

Queen Elizabeth's Grammar School, Ashbourne Academy  
Minutes of Resources Committee dated 17 November 2014

<b>Date:</b>	17 November 2014			<b>Action</b>																												
<b>Time:</b>	7pm																															
<b>Place:</b>	Room 540																															
<b>Governors Present:</b>	<table border="1"> <thead> <tr> <th>NAME</th> <th>POSITION</th> <th>PRESENT</th> <th>APOLOGIES</th> </tr> </thead> <tbody> <tr> <td>Max Jeffery (MJE)</td> <td>Co-opted Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Allen Forsyth (AFO)</td> <td>Old Trust Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Steve Bembridge (SBE)</td> <td>Staff Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Colin Smith</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> <tr> <td>Anne Martin (AMA)</td> <td>Head Teacher</td> <td>X</td> <td></td> </tr> <tr> <td>Roger Palmer-Clarke (RPC)</td> <td>Parent Governor</td> <td>X</td> <td></td> </tr> </tbody> </table>			NAME	POSITION	PRESENT	APOLOGIES	Max Jeffery (MJE)	Co-opted Governor	X		Allen Forsyth (AFO)	Old Trust Governor	X		Steve Bembridge (SBE)	Staff Governor	X		Colin Smith	Parent Governor	X		Anne Martin (AMA)	Head Teacher	X		Roger Palmer-Clarke (RPC)	Parent Governor	X		
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<b>RS96.14</b>	<b>AGENDA ITEM 1. Apologies</b>																															
	<i>None</i>																															
<b>RS97.14</b>	<b>AGENDA ITEM 2. Declaration of interest</b>																															
	<i>None</i>																															
<b>RS98.14</b>	<b>AGENDA ITEM 3. Terms of Reference. Max Jeffery</b>																															
	<p>The last bullet point in 'discharge the following delegated duties' is an addition to the terms of reference from last year.</p> <p><b>ACTION: These will be presented to the FGB 8.12.14</b></p>			ToR to FGB 8.12.14																												
<b>RS99.14</b>	<b>AGENDA ITEM 4. Minutes of the last meeting dated 7.7.14. Max Jeffery</b>																															
	<p>Page 2: Door Access: remove 'too costly to install' to 'ineffective'.</p> <p>Page 2: Smoke detectors: This is being considered by the electricians.</p> <p><b>ACTION: LKE - Report with the costing for a stand-alone system, how staff would report it if the alarm sounded and any other risks associated with a stand-alone system to next Resources meeting 2.3.15</b></p> <p><b>Subject the above changes being made the Chair signed the minutes as a true record.</b></p>			<p>LKE: Report on stand-alone smoke detective system Resources 2.3.15</p> <p>MJE signed the minutes</p>																												
<b>RS100.14</b>	<b>AGENDA ITEM 5. Matters arising/actions from last meeting. Max Jeffery</b>																															
	<p><b>Min No: RS83.14:</b> Trigger funding still being investigated</p> <p><b>Min No: RS83.14:</b> Fraud Policy LKE will chase up SGR and HTR for comment</p> <p><b>Min No: RS89.14:</b> Future Plans. The strategy document will be updated and</p>																															

