



Resources Committee Meeting

Meeting to be held on Monday 8th May 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-May17-01 – Attached	ML
4.	Q2 Finance Report 2016/17	RC-May17-02 – Attached	MW
5.	Budget Proposal 2017/18	RC-May17-03 – Attached	MW
6.	Risk Register	RC-May17-04 – Attached	AAP
7.	Playing Field Update	Verbal	AAP
8.	Looked After Children Report	RC-May17-05 – Attached	HJR
9.	Policies for Approval: 1) Complaints Policy 2) CCTV Use	RC-May17-06 – Attached RC-May17-07 – Attached	IAH AAP
10.	Health & Safety Report – Spring Term	RC-May17-08 – Attached	AAP
11.	Departmental Reports – Spring Term: • HR Report (For information only) • ICT Report (For information only) • Facilities Report (For information only)	RC-May17-09 – Attached RC-May17-10 – Attached RC-May17-11 – Attached	AAP AAP AAP
12.	Any Other Business		All
13.	Date of Next Meeting: 06:30 pm Monday 12 th June 2017 School Conference Room		



Signed.....

Date.....

Resources Committee Meeting Minutes

Attendees:	Name	Initials	Role
	Laurence Foley	LAF	Staff Governor
	Rob Major	RM	Head of School
	Ian Hylan	IAH	Executive Principal (Chair for this meeting only)
	Colin Cavan	CC	Community Governor
Apologies:	Muir Laurie	ML	Community Governor– Committee Chairman

In attendance:	Name	Initials	Role
	Alan Poole	AAP	Business Manager (Minutes)
	Helen Rushby	HJR	Assistant Principal
	Martin Wainscott	MW	Bursar (Items 1- 5 only)

Item	Minute	Action
1.	Introduction & Apologies	
	1.1 IAH welcomed attendees and explained that ML was unable to attend the meeting. IAH offered to Chair the meeting on behalf of ML and this was agreed.	
	1.2 Apologies were recorded.	
2.	Declarations of Interest	
	2.1 IAH 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.	
	3.2 No Matters Arising were raised.	
	3.3 The Action Log was updated.	
4.	Q2 Finance Report 2016/17	
	4.1. MW presented the Q2 Finance Report.	
	Revenue	
	4.2. It was reported that Q2 Revenue and Expenditure were both on target.	

Item	Minute	Action
	<p>4.3. The End of Year Revenue position was therefore a forecast surplus of £270k i.e. £124k above target and a further improvement over Q1 of £27k. The improvement was mainly associated with reduced forecasts for staffing and energy costs.</p> <p>Capital</p> <p>4.4. The Capital position remained unchanged from the Q1 with a forecast outturn of £238k compared to an original target of £272k.</p> <p>Summary</p> <p>4.5. The overall position is therefore an expected surplus of £508k which is £90k above the target £418k.</p>	
5.	Budget Proposal 2017/18	
	<p>5.1. MW presented the budget proposal for 2017/18.</p> <p>5.2. MW informed that overall school income was forecast to be £299k lower next year and that combined with a lower carry forward this would mean a total reduction in available funds of £539k.</p> <p>5.3. Expenditure had therefore been reviewed and through a combination of reductions in pay and non-pay costs, compared to the current year's expenditure, savings of £124k had been identified.</p> <p>5.4. MW confirmed that the reduced revenue income of £7,980k when combined with the reduced expenditure of £8,120k would therefore result in an overall deficit revenue budget of £140k.</p> <p>5.5. MW reported that the expected capital outturn for 2017/18 would be a surplus of £224k</p> <p>5.6. MW reported it was therefore proposed for £140k of capital to be transferred to revenue to achieve a balanced budget.</p> <p>5.7. This would leave an overall surplus to carry forward to 2018/19 of £84k.</p> <p>5.8. The proposal was discussed and the following keys issues raised:</p> <ul style="list-style-type: none"> • Loss of Education Services Grant • Impact of Minimum Funding Guarantee protection • Potential benefit of the National Funding Formulae • Increase in PAN raising a cumulative additional £100k per year for the next five years • Impact of changes to the Teacher Pensions • Public reaction to the potential school responses to the funding shortage e.g. a reduced "teaching week" • Impact of reduced funding on teacher morale and potential issues on recruitment and retention. <p>5.9. Following the discussion, the budget was approved. It was noted that any further update to the proposed budget would need to come to the next Resource Committee Meeting on June 12th to ensure it was possible to submit a Board approved budget by the end of July as per the ESFA requirement.</p>	

