



Resources Committee Meeting

Meeting to be held on Tuesday 8th May 2018 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-May18-01 – Attached	ML
4.	Q2 Finance Report 2017/18	RC-May18-02 – Attached	MW
5.	Budget Proposal 2018/19	RC-May18-03 – Attached	MW
6.	Risk Register	RC-May18-04 – Attached	AAP
7.	Looked After Children Report	RC-May18-05 – Attached	HJR
8.	GDPR Compliance Update	RC-May18-06 – Attached	AAP
9.	Policies for Approval: 1) Freedom of Information 2) E-Safety Staff 3) ICT Acceptable Use Student	RC-May18-07 – Attached RC-May18-08 – Attached RC-May18-09 – Attached	AAP AAP AAP
10.	Health & Safety Report – Spring Term	RC-May18-10 – Attached	AAP
11.	Departmental Reports – Spring Term: • HR Report (For information only) • ICT Report (For information only) • Facilities Report (For information only)	RC-May18-11 – Attached RC-May18-12 – Attached RC-May18-13 – Attached	AAP AAP AAP
12.	Any Other Business		All
13.	Date of Next Meeting: 06:30 pm Monday 11 th June 2018 School Conference Room		



Resources Committee Meeting Minutes

Meeting held on Tuesday 8th May 2018 6:30pm School
Conference Room

Attendees:	Name	Initials	Role
	Phil Mann	PM	Community Governor – Chair (Acting)
	Rob Major	RM	Head of School
	Colin Cavan	CC	Community Governor
	Ian Hylan	IAH	Executive Principal
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
Apologies:	Martin Wainscott	MW	Bursar

Part 1

Item	Minute	Action
1.	Introduction & Apologies	
	1.1 PM welcomed attendees.	
	1.2 Apologies were recorded.	
2.	Declarations of Interest	
	2.1 PM invited declarations of interest, none were made.	
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 The Action Log was updated.	

4.	Q2 Finance Report 2017/18	
	<p>4.1. AAP presented the Q2 Finance Report.</p> <p>4.2. AAP informed that the end of year forecast was virtually unchanged from Q1 i.e. the Academy was due to come in on budget.</p> <p>4.3. AAP reported that the underspend that had normally started to become apparent at this stage of the year had not yet become apparent. This appeared to indicate that the staffing budget had been set more accurately this year.</p> <p>4.4. AAP also noted that where additional income was currently being reported above target, that this was being met by a corresponding increase in expenditure e.g. iPads and Sports Centre income.</p>	
5.	Budget Proposal for 2018/19	
	<p>5.1. AAP presented the budget proposal for 2018/19.</p> <p>5.2. The budget setting process was outlined and it was noted that The Prospect Trust was shadowing the development of the budget.</p> <p>5.3. It was noted that although the Academy was due to receive more income in 2018/19 as a result of the National Funding Formulae (NFF), and increased main school student numbers, the overall funding available for 2018/19 was reduced due to a forecast lower carry forward.</p> <p>5.4. The net impact of the funding changings was therefore that the Academy had £245k less funding than the previous year.</p> <p>5.5. On the expenditure side savings had been identified wherever possible. This meant that staff pay was almost exactly the same as in 2017/18. This had been achieved as, although pay rises etc had been taken into account, the overall staffing establishment had been reduced. This had primarily been achieved as a result of the lower Sixth Form numbers.</p> <p>5.6. For the majority of the other expenditure cost centres inflation had only been added at 2% where this could not be avoided. It was noted that inflation at 10% had been included in the cleaning contract as this was currently out to tender and the advice received had been that costs were likely to increase by this amount.</p> <p>5.7. Savings had been made in some cost centres where activity levels were forecast to be reduced associated with the lower Sixth Form numbers e.g. Exams.</p> <p>5.8. The capital position was largely unchanged i.e. an expected carry forward of £222k compared to £238k for the previous year.</p> <p>5.9. The summary position of these changes was that a balanced budget could be achieved with a £69k surplus. This would however mean that the Academy had no revenue reserve and the majority of its "capital" reserve would also have been used.</p> <p>5.10. The proposal was discussed. PM asked if a three year plan had been developed i.e. what would happen the following year.</p> <p>5.11. AAP confirmed that this was under development but was not yet available.</p> <p>5.12. IAH discussed the continued impact of the NFF as well as the impact of the increased student numbers and the expectation that this would provide an additional £200k in the following year which should support the development of a balanced budget for 2019/20.</p> <p>5.13. The transfer to The Prospect Trust was discussed and the impact this could have in being able to set a balanced budget for 2019/20.</p> <p>5.14. The budget proposal was approved.</p>	

