



Resources Committee Meeting

*Meeting to be held on Wednesday 11th October
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-Oct17-01 – Attached	ML
4.	Q4 Finance Report	RC-Oct17-02 – Attached	MW
5.	Internal Audit Report	RC-Oct17-03 – Attached	AAP
6.	Teaching & Support Staff Changes	RC-Oct17-04 – Attached	IAH
7.	Non-examination Headlines	RC-Oct17-05 – Attached	HJR
8.	Health & Safety Report	RC-Oct17-06 – Attached	AAP
9.	Policies for Approval: 1) Child Protection & Safeguarding Policy 2) Safeguarding Statement 3) Finance Policy	RC-Oct17-07 – Attached RC-Oct17-08 – Attached RC-Oct17-09 – Attached	HJR HJR MW
10.	Reports for Information: 1) Human Resources 2) Information Technology 3) Facilities	RC-Oct17-10 – Attached RC-Oct17-11 – Attached RC-Oct17-12 – Attached	AAP
11.	Any Other Business: 1) Appointment of Health & Safety Governor		All
12.	Date of Next Meeting: Monday 13 th November 2017		



Signed.....

Date.....

Resources Committee Meeting Minutes

*Meeting held on Wednesday 11th October 2017
6.30pm School Conference Room*

Attendees:	Name	Initials	Role
	Ian Hylan	IAH	Executive Principal (Chair for this meeting only)
	Rob Major	RM	Head of School
	Colin Cavan	CC	Community Governor
Apologies:	Muir Laurie	ML	Community Governor– Committee Chairman
	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 (Items 1- 5 & 9 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.	
	1.3 It was noted that the Meeting was not quorate, however it was agreed that it would proceed and that confirmation of approved recommendations should be sought separately where required.	
2.	Declarations of Interest	
	2.1 IAH requested declarations of interest, CC declared that he had an interest in Camberley Town Youth Football Club, a Part 2 Agenda Item.	
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 did not require updating.	

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4.	<p data-bbox="236 232 576 262">Q4 Finance Report 2016/17</p> <p data-bbox="236 271 783 300">4.1. MW presented the Q4 Finance Report.</p> <p data-bbox="236 309 344 338">Revenue</p> <p data-bbox="236 347 1334 443">4.2. It was reported that at Q4 Revenue was approximately £70k below budget, although this was primarily due to the agreed non-transfer in of capital funding, £119k. Excluding this, Revenue was approximately £50k above budget.</p> <p data-bbox="236 452 994 481">4.3. Expenditure was reported as being £241k below budget.</p> <p data-bbox="236 490 1299 586">4.4. The End of Year Revenue position, including the carry forward from 2015/16, was therefore £498K, which was £351k better than the budget target carry forward of £146k.</p> <p data-bbox="236 595 1307 658">4.5. It was noted that a balanced budget had therefore been achieved for 2016/17 and that this was a great achievement.</p> <p data-bbox="236 667 328 696">Capital</p> <p data-bbox="236 705 1326 801">4.6. The Capital position was also better than forecast, primarily due to the non-transfer of the £119k to Revenue. The Capital carry forward was therefore £407k which was £136k better than budget.</p> <p data-bbox="236 810 357 840">Summary</p> <p data-bbox="236 848 1321 911">4.7. The overall position was reported therefore as a surplus (revenue + capital) to carry forward of £905k.</p> <p data-bbox="236 920 1273 983">4.8. It was noted that these figures were still subject to any final end of year auditor adjustments.</p> <p data-bbox="236 992 1353 1055">4.9. The size of the surplus was discussed. Potential impacts for 2017/18 were also discussed, removal of the pay cap and joining The Prospect Trust.</p> <p data-bbox="236 1064 1267 1126">4.10. MW confirmed that the improved surplus would help start 2017/18 on a sound footing.</p> <p data-bbox="236 1135 1158 1164">4.11. IAH thanked MW for the work he had done on monitoring the budget.</p>	
5.	<p data-bbox="236 1196 501 1225">Internal Audit Report</p> <p data-bbox="236 1234 919 1263">5.1. AAP presented the 2016/17 Internal Audit Report.</p> <p data-bbox="236 1272 1331 1368">5.2. It was explained that the audit had been undertaken by Wilkins Kennedy as Babcock had notified that they were unable to undertake the audit this year. The audit was undertaken by a different division to that responsible for the external audit.</p> <p data-bbox="236 1377 1090 1406">5.3. The remit of the audit had been specified in agreement with ML.</p> <p data-bbox="236 1415 1310 1478">5.4. The findings of the audit were that there were no areas requiring urgent attention, four that merited attention and nine were noted “for housekeeping”.</p> <p data-bbox="236 1487 1310 1516">5.5. All recommendations had been accepted and were being actioned apart from one.</p> <p data-bbox="236 1525 1326 1621">5.6. A recommendation that monthly finance reports are shared with the SLT will not be implemented at the current time as this was not considered necessary. Quarterly reporting will continue as present.</p> <p data-bbox="236 1630 1238 1693">5.7. The response to the recommendations was approved by CC and RM. Further approval will be sought from ML and LF.</p>	AAP
6.	<p data-bbox="236 1722 660 1751">Teaching & Support Staff Changes</p> <p data-bbox="236 1760 1158 1789">6.1. IAH presented the annual Teaching and Support Staff Changes Report.</p> <p data-bbox="236 1798 1310 1861">6.2. CC asked about the specific changes that had taken place in Maths and these were discussed.</p>	

