



Resources Committee Meeting

Meeting to be held on Monday 14th November 2016

At 06:30pm – Conference Room

AGENDA

Part A

	Item	Report Reference/Oral	Lead
1.	Apologies		
2.	Declarations of Interest	Oral	All
3.	Approval of Minutes of Previous Meeting/ Matters Arising/Review of Action Log	RC-Nov16-01 - Attached	ML
4.	Introduction to the Annual Report & Accounts Annual Report & Accounts Audit Findings	RC-Nov16-02a – Attached RC-Nov16-02b – Attached RC-Nov16-02c – Attached	AAP/ MW
5.	Policies for Approval: 1) Anti-Bullying Policy 2) Attendance Policy 3) Equality Policy 4) ICT Acceptable Use Policy All Staff 5) ICT Acceptable Use Policy IT Staff	RC-Nov16-03 – Attached RC-Nov16-04 – Attached RC-Nov16-05 – Attached RC-Nov16-06 – Attached RC-Nov16-07 – Attached	HJR HJR HJR AAP AAP
6.	Any Other Business		All
7.	Date of Next Meeting: 06:30 pm Monday 20 th February 2017 School Conference Room		



Signed.....

Date.....

Resources Committee Meeting Minutes

*Meeting held on Monday 14th November 2016
6:30pm School Conference Room*

Attendees:	Name	Initials	Role
	Muir Laurie	ML	Community Governor– Committee Chairman
	Peter McCarthy	PMc	Community Governor
	Ian Hylan	IAH	Executive Principal
Apologies:	Laurence Foley	LAF	Staff Governor

In attendance:	Name	Initials	Role
	Alan Poole	AAP	Business Manager (Minutes)
	Helen Rushby	HJR	Assistant Principal
	Martin Wainscott	MW	Bursar
	Kevin Walmsley	KW	Wilkins Kennedy (Trust Auditors)

Part 1

Item	Minute	Action
1.	Introduction & Apologies	
	1.1 ML welcomed attendees and introduction were completed. 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. 3.2 No Matters Arising were raised. 3.3 The Action Log was updated.	
4.	Annual Report & Accounts 2015/16	
	4.1. AP welcomed KW from Wilkins Kennedy the Trust's Auditors and invited him to present the Audit of the Annual Report & Accounts. 4.2. KW informed that the Audit had been completed successfully and that no items of significant concern had been identified. 4.3. The main areas reported on included: I. There were some "Misstatements" that needed to be adjusted i.e. cut off procedures need improving. II. That all other issues raised in last year's Management letter had been addressed.	