6.	Risk Register	
	<p>6.1. AAP presented the revised Risk Register as at May 2018.</p> <p>6.2. The key changes were discussed.</p> <p>6.3. CC queried the current status of the Careers Service and the future provision for Tomlinscote students as this was very important.</p> <p>6.4. IAH explained the requirement for having independent Level 6 Careers advice and the proposal of providing a joint service with the Prospect Trust.</p> <p>6.5. The provision of work experience services was also discussed and RM confirmed that these would be continuing and in fact that this was a service that was being provided to an increasing number of other schools.</p> <p>6.6. AAP informed that ML had raised a number of issues about the Risk Register:</p> <ul style="list-style-type: none"> • ML had asked whether a more pro-active stance could be taken with regard to sending out positive social media messages. This was discussed. The issue of appearing defensive was recognised if this was done on a piecemeal basis and in the absence of the resource to have a more regular “marketing” function it was recognised that this would continue to be a challenge. It was agreed that all communication channels e.g. parental forums, newsletters, parents evening etc should be used to actively promote the School’s position. RM informed that the issue of social media messages had recently been raised at a Parental Forum and he shared some of the discussion that had taken place. • ML had also questioned the categorisation of some Risk Register items e.g. describing risks as “Terminated” when they would probably be more accurately described as “Tolerated”. AAP will review. • Finally ML had suggested the structure of the Risk Register should be reviewed as it was quite long and operated at several levels i.e. operational to strategic. AAP will review in conjunction with approach taken by The Prospect Trust. 	<p>AAP</p> <p>AAP</p>
7.	Children In Care (CiC) Report	
	<p>7.1. HJR presented the Children in Care Report.</p> <p>7.2. HJR informed that there are currently six CiC, five of who are doing very well and 1 who is not. Two CiC in Year 11 are doing well.</p> <p>7.3. HJR discussed the significant resource (time) that was used in supporting the CIC e.g. in pastoral support and developing and maintaining their Personal Education Plans (PEPs).</p> <p>7.4. HJR explained that the PEPs were to be graded on outcomes, but that she would be challenging this as this was not necessarily within the control of staff.</p> <p>7.5. It was noted that the School staff had been complimented on the thoroughness of the PEPs and in particular the use of the new electronic PEP (ePEP).</p> <p>7.6. There are due to be five CiC next year.</p>	
8.	General Data Protection Regulations (GDPR) Compliance Update	
	<p>8.1. AAP presented the paper providing an update on GDPR Compliance.</p> <p>8.2. The actions that had been completed to date were outlined including the establishment of a working group and the training for all staff.</p> <p>8.3. The results of an audit against the School Toolkit were discussed and it was noted that the Academy expected to have a satisfactory level of compliance by May 25th.</p> <p>8.4. It was also noted that the School Business Manager would undertake the role of Data Protection Officer (DPO) on an interim basis until the Academy joined the Prospect Trust, at which time there would be one DPO for the MAT.</p>	