	taken to the FGB 8.12.14 <b>FGB29.9.14:</b> Student Presentations: MAK to follow up on-line subscriptions	
<b>RS101.14</b>	<p><b>AGENDA ITEM 6. Estates Report. Paul Haines</b></p> <ul style="list-style-type: none"> <li>• <b>Including: Premises Improvement Plan</b></li> </ul> <p>It was assumed that all Governors present had read the report. <b>Pitch Drainage:</b> AFO asked if the pitch drainage work had been successful. SBE confirmed that it had and despite the heavy rain of last week the drainage was good on the pitch although there is still work to be done to get it ready to be used as a playing field.</p> <p><b>Caretakers Job Logging system:</b> This should be available to use by January 2015. This has been modelled on a similar system used in school to log ICT jobs so staff are familiar with the process. RPC offered to independently check the system once it is working.</p> <p><b>Service Contracts:</b> These are clearly budgeted for.</p> <p><b>Premises Improvement Plan:</b> This includes maintenance work on a 'best guess basis' of what may need doing over the next 5 years. This is informed by the Classroom conditions survey. 20% of the school is electrically tested each year on a rolling programme and any remedial work carried out as necessary.</p> <p><b>ACTION: Governors asked that the statutorily required work and the improvement work be split in the next report for Resources 2.3.15</b></p>	<b>PHA: Split the plan into statutorily required work and maintenance or improvement work</b>
<b>RS102.14</b>	<p><b>AGENDA ITEM 7. Health and Safety Report. Paul Haines</b></p> <ul style="list-style-type: none"> <li>• <b>Including accident and near miss reporting</b></li> </ul> <p>PHA is collecting paper copies of 'Near miss' reporting at the present time whilst an electronic reporting system is created. He is 'closing down' reports. <b>ACTION: 'Near Miss reporting to be added to accident report and show trends over time.</b></p> <p>AFO asked about the high number of reported accidents over August when the school is closed. This is the period of time when there are often a number of contractors in school. When a contractor reports on site then a Health and Safety booklet is given to them which details the procedures in school regarding H&amp;S on site.</p> <p><b>Fire Drills:</b> All drill times are recorded with date and times logged. This includes testing the alarms. The next drills will have certain exit routes blocked to see if staff and students are aware of other exit routes if a planned route is blocked.</p>	<b>PHA: Near Miss reporting to be added to the Accident Report and trends over time shown</b>
<b>RS103.14</b>	<p><b>AGENDA ITEM 8. Financial Report. Lisa Key</b></p> <ul style="list-style-type: none"> <li>• <b>Including: Pupil Premium Report and Long term budget forecasts</b></li> </ul> <p>LKE drew the Governors attention to the reduction in SEN funding. The LA have reduced the SEN funding by £89,000 by changing the way that ERS places are funded at the school. This fall in expected income has in part been offset by a reduction in the teacher's salary budget as some staff have left the school who were previously budgeted for.</p>	

	<p>The GAG funding for next year has been set by the Autumn Census and is based on the number of students in school in October 2014. The numbers are lower in each year group than the PAN of 236 (eg Year 7 – 205) and this has a significant impact on the overall funding for the school. Hence the reduction seen in the carry forward in future years, although 2014/15 is not a cause for concern.</p> <p><b>NB:</b> LKE had prepared a different forecast based on conversations that she had had with the LA on Friday 14.11.14. The LA are funding the ERS places at school as previously and so the school will receive the £89,000 expected. Papers were distributed with up-to-date information. This also assumes that all years were up to PAN but did not exceed it.</p> <p>AMA informed the Governors that DCC had received a windfall of £15m to spend on education this year. It was not yet known what that funding would go on or how it would be allocated but QEGS (despite being an Academy) would receive some of that funding.</p> <p>MJE asked how significantly different are these figures from the ones presented to FGB in July and what should be presented to the FGB 8.12.14. MJE will explain the budget figures and how the plans for the future development of the school would impact on the budget.</p> <p>AMA explained that now the school has received an Ofsted Report that judges the school as 'Good', with Leadership and Management as 'outstanding', then services can be traded with other schools eg Training, mentoring support etc</p> <p>CSM suggested that SLT do not get too distracted by trying to generate other income streams unless they would prove very lucrative. RPC asked if other income methods had been explored eg 'advertising revenue without strings'.</p> <p><b>ACTION: SLT to investigate revenue streams that other Academies attract.</b></p>	<p><b>SLT: Consider other income streams</b></p>
<p><b>RS104.14</b></p>	<p><b>AGENDA ITEM 9. Cash Flow forecasts. Lisa Key</b></p> <p>The Auditors had recommended that LKE present the Governors with a detailed cash flow forecast for the year. This was created using information from the last 3 years accounts.</p> <p><b>ACTION: LKE to present Cashflow forecasts at every Resources meeting</b></p>	<p><b>LKE: Present Cashflow forecasts at every Resources meeting</b></p>
<p><b>RS105.14</b></p>	<p><b>AGENDA ITEM 10. Proposed structure for Student Support and Intervention (Sept 2015). Anne Martin</b></p> <p>The present Pupil Premium Learning Mentor will no longer be employed from December 2014. An English Teacher, who is also a Key Stage 4 Progress Leader has resigned leaving at the end of term. Rather than disrupt Year 11 SBE will temporarily take over the Progress Leader position until the end of the academic year and also take on the Learning Mentor role. The Job Description (JD) is in the papers and from January 2015 until August 2015 he will undertake this role minus the highlighted parts. He will take on the entire</p>	

