can perform their necessary obligations to a high standard.</p> <p>There was discussion held about the board's current capacity to manage Risk. It was felt that external support could be commissioned to undertake a review of the current Risk Management arrangements. Given FC's knowledge of the school and professional understanding of Risk it was felt</p>	RLe to amend.

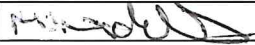
		<p>that they could support in this area. It was suggested that the school engage FC to perform internal audit work focusing on the strategic and high level areas with particular reference to Risk in the short term. This function would be performed in tandem with the transactional testing that is currently undertaken by Laurence Evans of the Kings School. FC's approx. cost for this is between £750 and £1250. Given MNI's experience and knowledge of the finance sector, she was asked whether this was a reasonable estimate, which she confirmed was the case. MNI also commented on the outstanding reputation of FC and the benefit of having their experience of the school and academies.</p>	<p>Proposed by the Committee to use FC's services – RL to follow up.</p> <p>The Committee agreed to recommend to the full board that these accounts be signed off subject to the amendments above.</p>
3	<p>Capital Projects Contribution</p> <p>Refurbishment of Staff House – still a priority being putting forward for a CIF bid. Five tenders came back at £145,000 -£185,000. Bid hoped to be more successful as based on condition improvement, rather than new build.</p> <p>Improvements to Astro Turf Prelim site surveys carried out, shown that the top layer needs replacing, approx. £200k-300k. Has been 13 years since last done. CGS contribution suggested at 10% (£100k set aside for this project which school's contribution can be taken from.) Ongoing discussions with LED exploring various possibilities regarding use of changing</p>	<p>How is Staff House being described? The state and condition of Staff House makes it a convincing bid, huge health and safety issues.</p> <p>It was discussed if the school's contribution should be a percentage (10%), or to cover the value of the contingency.</p>	<p>The Committee agreed that the school's contribution should be either 10% or to cover the value of the contingency, whichever is the greater.</p> <p>The Committee agreed to put forward a contribution of 10% from the funds set aside for this project.</p>

	<p>rooms, funding of floodlights, fitness suite etc.</p> <p>Future Projects: Expansion Project for the Drama Hall - Change of use. Grammar schools cannot do expansion projects as part of a CIF bid. Awaiting for confirmation from DfE on funding arrangements. Felt that any funding made available would be linked to projects showing social mobility. Tenders have not been sought yet but costs felt to be in the region of £600-800,000. More space will be needed within two academic years.</p>	<p>The Trustees discussed ways to ensure that the expansion project is linked to our drive to improve social mobility? There was a discussion about how the school could refer to suitable DfE models.</p> <p>A suggestion was raised about putting together a small focus group of SLT/Trustees to continue to focus on increasing the level of social mobility.</p>	<p>Proposals being drawn up by THa by next week for staffing/pastoral issues. Preliminary ideas on room usage/utilisation to be brought to the next Resources meeting.</p> <p>The Admission Group that has already been established will follow this up.</p>
<i>Discussion</i>			
4	<p>Management Accounts (Sep & Oct) RLe invited questions from the reports circulated prior to the meeting.</p>	<p>Catering Income down but costs up markedly over two months. Catering still produces a surplus, there is the need for this area to be evaluated. Needs to be considered in a wider context (5 form entry). Trustees suggestions for the development of the Catering function included: * Questionnaire to pupils * Reduction in choice/more quality * Invite another SWAT school to come into CGS for a review * Catering Manager to visit other schools to examine successful models. It was noted during this process that the Cashless system also to be updated as this is now over 10 years old.</p> <p>Teaching Staff Costs The lower Staff Cost was questioned – the accrual for Teachers Pay Awards not included in this figure. This will be amended.</p>	<p>RLe to follow up with Catering Manager.</p> <p>RLe to amend.</p>

