



Resources Committee Meeting

Meeting to be held on Monday 10th October 2016 At

06:30pm – Conference Room

AGENDA

Part A

	Item	Report Reference/Oral	Lead
1.	Apologies		
2.	Declarations of Interest	Oral	All
3.	Playing Field – Update on initial Planning discussions.	Oral Update	PF
4.	Approval of Minutes of Previous Meeting/ Matters Arising/Review of Action Log	RC-Oct16-01 - Attached	PM
5.	Q4 Finance Report	RC-Oct16-02 - Attached	MW
6.	Internal Audit Report	RC-Oct16-03 - Attached	AAP
7.	Staff Exit Interview Report	RC-Oct16-04 - Attached	IAH
8.	Non Examination Headlines	RC-Oct16-05 - Attached	HR
9.	Policies for Approval: Child Protection and Safeguarding Policy	RC-Oct16-06 - Attached	HR
10.	Health & Safety Report – 2015/16	RC-Oct16-07 - Attached	AAP
11.	Departmental Reports – Summer 2016 <ul style="list-style-type: none"> • HR Report (For information only) • ICT Report (For information only) • Facilities Report (For information only) 	RC-Oct16-08 - Attached RC-Oct16-09 - Attached RC-Oct16-10 - Attached	AAP AAP AAP
12.	Any Other Business		All
13.	Date of Next Meeting: 06:30 pm Monday 14 th November 2016 School Conference Room		

Part B

Confidential business, the sharing of which may be prejudicial to the public interest.

None planned.



Signed.....

Date.....

Resources Committee Meeting Minutes

*Meeting held on Monday 10th October 2016
6:30pm School Conference Room*

Attendees:	Name	Initials	Role
	Philip Mann	PM	Parent Governor – Committee Chairman
	Peter McCarthy	PMc	Community Governor
	Muir Laurie	ML	Community Governor
	Claire Funnell	CF	Parent Governor
	Laurence Foley	LAF	Staff Governor
	Ian Hylan	IAH	Executive Principal
	Alan Poole	AAP	Business Manager (Minutes)
	Helen Rushby	HJR	Assistant Principal
	Martin Wainscott	MW	Bursar
Apologies:			

Part 1

Item	Minute	Action
1.	Introduction & Apologies	
	1.1 PM welcomed attendees.	
	1.2 No apologies were recorded.	
2.	Declarations of Interest	
	2.1 PM requested declarations of interest, none were declared.	
3.	School Facilities Development	
	Moved to Part 2 of meeting due to commercial and confidential nature of the content.	
4.	Approval of Minutes/Matters Arising/ Update of Action Log	
	4.1. The Minutes of the previous meeting were approved.	
	4.2. One matter arising was raised. AAP confirmed that following the previous meeting he had discussed with PF the need to tender the various aspects of the preparation work for the playing field project. It had been proposed that although the various pieces of work together exceeded the limit that would require them to be tendered, that this requirement should be waived for two main reasons: I. The specialist nature of the work required, and the difficulty of finding alternative providers, particularly at short notice.	

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	<p>II. The preference of the Football Foundation, who the application was being developed for, to work with “preferred providers”.</p> <p>4.3. This proposal had been shared with Committee Members by email and a majority had approved the waiving of the requirement.</p> <p>4.4. The Action Log was updated.</p>	
5.	Q4 Finance Report	
	<p>5.1. MH presented the Q4 Finance Report</p> <p>5.2. MW informed that the end of year position was a further improvement over Q3 and that the school had finished the year with a surplus approximately £400k above target.</p> <p>5.3. MW explained that the main reasons for this included:</p> <ul style="list-style-type: none"> I. A larger carry forward from 2014/15 than expected (£112k) II. Higher income than forecast (£60k) due partly to the unplanned sale of laptops. It was noted that some of this additional income had been matched by additional expenditure. III. Expenditure on staffing was lower than forecast (£196k) this was partly due to some restructuring that had taken place as well as some in-year vacancies that had not been filled and had also not been replaced by agency staff. IV. Premises expenditure was £45k below budget and this was primarily due to lower than forecast energy costs and these had been based on broker’s estimate. <p>5.4. MW also informed that these figures were subject to any further end of year auditors’ adjustments.</p> <p>5.5. The variances were discussed and various items were explained e.g. “MAT expansion funding”.</p> <p>5.6. MW explained that the timing of the budget setting process i.e. more than four months before the year end made it difficult to set budgets, due to unknown final expenditure for the current year.</p> <p>5.7. It was agreed that moving to full accrual accounting should help with the accuracy of budgeting and reporting.</p>	
6.	Internal Audit Report	
	<p>6.1. AAP presented the school’s response to the recommendations of the second internal audit report.</p> <p>6.2. AAP discussed the recommendations with which the school either did not agree or that had not yet been completed:</p> <ul style="list-style-type: none"> I. Recommendation 2.1 - ML queried a realistic date for full accrual accounting and AAP confirmed that this was September 2017. II. Recommendation 2.5 & 2.7 - AAP explained that some of the IT recommendations had not yet been implemented and that this was in the main due to a change of manager. These will be addressed during the coming year. III. Recommendation 3.3 – AAP confirmed the school did not wish to implement this recommendation due to the administration involved. AAP confirmed that parents were already told that where a surplus of less than £5 remained that this would be transferred for the general benefit of the school. ML commented that as long as parents were informed that this should not be an issue. This was agreed. 	