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	<p>6.3. It was noted that the overall level of turnover was lower for 2016/17 than it had been for the previous year.</p> <p>6.4. It was noted however that lack of current comparative data made benchmarking difficult, although the school is generally in line with another local secondary school.</p> <p>6.5. It was suggested that it may be possible to do some anonymous Surrey Comparisons. IAH will take this to Secondary Heads.</p> <p>6.6. It was also noted that whilst turnover had reduced, “wastage” i.e. teachers leaving the profession or moving to independent schools had increased. HR commented that there is often a perception that the “grass is greener”.</p> <p>6.7. The difficulty of recruitment was discussed and in particular the impact of the cost of living in the South had.</p> <p>6.8. The issue of parental perception of turnover was discussed and how this was sometimes based on mis-information and the difficulty of addressing this type of “rumouring”. RM commented on the negative impact on the school of these rumours, but that the difficulty was addressing them.</p> <p>6.9. The potential impact of joining The Prospect Trust was discussed and the positive impact being part of a training school might have.</p> <p>6.10. CC commented how impressed he had been with the positive engagement between students and teachers and that it was this type of message that we should try to sell to potential teachers. CC also commented on the good standard of the environment and how this should help.</p> <p>6.11. It was acknowledged however that the problems are the shortage of teachers and getting them in for interview, as once they have come they are generally impressed and want to take a position if offered.</p> <p>6.12. RM said that he was concerned that the Appraisal Process was having a negative impact on retention and that if possible a different approach should be considered. This was also discussed in the context of the statutory requirements on schools, joining The Prospect Trust and the opportunities this may bring to review.</p> <p>6.13. It was noted that the issues for support staff were different and that generally a lack of promotion opportunities was a main reason for leaving.</p> <p>6.14. It was noted that the exit interview process had been amended for the coming year.</p>	IAH
7.	Non-examination headlines	
	<p>7.1. HJR presented the Non-examination Headlines Report.</p> <p>7.2. HJR discussed the inclusion and exclusion data noting that the total number of exclusions had reduced significantly from the previous year, (which in itself was a low figure), as had the number of days, although the number of students involved had remained the same.</p> <p>7.3. It was also noted that the number of inclusions had reduced as had the number of students involved and the number of days.</p> <p>7.4. Attendance was discussed and IAH informed that this was monitored on a weekly basis.</p>	