		<p>Capital The significant overspend was questioned when compared to budget of the Capital expenditure. RLe explained that the significant majority of this was for the Management Information Systems (MIS) provided by PS Financials, the cost of which was approved at the last Board Meeting (Training Day.) The minute referenceS for that meeting are as follows: MIS Review Recommendation The recommendation of the MIS review were circulated to all trustees for approval. Two trustees did not vote, all other trustees supported the proposal whilst endorsing the need that in the future the procedures relating to high expenditure items should be followed. Site Security The Director of Resources explained that it had not been possible to obtain a third quote. The board recognised the need for prompt action and approved the recommendation to accept the Ben Nock quotation whilst again reinforcing the desirability of trying to obtain 3 tenders</p> <p>The remainder of the Capital overspend is due to the categorisation of the premises maintenance budget. At the beginning of the year this budget was fully allocated to revenue expenditure costs. In future this budget will be more accurately apportioned between revenue and capital expenditure. The overall budget for premises maintenance will not be overspent during the year.</p> <p>The streamlined report was appreciated as an easy to read snapshot. There was some feeling that additional commentary would be beneficial to Trustees highlighting any concerning variances. Commentary to be restricted to one page of vital information.</p>	<p>RLe to produce a one page commentary highlighting the most important variances.</p>
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5	<p>Scheme of Delegation</p> <p>MNi talked through the main points of the report distributed prior to the meeting. The report was designed to provide more consistency and to allow budget holders to authorise spend within their budget. Previously, the Director of Finance and Resources and the Headteacher could spend £10k outside of budget with no Trustee authorisation. It was felt that to improve financial control this should be reduced to £2k. Previous Finance Committee could authorise up to £20k. Due to restructuring of Committees, the Resources Committee now comprises a larger proportion (75%) of Trustees. It was suggested that the Resources Committee should now be able to approve spend up to £50k.</p>	<p>In response, the point was made that online quote safety needs to be considered. It was also agreed that verbally sourced quotes need to be evidenced by email.</p> <p>It was also noted that as it stands there is some ambiguity in the phrase "subgroup" and that the document should be amended to specify that the subgroup has been "nominated" by the Resources Committee.</p> <p>It was pointed out that the spending requirements needed to specify the action required when a purchase is of the value greater than £50k but lower than OJEU.</p> <p>It was suggested that the increase from £20k to £50k for the Resources Committee spend was too significant. It was requested that further rationale was acquired before accepting the document in its current format. Furthermore it was felt that this document should be read in conjunction with a Finance Policy that clearly specifies the school's operational financial management procedures. Once the new MIS has been implemented, a new Finance Policy will be drawn up to ensure that this information is readily available. Trustees resolved that acceptance of the new scheme of delegation should be postponed until such time as that document is available. It was decided that to improve financial control in the meantime the existing scheme of delegation should stand with one amendment; that is to reduce the unauthorised spend outside of budget from £10k to £2k.</p>	<p>Agreed to change wording to ask for two email quotations.</p> <p>Agreed to add wording regarding a nominated subgroup of the Resources Committee.</p> <p>The Trustees agreed that more than £50k/OJEU spend requires 3 tenders line to be added.</p> <p>The Committee agreed to reduce the £10k spend to £2k.</p>
<i>Information</i>			

6	<p>Educational Visit – change of provider. RLe brought to the Committee's attention the change in legal structure of the educational visit provider for the Year 7 residential. A separate legal entity has been created to administer the activities on the residential.</p>		<p>The Trustees agreed that the school should proceed with the visit as whilst the legal structure had changed, the individuals involved had largely remained the same and that these individuals had hosted a successful residential for the school on multiple occasions.</p>
7	<p>Bradbeer and 16-19 Bursaries RLe explained that he and THa had reviewed all applications to both bursaries. On this basis that all of the necessary criteria had been met, it was suggested that all bids be granted. This was unanimously agreed.</p>		
8	PS Financials – timeline	Postponed to next meeting	
9	NFF Update	Postponed to next meeting	
	Meeting closed at 9pm.	DONM 31ST January 2018	

Signed:		Chair of Committee
Date:	31/01/18	