	<p>JD from September 2015. The current Key Stage 3 Leader (Sarah Berry) will become Key Stage Leader for both Key Stage 3 and 4 Progress Leaders will also be offered a low TLR to take on some extra responsibility to help distribute this increase in work load.</p> <p>All these positions are on top of their normal teaching responsibilities.</p> <p><b>Governors approved these appointments</b></p>	<p><b>Structure approved</b></p>
<p><b>RS106.14</b></p>	<p><b>AGENDA ITEM 11. Future Plans – growth of the school. Max Jeffery/Anne Martin</b></p> <p>The futures Strategy document will be updated and presented to the FGB 8.12.14. <b>ACTION: Future Strategy Document FGB agenda 8.12.14</b></p> <p>The sequence of when the funding will be received and when the school can commit to any building work needs to be co-ordinated.</p> <p>AMA had informed the Futures Group that the LA had £3.3m but it was not clear when or how that would be received at QEGS. A lot of this depends on housing being sold and there is presently not much clarity over this process.</p> <p>The Futures Group would like to be confident that once the funding is released then the school has plans in place.</p>	<p><b>FGB Agenda 8.12.14: Future Strategy document to be presented</b></p>
<p><b>RS107.14</b></p>	<p><b>AGENDA ITEM 12. ICT Improvement Plan. Lisa Key/Scott Garrity</b></p> <p>RKE had put the document together with the support of LKE and SGA. It is not a strategic plan for the future but a starting point to identify the areas of concern in the school with ICT. It is a maintenance plan.</p> <p>AHA led a similar initiative in his previous school to improve use and scope of ITC and develop the impact of the use of technology on Teaching. This plan will inform a programme going forward.</p> <p>The new technology, how students use it and how it impacts on teaching should all be considered to inform a long term plan. Costs should include allowance for improvements and maintenance with in that. <b>ACTION: Priorities for ICT with costs to the next Resources meeting 2.3.15</b></p>	<p><b>ICT Priorities with costs Resources Agenda 2.3.15</b></p>

<p><b>RS108.14</b></p>	<p><b>AGENDA ITEM 13. Careers week Report. Shobha Tynan</b></p> <p><b>NB: This item was discussed at the start of the meeting to allow STY to leave.</b></p> <p>2 reports were submitted. One on Year 10 Careers Week and the other on Year 10 Work Experience.</p> <p><b>Careers Week:</b> This had been successful and both students and employers who had attended felt they had benefitted from the experience. The plan is to carry on with the basic format of the event but expand it with more employers attending. It is hoped to do more work in the Sixth Form and ask employers to present via master classes on 'employability skills' for example. Assemblies are being planned lower down the school to start engaging students sooner in this topic. The Career Academy is now not being taken up but STY will mirror their working model on a smaller scale.</p> <p><b>Work Experience:</b> This continues to be successful despite the reducing number of employers willing to take part. Louise Allen (Careers Advisor) is trying to expand her database of employers all the time and would welcome any support from Governors with this.</p> <p>Ofsted were very complimentary on the work done in school around careers.</p> <p><b>MJE thanked STY for her report and she left the meeting at 7.30pm</b></p>	
<p><b>RS109.14</b></p>	<p><b>AGENDA ITEM 14. Local and National Updates. Anne Martin</b></p> <p>Ofsted will now monitor the schools data remotely and if it felt that there is either a cause for concern or that the data is moving towards becoming outstanding then this will trigger a visit otherwise the next Ofsted will be in 3 years.</p>	
<p><b>RS110.14</b></p>	<p><b>AGENDA ITEM 15. Review of Risk Register. Lisa Key</b></p> <p>Near Miss reporting needs to be added to the register.</p> <p>CSM pointed out that the Risk of a staff fatality or injury at work should be the lowest risk '1'. Similarly with pupil fatality or injury. This should be changed and a narrative as to why it has been changed.</p> <p>It would be better to separate out minor injury and major injury and also create a separate point about 'fatality'.</p> <p>LKE was asked if there was an industry standard scale for risks in schools. The Register needs to be improved possibly by reducing the number of risks to a more manageable level.</p> <p><b>ACTION: Risk Register to be made simpler and the identified areas (as listed) to be re-classified with a narrative as to the reasons behind the change.</b></p>	<p><b>LKE: To make the changes noted and look at reducing the number of items on the Register</b></p>