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	<p>7.5. It was noted that absence was at a similar level to that for the previous year at 95.04% but that this was just short of the target of 95.5%.</p> <p>7.6. It was noted that Year 9 attendance was slightly poorer and HJR confirmed that this was being monitored by SLT.</p> <p>7.7. IAH commented that attendance in Year 11 at 92% was very good.</p> <p>7.8. It was noted that persistent absence was slightly higher during Terms 1 & 2 than for the comparable period in the previous year at 12.68% which was 1% above the target of 11.5%.</p> <p>7.9. HJR then discussed the reported incidences of racism and bullying. It was noted that the numbers reported were very low particular for bullying.</p> <p>7.10. HJR informed that consideration was being given to how bullying incidents were recorded as the actual number was obviously higher than the number recorded. HJR also commented that it was also not possible to take action unless the incidents were reported.</p> <p>7.11. CC asked if the Anti- Bullying Policy had been sent out so that parents knew what to do. HJR advised that it had not, but also that we needed to be careful to avoid encouraging incorrect reporting i.e. friendship breakdowns. HJR confirmed that the policy was available on the Trust website if parents had a need to refer to it.</p> <p>7.12. HJR informed that she would like to work with the student council on preparing a student friendly version.</p> <p>7.13. CC commented that some way should also be found of educating parents as to what bullying is and how to report it.</p> <p>7.14. RM advised that this was done regularly at information evenings.</p> <p>7.15. HJR agreed to think of some way of including this when the results of the Surrey Survey were shared. It was also suggested that a reminder could be included in the Newsletter.</p>	<p>HJR/ RM</p>
8.	Health & Safety Report	
	<p>8.1. AAP presented the Health & Safety Report for the Summer Term.</p> <p>8.2. The number of incidents was similar to the same period in the previous year.</p> <p>8.3. There were no significant issues to report i.e. no requirement to report externally and no requirement to call an ambulance to the school.</p>	
9.	Policies for Approval	
	<p><i>Child Protection & Safeguarding Policy</i></p> <p>9.1. HJR presented the updated Child Protection & Safeguarding Policy confirming that only minor amendments had been made since the previous version and that these had taken in to account the findings of the recent Safeguarding audit.</p> <p>9.2. The policy was approved subject to further approval by another Committee Member.</p> <p><i>Safeguarding Statement</i></p> <p>9.3. HJR presented the updated Safeguarding Statement, noting that only a minor amendment to include the word “safeguarding “ in relation to child protection had been made.</p> <p>9.4. The statement was approved subject to further approval by another Committee Member.</p>	<p>AAP</p> <p>AAP</p>

Item	Minute	Action
	<p>Finance Policy</p> <p>9.5. MW presented the Finance Policy for approval.</p> <p>9.6. It was noted that the policy was based on the Babcock Template and had been updated to address current requirements.</p> <p>9.7. MW briefly discussed the main changes in the policy which were highlighted for ease of reference.</p> <p>9.8. The Policy was approved subject to the further approval of another Committee Member.</p>	AAP
10.	Departmental Reports	
	<p>HR Report</p> <p>10.1. The report was noted as for information only.</p> <p>10.2. IAH provided an update on recent staff changes including the loss of two Vocational Tutor staff. It was noted the Sixth Form Vocational Catering course had been suspended for a year due to the departure of one staff member.</p> <p>10.3. IAH informed that a replacement Head of RE had recently been appointed.</p> <p>10.4. IAH informed that currently one Science Teacher post is being advertised.</p> <p>ICT Report</p> <p>10.5. The report was noted as for information only.</p> <p>10.6. AAP reported that two more successful iPad deployments had taken place since the last meeting, Year 10 and Year 7.</p> <p>10.7. AAP also reported that the recently appointed ICT Administrator had left and that this key post was currently out to advert.</p> <p>Facilities Report</p> <p>10.8. The report was noted as for information only.</p> <p>10.9. AAP provided an update on the windows project confirming that the majority of B Block had now been completed and that attention would now turn to the LRC.</p> <p>10.10. AAP also provided a safety update with regards to the work including the delay caused by the need to review the cladding specification in the light of "Grenfell" as well as the significant remedial asbestos work that was being undertaken.</p>	
11.	Any Other Business	
	<p>11.1. CC was appointed as the Health & Safety Governor for the next 12 months. AAP will support in ensuring the required duties are undertaken.</p> <p>11.2. AAP informed that the policies due to be presented at the June meeting of the Resource Committee had been approved by email:</p> <ol style="list-style-type: none"> 1) Recruitment Policy 2) Drugs Policy Update 3) Children in Care Policy 4) Educational Visits Policy 5) Careers Education, Information, Advice and Guidance Policy 6) Attendance Policy 	
12.	Date of the Next Meeting	
	The next meeting is arranged for 06:30 om on Monday 13 th November 2017.	