Item	Minute	Action
9.	Policies for Approval.	
	<p><i>Freedom of Information Policy</i></p> <p>9.1. AAP presented the Freedom of Information Policy for approval.</p> <p>9.2. It was noted that there were no changes from the previous version.</p> <p>9.3. The policy was approved.</p> <p><i>E-Safety Staff</i></p> <p>9.4. AAP presented the E-Safety Policy for approval.</p> <p>9.5. IAH commented that the policy appeared to be worded from a laptop perspective and did not necessarily fully capture the current use of iCT in the school.</p> <p>9.6. Subject to AAP reviewing the wording of the policy to ensure that it reflected the current use of devices the policy was approved.</p> <p><i>ICT Acceptable Use Policy</i></p> <p>9.7. AAP presented the ICT Acceptable Use Policy for students.</p> <p>9.8. AAP informed that the policy had been updated to better reflect the use of iPads.</p> <p>9.9. The policy was approved.</p>	AAP
10	Health & Safety – Autumn Term	
	<p>10.1. AAP presented the Health & Safety Report for the Spring Term.</p> <p>10.2. AAP informed that there had been no RIDDOR reports and that overall the number of incidents was lower than for the same period in the previous year.</p> <p>10.3. The Health & Safety activities that had taken place, including undertaking a fire drill test were discussed.</p> <p>10.4. RM commented that Bryan Lee had done a very good job in keeping the site safe during the snow and had come in at 4:00 am to start clearing.</p> <p>10.5. RM informed that the Parental Forum had given positive feedback about how well communication had been managed during the snow period. CC agreed saying he felt that messages had been very clear and timely allowing parents to plan their days.</p>	
11	Departmental Reports – Autumn Term	
	<p>HR Report</p> <p>11.1. AAP presented the HR Report for the Spring Term.</p> <p>11.2. It was noted that staff absence rates were slightly higher than for the same period in the previous year, although it was explained that these had been affected by the long-term absence of one or two members of staff.</p> <p>11.3. AAP confirmed that the sickness absence rates were significantly lower than national averages.</p> <p>11.4. IAH discussed the level of turnover and the current vacancies within the school. It was noted that a number of teachers were leaving to join the independent sector. The difficulty of finding good quality candidates was discussed and the need to look further afield including Ireland and Spain.</p> <p>11.5. CC commented that he hoped that working with The Prospect Trust would make recruitment easier. IAH agreed but also noted that teachers who work in the Further Education sector often don't wish to change to the Secondary Schools, as the nature of teaching was quite different.</p> <p>11.6. RM and HJR commented on the amount of support teachers were given, in particular the NQTs, but that again these teachers would often move on if a post with perceived better prospects became available.</p>	

Item	Minute	Action
	<p>ICT Report</p> <p>11.6. AAP presented the ICT report for the Spring Term.</p> <p>11.7. AAP outlined the key developments during the Spring Term including progress with the iPad scheme and the School's intention to apply for Apple Distinguished School Status.</p> <p>11.8. IAH explained that the School had been invited to apply to become an Apple Distinguished School and the potential benefits that this recognition could bring.</p> <p>11.9. CC commented that he thought the level of support teachers were getting to improve their use of the iPad was really good. HJR commented that she has really benefited from this and is using iPads much more now in her English lessons.</p> <p>Facilities Report</p> <p>11.10. AAP presented the Facilities Report for the Spring Term. 11.12. AAP confirmed that the Window Replacement Project was now almost complete apart from snagging. He also noted that the project was forecast to come in on target.</p> <p>11.13. AAP informed that the Condition Improvement Bid that had been submitted for fire prevention work had been successful and that this would mean that the school would be able to undertake £1m worth of fire safety related improvements. The school is not required to contribute financially towards these improvements. RM said this was good news and thanked those involved for the work they had put into the bid. The works are currently out to tender, however the duration of the project has not yet been established as this will depend upon what is involved e.g. extent of any asbestos work required.</p>	
10	Any Other Business	
	10.1. None raised.	
11.	Date of the Next Meeting	
	The next meeting is arranged for 06:30 pm on Monday 11 th June 2018.	