RS111.14	<p><b>AGENDA ITEM 16. Approval of Purchase orders. Lisa Key</b></p> <p><b>Bus Shelters:</b> Proposal to fit 2 shelters one at each end of the waiting area on the Bus Bay. PHA had requested 3 quotes but only 2 were received. Woodroffe Benton had offered to financially support this project by funding 1 shelter outright and a further donation of £15,000 to be used for another purpose. This proposal was being considered by the Woodroffe Benton Foundation and the outcome known in January 2015. CSM asked about the cost of maintenance for the shelter eg replacement for damaged panels. This was not known.</p> <p><b><i>ACTION: Governors approved the installation of 1 bus shelter subject to the maintenance costs not being prohibitive</i></b></p> <p>AMA asked whether lockers in the Sixth Form would be something Governors may like to use the funds on. CCTV was discussed as requiring upgrading and improving and this could also be a project that Woodroffe Benton might support.</p> <p><b>Moveable Wall:</b> This is to split the canteen into half with a moveable wall to create 2 distinct areas. This would seat 75 people overall. CSM asked if this was soundproof. It is to 48 decibels. CSM also recommended that as robust a moveable wall as possible is sourced if it is to be opened and closed on a regular basis. Warranty and maintenance costs were discussed. PHA will check on these before proceeding and try and locate one in a school that is being used so that he can see it in action.</p> <p><b><i>ACTION: Governors approved the purchase of a moveable wall</i></b></p>	<p>Bus shelter approved</p> <p>Moveable wall approved</p>
RS112.14	<p><b>AGENDA ITEM 17. Policies for approval. Lisa Key</b></p> <ul style="list-style-type: none"> <li>• <b>Charging and Remissions Policy</b> This is based on the legal position for charging in schools. A final paragraph has been added to incorporate charging for training.</li> </ul> <p><b>MJE proposed and AFO seconded the Policy. This will have to go to FGB 8.12.14 as it is a statutory policy</b></p> <ul style="list-style-type: none"> <li>• <b>Whistle Blowing Policy</b> Contacts have been updated.</li> </ul> <p><b>MJE proposed and AFO seconded the Policy</b></p>	<p>Charging and Remissions Policy approved</p> <p>Whistle Blowing Policy approved</p>
RS113.14	<p><b>AGENDA ITEM 18. Fixed assets and Inventory Write Offs. Lisa Key</b></p> <p>MJE signed the fixed assets and Inventory Write Offs after considering the paper.</p>	<p>Fixed assets and Write Offs approved</p>
RS114.14	<p><b>AGENDA ITEM 19. Bad Debts Write Offs. Lisa Key</b></p> <p><b>None</b></p>	

<b>RS115.14</b>	<b>AGENDA ITEM 20. Virement Report. Lisa Key</b>  <i>None</i>	
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**Meeting closed at 9.20pm**