



**Minutes of Resources Meeting  
Monday 2<sup>nd</sup> March 2015 – 6.00pm**

**GOVERNORS PRESENT**

NAME	POSITION	PRESENT	APOLOGIES	ABSENT
Mrs A Martin (AMA)	Head Teacher	✓		
Mr S Bembridge (SBE)	Staff Governor	✓		
Mr C Smith (CSM)	Parent Governor	✓		
Mr R Palmer-Clarke (RPA)	Parent Governor	✓		
Mr M Jeffery (MJE)	Co-Opted Governor	✓		
Mr P Oakes (POA)	Old Trust Governor	✓		
Mr A Forsyth (AFO)	Old Trust Governor	✓		
Mr R Dubrow-Marshall (RDM)	Co-opted Governor	✓		

**IN ATTENDANCE**

NAME	POSITION	PRESENT	APOLOGIES
Mr S Garrity (SGA)	Associate Headteacher	✓	
Miss S Bhogal (SBH)	Clerk	✓	
Mrs L Key (LKE)	Business Leader	✓	
Mr P Haines (PHS)	Estates Manager	✓	

<b>Agenda Item:</b>	<b>1 – Introduction of new Foundation Governor</b>
<b>Minute Number:</b>	<b>RS116.15</b>

The Chair welcomed Paul Oakes (PAO) to the Resources Committee, he is a Foundation Governor.

At this point all Governors went to the canteen to look at the new movable wall that has been installed. Governors left the meeting at 6pm and returned at 6.10pm.

<b>Agenda Item:</b>	<b>2 – Apologies</b>
<b>Minute Number:</b>	<b>RS117.15</b>

No apologies.

<b>Agenda Item:</b>	<b>3 – Declaration of Interest</b>
<b>Minute Number:</b>	<b>RS118.15</b>

None.

<b>Agenda Item:</b>	<b>4 – Minutes from the last meeting</b>
<b>Minute Number:</b>	<b>RS119.15</b>

The minutes were accepted as a true and accurate record. The Chair to sign the minutes.

<b>ACTION:</b>	The Chair to sign the Resources minutes dated 17 <sup>th</sup> November 2014.
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<b>Agenda Item:</b>	<b>5 – Actions from the last meeting</b>
<b>Minute Number:</b>	<b>RS120.15</b>

RS99.14: Business Leader to report on stand-alone smoke detective system to Resources on 02.03.15.

This has been picked up by the Estates Manager – please see Estate Managers Report.

RS104.14: Business Leader to present Cash Flow Forecasts at every Resources meeting.

This has been added to the agenda and will be presented at every Resources meeting.

RS107.14: Priorities for ICT with costs to the next Resources meeting 02.03.15

Business Leader - At the last resources meeting the 2014/15 ICT maintenance plan was discussed. This Wednesday 4<sup>th</sup> March SLT have a meeting to discuss the ICT strategic plan. The Network Manager will also be in attendance. The strategy will be driven by teaching and learning and will be student centred. We need to overcome the challenge of staff and students identifying what ICT is on the market and how they can use it to enhance classroom practice so that we invest wisely. The ICT infrastructure should not be a limiting factor, but should be developed to support the technologies needed.

The Chair - this has been outstanding for a while and needs to be a regular item. Please can you circulate something after your meeting on Wednesday with the Senior Leadership Team.

<b>ACTION:</b>	Business Leader to email a circular regarding the ICT strategic plan after the SLT meeting where it is to be discussed, which is on Wednesday 4 <sup>th</sup> March, including a review as to where we go from here.
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**Governors asked the question 'how do we know what modern IT looks like?** Associate Headteacher - we find out from a teaching and learning aspect, from visits to other schools, and national conferences and events for example The Be TT Show, teachers usually request a trial and we then put together a strategy to see if this request is useful/beneficial or not.

<b>Agenda Item:</b>	<b>6 – Local and National Updates - Headteacher</b>
<b>Minute Number:</b>	<b>RS121.15</b>

Enclosed are the local and national updates from February 2015. There are a few more updates that are not included in this paper, these are:

- Today (02.03.15) is National Offer Day where students find out which Secondary school they will be attending. (QEGS will receive 223 students)
- We have some in year admissions and some of these are from abroad.
- Since the Ofsted inspection we have had an income of £12k.
- Out of 27 schools and organisations that applied for the Character Education Award we won £15K for Grit and Resilience for our work in tutor time and period 6.
- We have also won £3k to purchase some books, this is due to the work of some students who wrote a piece on 'what would a world without books look like'. We will purchase these from a bookshop in Cromford, this bookshop (due to a large purchase we made last year) will also be donating QEGS some books.
- In regards to our Teaching Schools application, we will have further information in April 2015. This will bring in additional funding for staffing.