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	<p>III. That the pension fund valuation has deteriorated by a further £755k. The significance of this is that although it is government underwritten it is likely to result in an increase in future contributions from 2019.</p> <p>IV. There was nothing further to raise in addition to the issues that had already been raised through the Internal Audit Process.</p> <p>4.4. KW then presented the Annual Report & Accounts and discussed some of the key issues:</p> <p>I. Reserves at the end of August 2016 were £873k, which is five times higher than the reserves policy. It was acknowledged that this was a prudent amount to hold in the context of future funding uncertainty.</p> <p>4.5. A few typos/amendments were identified and will be corrected:</p> <ul style="list-style-type: none"> • Pg 1 “J” Wharrad should read “P” Wharrad. • Pg 1 “Head Teacher” should read “Head of School” • Pg 14 A duplicate paragraph to be removed <p>4.6. KW explained that the Financial Reporting Standard (FRS) had changed since the last accounts had been produced to FRS 102 and therefore the previous year’s accounts had been restated for comparison purposes.</p> <p>4.7. Investment of Reserves was discussed and it was agreed that this was probably not worthwhile at the current time due to the low rates of return.</p> <p>4.8. KW explained that the significant reduction in allocated support costs was primarily related to the roofing works that had been undertaken in the previous reporting period, these accounted for £500k plus.</p> <p>4.9. KW explained that the view taken in note 9 was that as some of the staff governors were not Trustees they did not need to be included in the declaration of remuneration and expenses. This was agreed.</p> <p>4.10. KW summarised that the audit had found no significant issues to advise the Committee of and confirmed that the Annual Report and Accounts were ready for approval.</p> <p>4.11. The Annual Report and Accounts were approved subject to agreed amendments.</p> <p>4.12. MW thanked Wilkins Kennedy for the supportive and co-operative way in which they had worked with the school which was valued and appreciated.</p> <p>4.13. AAP will now arrange for the Letter of Representation to completed acknowledging the one issue to be addressed.</p> <p>MW and KW left the meeting at this time.</p>	AAP
5.	Policies for Approval	
	<p>Anti-Bullying Policy</p> <p>5.1. HJR presented the mandatory Anti-Bullying Policy that required review.</p> <p>5.2. HJR confirmed that no updates were required for this version.</p> <p>5.3. The review cycle for this policy was discussed and HJR confirmed that she would like to keep it as annual. This was agreed.</p> <p>5.4. The issue of bullying was discussed, particularly the low number of formally reported cases. HJR agreed that this was an issue and confirmed that she was working with staff to ensure that definition of what constituted bullying was widely understood. “Anti-Bully Boxes” and “Anti- Bully Reps” were also discussed but it was recognised that their efficacy was limited.</p> <p>5.5. HJR also updated on a number of initiatives that were taking place to raise the profile of bullying, including Anti-bullying Week (whole school) and Anti-bullying Day (Year 7’s).</p> <p>5.6. The policy was reapproved.</p> <p>Attendance Policy</p> <p>5.7. HJR presented the mandatory Attendance Policy that required review.</p> <p>5.8. HJR advised of the areas of the policy that had been updated, including appendices.</p> <p>5.9. It was agreed that the Policy should be reviewed on a three-year basis and the next review would therefore be due in November 2019.</p>	

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	<p>5.10. The revised policy was approved.</p> <p>Equality Policy</p> <p>5.11. HJR presented the statutory Equality Policy that required review.</p> <p>5.12. HJR informed that the policy has been updated to take account of transphobic language and other requirements.</p> <p>5.13. It was noted that the policy should be updated on a three-year basis.</p> <p>5.14. PMc asked whether the School had diversity targets at a staff level and IAH confirmed that this was not the case currently.</p> <p>5.15. IAH queried the inclusion of period specific data. It was agreed that this should be removed.</p> <p>5.16. The policy was approved. ICT Acceptable Use Policy</p> <p>5.17. AAP presented a proposed mandatory ICT Acceptable Use Policy for adoption by the School.</p> <p>5.18. AAP explained that currently some of the requirements regarding staff use of ICT resources were included in the School's eSafety Policy, however a need had been with the increasing use of ICT, to extend this beyond the remit of eSafety e.g. compliance with the Data Protection Act.</p> <p>5.19. The policy was discussed and the principle behind the policy was agreed.</p> <p>5.20. ML suggested that the policy should be more direct for example in Section 8 where it states "The School specifically recommends staff not to have social media contact with students". The enforceability of this was discussed for example where a student's family was a friend of the teacher. AAP will review other policies to see whether this statement can be strengthened.</p> <p>5.21. The issue of device encryption was also discussed and LM reminded that a breach could result in a £500k fine. AAP confirmed this was an area that had previously been reviewed, but that at the moment these type of measures were not in place and further consideration would be needed to this issue to improve compliance.</p> <p>5.22. Subject to the review described above the policy was approved.</p> <p>Enhanced ICT Policy</p> <p>5.23. AAP explained that this was an extension of the previous policy and was intended primarily for ICT staff who had enhanced access to other staff's private data.</p> <p>5.24. AAP explained that the aim of the policy was to protect all staff from either having their private information reviewed or ICT staff being accused of inappropriately viewing another member of staff's data.</p> <p>5.25. The policy was discussed and it was agreed that it should be reviewed on the same basis as the previous policy clearly identifying the "Do's and Don't's</p> <p>5.26. Subject to above review the policy was approved.</p>	<p>AAP</p> <p>AAP</p> <p>AAP</p>
6.	Any Other Business	
	6.1. None raised.	
7.	Date of the Next Meeting	
	The next meeting is arranged for Monday 20 th February 2017.	