



Resources Committee Meeting

Meeting to be held on Monday 20th February
2017 at 06:30pm in the School Conference Room

AGENDA

Part A

	Item	Report Reference/Oral	Lead
1.	Apologies		
2.	Declarations of Interest	Verbal	All
3.	Approval of Minutes of Previous Meeting/ Matters Arising/Review of Action Log	RC-Feb17-01 – Attached	ML
4.	Q1 Finance Report 2016/17	RC-Feb17-02 – Attached	MW
5.	SEF 3 Behaviour & Safety	RC-Feb17-03 – Attached	HJR
6.	Performance Related Pay	Verbal	IAH
7.	Playing Field Update	Verbal	AAP
8.	Policies for Approval: 1) Finance Policy 2) Behaviour Policy 3) Accessibility Plan 4) School Uniform Policy 5) Whistleblowing Policy	RC-Feb17-04 – Attached RC-Feb17-05 – Attached RC-Feb17-06 – Attached RC-Feb17-07 – Attached RC-Feb17-08 – Attached	MW RM HJR RM IAH
9.	Health & Safety Report – Autumn Term	RC-Feb17-09 – Attached	AAP
10.	Departmental Reports – Autumn Term: • HR Report (For information only) • ICT Report (For information only) • Facilities Report (For information only)	RC-Feb17-10 – Attached RC-Feb17-11 – Attached RC-Feb17-12 – Attached	AAP AAP AAP
11.	Any Other Business		All
12.	Date of Next Meeting: 06:30 pm Monday 8 th May 2017 School Conference Room		



Signed.....

Date.....

Resources Committee Meeting Minutes

Attendees:	Name	Initials	Role
	Muir Laurie	ML	Community Governor– Committee Chairman
	Ray Coyne	RC	Community Governor – LGB Chairman
	Rob Major	RM	Head of School
	Ian Hylan	IAH	Executive Principal
Apologies:	Laurence Foley	LAF	Staff Governor
	Colin Cavan	CC	Community Governor

In attendance:	Name	Initials	Role
	Alan Poole	AAP	Business Manager (Minutes)
	Helen Rushby	HJR	Assistant Principal
	Martin Wainscott	MW	Bursar (Items 1- 4, 8.1 and 11.1 – 11.3 only)

Item	Minute	Action
1.	Introduction & Apologies	
	1.1 ML welcomed attendees.	
	1.2 Apologies were recorded.	
2.	Declarations of Interest	
	2.1 ML requested declarations of interest, none were declared.	
3.	Approval of Minutes of Previous Meeting/Matters Arising/Review of the Action Log	
	3.1 The Minutes of the previous meeting were approved subject to a typo in 5.9. AAP to amend.	AAP
	3.2 No Matters Arising were raised.	
	3.3 The Action Log was updated.	
4.	Q1 Finance Report 2016/17	
	4.1. MW presented the Q1 Finance Report.	
	Revenue	
	4.2. It was noted that a larger revenue surplus (£516k) than forecast (£337k) had been carried forward from 2015/16. This had meant that the planned utilisation of £120k of Capital was no longer required and had been removed from the budget.	
	4.3. It was reported that Q1 Revenue and expenditure were both on target.	
	4.4. The End of Year Revenue position was therefore a forecast surplus of £243k i.e. £96k above target.	

Item	Minute	Action
	<p>Capital</p> <p>4.5 The Capital carried forward from 2015/16 was approximately £20k higher than forecast. This was primarily due to the delayed payment of retention monies for the Roof Replacement Project. These have now been paid.</p> <p>4.6 Additional expenditure has been planned post budget setting including the Playing Field Development Project” (£100k) and replacement of the School’s Wireless infrastructure(£55k).</p> <p>4.7 The Capital budget is therefore expected to achieve a closing balance of £238k compared to the original target of £272k.</p> <p>Summary</p> <p>4.8 The overall position is therefore an expected surplus of £481k which is £63k above the target £418k.</p> <p>Budget Discussion 2017/18</p> <p>4.9 Various influences on the budget for the coming year were then discussed.</p> <p>4.10 MW advised that if income increased e.g. as a result of the Playing Field Development, then it may be necessary to become VAT registered.</p>	
5.	SEF 3 Personal Development, Behaviour & Safety	
	<p>5.1. HJR discussed the content of the SEF 3.</p> <p>5.2. HJR advised that she was still to add the Sixth Form retention figures.</p> <p>5.3. HJR reported that a lot of work had taken place on improving punctuality and attendance and that the figures identified an improvement on the previous year.</p> <p>5.4. It was confirmed that the overall self-evaluation had identified a rating of “Good”.</p> <p>5.5. The areas identified for further work were presented and discussed. These included:</p> <ul style="list-style-type: none"> • Interventions with SEND Students • Improved use of the Reward System • Further actions around punctuality • Issues to support students address friendship issues, which was sometimes incorrectly interpreted as bullying. 	
6.	Performance Related Pay	
	<p>6.1. IAH discussed the potential approaches that could be used for determining the performance related element of teachers’ pay.</p> <p>6.2. IAH explained the importance of getting this right in terms of ensuring retention of staff but in the context of aching a balanced budget.</p> <p>6.3. IAH advised that some models needed to be drawn up by April/May so that they could be developed in parallel with the budget process and to ensure that they were ready for adoption from September.</p> <p>6.4. IAH informed that he intended to set up a working group to address this issue and requested governor input. ML said that he would be happy to be involved. It was also agreed to ask CC, the new Resource Committee member, to be involved.</p>	IAH