#### Q&A

**Governors stated that they found the paper enclosed very interesting, are the universities are lowering their admissions requirements.** Associate Head - the universities are trying to fill their non-popular courses.

**Governors also asked how QEGS was affected by the errors in marking.** Associate Head - there is no consistency in the pattern for marking, for example one particular paper went from a grade E to grade B. We can reassure everyone that we do scrutinise the results so that we can compare the results against predicted and actual. Headteacher - one particular school did send all their papers back, this is also very costly.

**Governors asked whether this could be quantified.** Associate Head - not at this time. We do have an analysis of exams that were re-sit from 2014 results which are broken down by department, which we can forward to everyone.

<b>ACTION:</b>	Associate Head to send feedback (from Wendy Steeples: Examinations Officer) regarding re-sit analysis to Resources.
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<b>Agenda Item:</b>	<b>7 – Finance – Business Leader</b> a) Finance report including longer term forecasts, pupil premium funding and cash flow.
<b>Minute Number:</b>	<b>RS122.15</b>

At the time the finance report was prepared the 2015/15 underspend was projected to be £583k. However, as we continually monitor the budget the latest projected balance is closer to £600k due largely to additional income (£15k Character Education Award)

The variance analysis as stated on this report is self-explanatory.

Available capital funding stands at £197k. This balance will reduce as we invest in premises improvements and ICT. Spending will be driven by the Premises Improvement Plan and ICT Strategy and much as that planned for 2014/15 will be incurred in the summer holidays. Proposed expenditure for the summer will be presented to the Resource Committee at the next meeting.

**Governors asked whether we were spending more than we are making, if so then we need to close the gap.** Next year's budget (2015-16) is based on the current numbers on roll (1301). We have worked together to ensure staffing levels are appropriate for the needs of the curriculum plan. Opportunities to reduce staffing costs have been taken when appropriate for example an Assistant Headteacher leaves at the end of the Spring Term has not been replaced and her duties have been re-allocated.

In terms of income it is always difficult to forecast how much income the school will receive, changes in Government policies can affect this. The notes/assumptions in the appendices explain and underpin these.

We will look at what we are spending this year and then roll this out onto next year's predictions where appropriate. We need to manage the situation as we go, we have always projected an initial overspend, but then have worked to reduce costs, increase income to remedy the situation. The figures included show only what we have received so far, for example money from staff going out to share their expertise. Leadership and Management will grow, and we will do this in a considered way. We are working hard on student recruitment. Teachers are visiting the primary schools to recruit potential students.

**Governors asked if we knew for definite that we have 223 students coming into QEGS.** The financial forecasts had been prepared on the basis of 225 students. Current year 7 is 205. Student recruitment is a big priority for us, we have space in every year and we are working on a curriculum model.

The Business Leader went through the appendices attached to the finance report.  
Appendix 1 – Forecasts inclusive of 1% pay award & incremental progression.  
Appendix 2 – Forecasts inclusive of incremental progression but exclusive of pay award.  
Appendix 3 – Forecast inclusive of pay award and exclusive of incremental progression.

The Headteacher stated that some academies did not give a 1% pay award, but did give incremental progression, there needs to be a discussion in the summer term as we need to remain competitive as an employer, perhaps we could think about introducing a bonus structure instead of a pay award.

Q&A

**Governors observed that there are subtle changes between each of the scenarios presented in the above appendices. We need to take a prudent approach as staffing has a much more substantial effect. Getting a visibility of average class size and teaching costs would be good.**

**ACTION:**

At the Full Board next Monday we need to pick up on three or four headlines to cover the issues in this finance report.

<b>Agenda Item:</b>	<b>7 – Finance – Business Leader</b> b) Fixed Assets and Write Offs.
<b>Minute Number:</b>	<b>RS123.15</b>

*These fixed assets and write offs were approved by the Governors.*

<b>Agenda Item:</b>	<b>7 – Finance – Business Leader</b> c) Bad Debts Write Offs
<b>Minute Number:</b>	<b>RS124.15</b>

*These bad debt write offs were approved by the Governors.*

<b>Agenda Item:</b>	<b>7 – Finance – Business Leader</b> d) Purchase Orders
<b>Minute Number:</b>	<b>RS125.15</b>

Attention was bought to the paragraph:

In the interests of efficiency, permission is also sought from the Governors that purchase orders in excess of £10,000 relating specifically to school trips funded by parents, can be approved by both the Headteacher and Business Manager, but that the prior approval of the Governors will not be required. Effectively this would result in no change to current practices.