6.	Playing Field Update	
	<p>6.1. AAP provided an update on the Playing Field Project.</p> <p>6.2. AAP informed that at the Trust Board’s request the public consultation would not take place until the proposal had gone out to tender and the project’s viability had been confirmed.</p> <p>6.3. AAP also informed that the bids that had been submitted to the Tulk Fund for £50k for replacement of the all-weather pitch surface, and £150k to the London Marathon Trust to contribute towards the 3G pitch had not been successful.</p> <p>6.4. The project was discussed and it was noted that one of the benefits originally identified for the project i.e. to produce additional income for the school was not now looking achievable due to the increased costs of the project.</p> <p>6.5. AAP informed that due to the limiting conditions associated with a Football Foundation grant, all avenues for funding the project were currently being considered.</p> <p>6.6. An update on the current leisure facilities contract provided through Blue Leisure was also provided.</p>	
7.	Looked After Children (LAC) Report	
	<p>7.1. HJR presented the Looked After Children Report.</p> <p>7.2. HJR explained that the report was a summary of the work that had taken place with Looked After Children between September 2016 and May 2017.</p> <p>7.3. HJR informed that there are ten LAC in the main school, although two of them do not actually attend school.</p> <p>7.4. The issue of the two non-attenders being removed from roll was discussed and it was noted that the timing of this was important.</p> <p>7.5. It was also noted that there are four Sixth Form students who were in care.</p> <p>7.6. HJR described the work that had been undertaken with the students including that all students had five meetings per year and each had a Personal Education Plan.</p> <p>7.7. HJR informed that the School had been identified as being an example of “how to do it” and that the Student Support Officers made a significant contribution to this. LAF commented that the meetings were efficiently organised with teaching staff e.g. Heads of Year only attending for the parts for which they were required.</p> <p>7.8. IAH commented that average attendance for the LAC was better than the average attendance for the main school.</p> <p>7.9. It was also noted that one of the students was currently applying to attend university.</p>	

8.	Policies for Approval	
	<p>Complaints Policy</p> <p>8.1. IAH presented the Complaints Policy for re-approval.</p> <p>8.2. IAH emphasised that the policy supported complaints being addressed before they became formal and that Parents were encouraged to be explicit about the exact reason for their complaint to ensure it could be specifically addressed.</p> <p>8.3. IAH confirmed that the policy had worked well when it had been required.</p> <p>8.4. IAH confirmed that that the policy remained unchanged and that only a couple of minor amendments had been made to ensure that the process was clear.</p> <p>8.5. The Policy was approved.</p> <p>CCTV Policy</p> <p>8.6. AAP presented the updated CCTV Policy.</p> <p>8.7. AAP informed that the policy was required because the school uses CCTV and that under the Data Protection Act it was required to have a policy that defined how CCTV and the data that it produced was used.</p> <p>8.8. AAP explained that two changes had been made to the policy:</p> <ul style="list-style-type: none"> • The policy had been reworded to provide clarity on who was able to access the CCTV system and on what authority • The Policy had had the “Use Log” removed as although this would be good practice it had proved impractical to keep it up to date. <p>8.9. The Policy was approved.</p>	
9.	Health and Safety Report – Autumn Term	
	<p>9.1. AAP presented the Spring Term Health & Safety Report.</p> <p>9.2. AAP confirmed there were no RIDDOR or significant incidents to report.</p> <p>9.3. The number of incidents was discussed; no concerns were raised.</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>10.2. AAP confirmed that the number of days absence was virtually the same as for the same period last year.</p> <p>10.3. IAH commented that although turnover is reported as low there have been a number of resignations over the last few weeks, but as the staff would not be leaving until the end of the Summer, they would not yet show up in the figures.</p> <p>ICT Report</p> <p>10.4. The report was noted as for information only.</p> <p>10.5. HJR commented that the new members of the IT Team were proving to be extremely helpful.</p> <p>Facilities Report</p> <p>10.6. The report was noted as for information only.</p> <p>10.7. IAH thanked AAP and his team for their success in securing £500k on behalf of the school for replacement windows.</p>	
11.	Any Other Business	
	11.1. None raised.	
12.	Date of the Next Meeting	
	The next meeting is arranged for 06:30 om on Monday 12 th June 2017.	