Item	Minute	Action
7.	Playing Field Update	
	<p>7.1. AAP presented a paper, prepared by Paul Foster, that provided an update on the Playing Field Project.</p> <p>7.2. The key points included:</p> <ul style="list-style-type: none"> • Surrey Heath Playing Pitch Strategy has now been published, a shortfall in the number of pitches has been confirmed and Tomlinscote has been identified as a potential site. • The Football Foundation and Surrey Football Association support the application in principal. • Finalised plans have now been signed off. • The next step will be to share the plans with the local community. <p>7.3. RM asked about the current timescale and AAP confirmed that the earliest the pitch was likely to be available was September 2018.</p>	
8.	Policies for Approval	
	<p><i>Finance Policy</i></p> <p>8.1. MW presented the revised Finance Policy. MW explained that this statutory policy was based on the Babcock template.</p> <p>8.2. MW confirmed that the majority of the policy remained unchanged.</p> <p>8.3. IAH discussed the process in Section 18.3.1 regarding the process by which the Pay Policy should be approved.</p> <p>8.4. It was agreed that this was a responsibility of the Trust Board as in a Multi-Academy situation this would be done on behalf of several schools.</p> <p>8.5. Currently however the approval should initially take place through the Resource Committee to whom the responsibility has been delegated and this would subsequently be ratified by the Board.</p> <p>8.6. The Policy was approved subject to this amendment.</p> <p><i>Behaviour Policy</i></p> <p>8.7. RM presented the updated Behaviour Policy. RM advised that the policy remained largely unchanged, although the role of the Student Support Officers had now been included.</p> <p>8.8. RM also informed that the intention was to review the School's approach to behaviour management in the near future and the policy may require review again at that time.</p> <p>8.9. The Policy was approved.</p> <p><i>Accessibility Plan</i></p> <p>8.10. HJR presented the updated Access Plan.</p> <p>8.11. The plan was discussed. HJR informed that SEN staff from Surrey County Council had visited the school to advise on ensuring access for SEN students.</p> <p>8.12. AAP informed that recent building developments had included improvement of access e.g. the lift that had been included in The Bee Hive development and the sensors added to the Reception doors as part of the renovations.</p> <p>8.13. Access to the various areas of the school was discussed and it was agreed that a further review of access to the LRC should be undertaken, particularly as this was an area that was used when other areas of the school were not accessible to some students e.g. C2/C3. This will be included in the plan.</p>	MW

Item	Minute	Action
	<p>8.14. The Plan was approved.</p> <p>Uniform Policy</p> <p>8.15. RM presented the updated Uniform Policy for approval.</p> <p>8.16. RM informed that the recently adopted School Kilt was now included in the policy.</p> <p>8.17. It was noted that the kilt is currently only applicable to Key Stage 3 (KS3) but that from September this would also be worn by Year 10.</p> <p>8.18. AAP informed that Trutex would also soon be providing school uniform as an alternative to Brendas. Due to the stock levels that had been transferred from the School to Brendas however, this would not include PE uniform at this time.</p> <p>8.19. The Policy was approved.</p> <p>Whistleblowing Policy</p> <p>8.20. IAH presented the updated Whistleblowing Policy.</p> <p>8.21. IAH informed that the policy remained largely unchanged from the previous version, but had been updated to recognise the Academy context.</p> <p>8.22. The policy was discussed and it was noted that the policy was applicable to all, including governors and contractors.</p> <p>8.23. IAH confirmed that the intention of the policy was to support individuals in making disclosures that were in the public interest.</p> <p>8.24. Section 2.5 was discussed regarding making malicious allegations. It was agreed that this should be strengthened in line with other policies.</p> <p>8.25. ML advised that the bullet point in section 2.7 relating to the Audit Commission should be removed as this body no longer existed. AAP to revise this section once correct bodies are confirmed.</p> <p>8.26. Subject to these amendments, The Policy was approved.</p>	<p style="text-align: center;">AAP</p>
9.	Health and Safety Report – Autumn Term	
	<p>9.1. AAP presented the Autumn Health & Safety Report.</p> <p>9.2. AAP advised that although the number of incidents had increased, compared to a comparable previous reporting period, however he believed that they were all genuine reportable incidents.</p> <p>9.3. AAP informed that there were no areas of concern.</p> <p>9.4. The content of the report was noted.</p>	
10.	Departmental Reports	
	<p>HR Report</p> <p>10.1. The report was noted as for information only.</p> <p>ICT Report</p> <p>10.2. The report was noted as for information only.</p> <p>Facilities Report</p> <p>10.3. The report was noted as for information only.</p>	
11.	Any Other Business	
	<p>11.1. MW asked the committee whether they would support the sending of a solicitor’s letter to parents to help address unpaid invoices associated with iPads. MW explained that the letter would be a standard letter at a cost of £3 per letter.</p> <p>11.2. The value of the unpaid invoices was discussed and it was noted that if the issue was not addressed it could become a larger problem.</p> <p>11.3. The committee approved the sending of the letters.</p>	

Item	Minute	Action
12.	Date of the Next Meeting	
	The next meeting is arranged for 06:30 om on Monday 8 th May 2017.	