***Governors approved this request.***

<b>Agenda Item:</b>	<b>8 – Estates</b> Estate Managers Report
<b>Minute Number:</b>	<b>RS126.15</b>

The Estates Manager asked all Governors whether they had any questions in regards to the Estate Managers Report.

**Governors asked whether the costs would remain the same in regards to the service contracts.**

The Business Leader explained that the astro turf contract had been the same price for the last four years, the cleaning contract has gone up by 2.5%. **Governors observed that in this current climate the contract from the astro turf company is quite generous, what the life span is for the astro turf,** this was around 7 years.

**Governors asked whether we are continuing with these contracts without tendering.** The Business Leader explained that there is a charge for tendering which equates to about £7K, plus our time.

**Governors asked if we sign up for the cleaning contract is +2.5%.** We have asked for a quote, we are not tied in, however, this cleaning company is by far the best we have ever had. We have stripped some things out of the contract for example equipment replacement. We have set this amount aside, so that when equipment does need replacing we are in control, likewise if no equipment needs replacing then we still have those monies.

Conversation shifted to talk about “futures” and the building plans and funding streams.

The Estates Manager confirmed that the Quantative surveyors have come back and quoted 2.6 million including VAT for the sixth form centre. **Governors asked about availability and timing of possible 106 funding.**

The Headteacher reminded Governors that a letter had been sent to Derbyshire Dales Council and a response had been received outlining dates and when monies may be received. This will be presented at Full Board on Monday 9<sup>th</sup> March.

The Business Leader will meet with Quantity Surveyors regarding section 106 money, however it is important to remember that developers hang onto this money for as long as they can as do the LEA, developers can also change/move their dates. The developers aim to have all the houses sold by October 2016, by March 2016 half of these should be sold.

The Chair summarised by saying that after discussions at the Time Out meeting the key steps are:

- Quantify how much these projects would cost (eg. Sixth form centre).
- The next best course to implement these for example do we manage this ourselves, contract architects or partner up with developos.

We need to have decided by the end of this academic year.

<b>ACTION:</b>	Updated summary to be presented at FGB – MJE and AMA to create.
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<b>Agenda Item:</b>	<b>8 – Estates – Estates Manager</b> b) Health and Safety Report
<b>Minute Number:</b>	<b>RS127.15</b>

Q&A

**Governors made an observation that perhaps 7 staff accidents were quite high.** We are encouraging staff to report all accidents even if they are minor. They are mainly minor trips and falls due to the complex site, there is no reoccurring common thread.

The Headteacher mentioned that staff do tend to rush, and we all need to be more vigilant, she assured Governors that we do investigate all accidents and carry out follow ups.

<b>Agenda Item:</b>	<b>9 – Policies – Business Leader</b> a) Investment Policy b) Gifts and Hospitality Policy
<b>Minute Number:</b>	<b>RS128.15</b>

Due to the recommendation from Smith Cooper we have put together the attached policy.

**Governors asked whether we receive many gifts that are over £25, and who do we currently bank with.** No gifts over £25 are received and we bank with Lloyds.

***The governors approved these policies.***

<b>Agenda Item:</b>	<b>10 – Changes to Staffing</b> a) Family Support Worker – Brendan Drake
<b>Minute Number:</b>	<b>RS129.15</b>

The Headteacher explained Brendan's post and the impact of his work (Job description and impact paperwork was included with the papers for this meeting). He is making a big impact, this was also presented at S&S and the Governors approved his role and agreed that his post should be made permanent.

We would like to use Pupil Premium funding to support his salary from September. The relationships he has built up are valuable and we really need to make his role a permanent one. SBE also reiterated that Brendan's role is valuable and important to his team, without his service we would struggle to put these things in place.

***All governors agreed that Brendan Drake's role as a Family Support Worker should be made permanent and that Pupil Premium funding be used to support his salary.***

<b>Agenda Item:</b>	<b>10 – Changes to Staffing - Headteacher</b> b) Creative & Corporate Services Assistant – Liam Daughtry
<b>Minute Number:</b>	<b>RS130.15</b>

Liam is the first apprentice we have employed. Currently we have to adhere to the timetable set by his college as to the work and training he is given. His apprenticeship finishes in July 2015. We would like to offer him a temporary contract for 12 months and see how this position develops, we would then revisit this in 12 months' time. He has done a lot of work with the Leadership Centre and SBE also agreed that Liam is very passionate about the school.

***All Governors agreed that Liam Daughtry should be offered a 12 month temporary contract, and that this would be re-evaluated in 12 months' time.***

**Meeting closed at 7.17pm**