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	<p>IV. Recommendation 4.1 – AAP informed that he had not yet reviewed the format or content of the Risk Register. ML commented that the auditors should give an indication of priority for the recommendations and this did not appear to be one that would be prioritised.</p> <p>6.3. The school’s response to the internal audit report were noted and approved.</p>	
7.	Staff Exit Interview Report	
	<p>7.1. IAH presented the Exit Interviews report for 2016.</p> <p>7.2. IAH explained the exit interview procedure and then discussed some of the key issues that had been identified.</p> <p>7.3. It was noted that there were a wide range of reasons that staff had given for leaving and that there did not appear to be any recurring themes that would give rise to concern.</p> <p>7.4. The issue of promotion opportunities was discussed and it was acknowledged that it was not always possible for staff to progress internally due to limited opportunities in some areas. The role of Heads of Year were discussed as an example of where internal promotion from Assistant Head of Year to Head of Year was the most usual route and that this had been the case for many years.</p> <p>7.5. IAH commented that where appropriate vacancies were offered internally first. There were also times however when it was appropriate to go straight to external advertisement e.g. Senior Leadership Team vacancies. It was also noted that new staff joining the school often had the benefit of bringing new ideas/ways.</p> <p>7.6. LF discussed the issue that work life balance had been raised by some staff and suggested some ways that this could potentially be addressed e.g. working smarter, through shared lesson plans, although it was also noted that sometimes teachers were not keen to do this.</p> <p>7.7. Working environment was also discussed and it was felt that this may be from staff who are moving to the independent sector, where class sizes are often smaller. IAH suggested it may also be a reflection of the increase to 90% contact time.</p> <p>7.8. It was agreed that the answer to the question “Would you recommend Tomlinscote as a place to work?” with an 86% positive response was encouraging, particularly from staff who were leaving.</p> <p>7.9. The report was noted and approved.</p>	
8.	Non Examination Headlines	
	<p>8.1 HJR presented the Non-Examination Headlines Report.</p> <p>8.2 The report included information regarding the number of exclusions, both external and internal. It was noted that the total number of students the external data related to was small at 6.</p> <p>8.3 HJR reported that the internal “referral exclusions” usually related to defiance, or were an escalation of failure to attends detentions.</p> <p>8.4 CF enquired whether use of the referral room for hair issues was taken only after parents had been contacted. HJR confirmed that parents were always contacted when a student was placed in the referral room and in the case of hair/uniform issues this would include a discussion of the quickest way to resolve the issue, including allowing the school to use the vocational hair salon to</p>	

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	<p>resolve the issue. HJR also commented that the introduction of kilts had helped to reduce the number of uniform infringements.</p> <p>8.5 Absence information was also presented and discussed. HJR informed that the overall absence rate at 4.96% was better than last year (5.32%) but had not quite met the target of 4.5%.</p> <p>8.6 IAH commented that it was good to see that there was no drop off of attendance in the older year groups.</p> <p>8.7 HJR reported that the persistent absence target had been achieved.</p> <p>8.8 HJR informed that punctuality was not as the school wanted it to be. HJR informed that a new procedure of 10 “lates” triggering a letter home had been introduced. It was noted that the definition of a late was “not making it to Form by the second bell”, which is quite a strict definition. HJR commented that the form time was important and that this was why this measure was used i.e. when the learning starts.</p> <p>8.9 The number of reported racist and bullying incidents were discussed and it was agreed that the number was low and involved a very small number of students, however it was also agreed that more work still needed to be done on ensuring that all incidents were being reported. HJR will remind staff of the need to report incidents and how this can be done.</p> <p>8.10 HJR discussed some of the initiatives that are used to address bullying e.g. anti-bullying day and anti-bullying ambassadors.</p>	HJR
9.	Policies for Approval	
	<p>9.1 HJR presented an updated Child Protection & Safeguarding Policy for approval. HJR confirmed that the policy was largely unchanged and based on the Surrey County Council template. HJR informed of the additions to the policy. HJR will amend some names of key personnel and update phone numbers. The updated policy was approved.</p> <p>9.2 HJR provided a copy of “Keeping Children Safe in Education” to all committee members.</p>	HJR
10.	Health & Safety Report	
	<p>10.1 AAP presented the termly Health & Safety Report. It was noted that the number of incidents appeared to have risen from previous reporting periods. AAP suggested that was due to a change in the personnel completing the reporting, but confirmed that no significant incidents or trends were apparent.</p> <p>10.2 The content of the report was noted.</p>	
11.	Departmental Reports	
	<p>11.1 AAP informed HR, ICT and Facilities Reports were for information only.</p> <p>11.2 The issue of security and iPads was discussed. AAP confirmed that the school could not monitor/control what students access when not on school premises. AAP confirmed that parents are advised of this through various means.</p> <p>11.3 IAH informed he was due to meet with a Surrey County Council representative to discuss if any more could be done. It was agreed that now that a further two years had been issued with iPads it would be appropriate to email parents to remind them of this fact.</p>	AAP
12.	Any Other Business	
	<p>12.1 IAH informed that a paper was due to go the Local Governing Body regarding the School’s financial position and the actions that</p>	

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	<p>were being recommended for consideration. One of the actions would involve reviewing the School's PAN. IAH will be setting up a working group to undertake this work and would want some Governors to be involved. IAH asked interested members to reserve the 2nd/3rd November for a provisional meeting. CF commented that this was an important issue for people who lived in the catchment area, e.g. Heatherside, and had not been able to get into Ravenscote or Tomlinscote.</p> <p>12.2 AAP informed that a draft Management Letter had been received from the External Auditors, Wilkins Kennedy, and that they had no significant issues to raise with this year's Annual Report and Accounts. The Annual Report & Accounts and Management Letter, with the school responses, will be presented at the next meeting for approval.</p>	
13.	Date of the Next Meeting	
	The next meeting is arranged for Monday 14 th November 2016.	