



**Minutes of Resources Meeting  
Monday 6<sup>th</sup> July 2015 – 6.30pm**

**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		✓	

**IN ATTENDANCE**

NAME	POSITION	PRESENT	APOLOGIES
Mr S Garrity (SGA)	Associate Head	✓	
Miss S Bhogal (SBH)	Clerk	✓	
Mrs L Key (LKE)	Business Manager	✓	
Mr P Haines (PHS)	Estates Manager	✓	
Mr H Tresidder (HTR)	Community Governor	✓	

<b>PRESENTATION:</b>	<b>Adrian Harding (AHA), Rob Tuck (RTU) &amp; Dave Roberts (DRO)</b>
<b>TIME:</b>	<b>6.30-6.45pm</b>
<b>SUBJECT:</b>	<b>ICT Strategy – Progress to date</b>

AHA – Explained the progress to date of the ICT strategy. Once the SIP (School Improvement Plan) has been finalised we will know how to proceed in terms of the ICT strategy. Our ICT strategy has to be fit for purpose. Before any schools spend any money they need to ask themselves some questions for example does it help to reach our goals?

**Governors asked whether we have a formal statement regarding our ICT strategy.** AHA – yes we do have a section in our SIP, which is in the papers for Full Board.

**Governors suggested that we test our strategy against the McKinsey questions, CSM to send a copy to committee.**

<b>ACTION:</b>	<b>CSM to send a copy of the McKinsey questions to the Resources committee.</b>
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Date – V

Signed by Chair of Resources Committee: \_\_\_\_\_

Printed Name: Max Jeffery

DRO and RTU took the Governors through a demonstration of the new online system, which enables staff and Governors to extract information at a more detailed level. A system that was simple to use and did not require much instruction was needed.

The dashboards have been designed by taking into considerations from Ofsted. The system will also show comparative trends over time.

**Governors asked how we would maintain the system.** RTU – the program is written in php, which is a standard language, therefore, easy to maintain. The system would be maintained by RTU.

**Governors asked if there were any additional costs for this hard/software, how many hours of development had gone into this and how many hours of support would be needed.** RTU – we are currently gathering this information.

*DRO, RTU and AHA left the meeting at 7.10pm.*

<b>Agenda Item:</b>	<b>1 – Apologies</b>
<b>Minute Number:</b>	<b>RS131.15</b>

Mr A Forsyth sent his apologies.

***Governors accepted his apology.***

<b>Agenda Item:</b>	<b>2 – Declaration of Interest</b>
<b>Minute Number:</b>	<b>RS132.15</b>

None.

<b>Agenda Item:</b>	<b>3 – Minutes from the last meeting dated 02.03.15</b>
<b>Minute Number:</b>	<b>RS133.15</b>

Amendments

Page 3 – First Q&A question change 'are' to 'as' and 'non-popular' to 'unpopular'.

Page 4 – Fourth paragraph change 'we are making' to 'our income'.

Page 6 – Bottom paragraph change 'develops' to 'a developer'.

Page 7 – Second paragraph – take out 'staff do tend to rush' so the sentence will read 'The Headteacher mentioned that staff need to be more vigilant'.

Subject to these changes the minutes were accepted as a true and accurate record.

<b>ACTION:</b>	<b>The Chair to sign the minutes.</b>
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<b>Agenda Item:</b>	<b>4 – Actions from the last meeting</b>
<b>Minute Number:</b>	<b>RS134.15</b>

All actions from the last meeting have been completed.

09.07.2015 – V1

Signed by Chair of Resources Committee: \_\_\_\_\_

Printed Name: Max Jeffery

<b>Agenda Item:</b>	<b>5 – Finance Report including approval of budget – Business Leader</b>
<b>Minute Number:</b>	<b>RS135.15</b>

Two handouts were tabled at the meeting titled:

1. Handout showing 6 different financial models
2. A detailed financial forecast of model 5

The Community Governor (HTR) explained that he was in attendance at this meeting in his capacity as the Responsible Officer.

#### Revenue Account 2014-15

The balance on the revenue account as at 31.08.2015 is currently projected at approx. £653,000 as set out in the first table of the finance report.

#### Revenue Budget Plan 2015-16

Our 2015-16 GAG is £230,000 less than in the current year due to two factors:

1. A significant reduction in student numbers (a reduction of 48 from 1,349 to 1,301) and we are 83 students below our net capacity of 1,384.
2. An Education Services Grant reduction of £53 per student.

A number of revenue budget plans have been prepared for consideration by the Resources Committee each of which is fundamentally driven by our curriculum model and school improvement plan.

Each model is identical with the exception of salary costs:

1. Model 1 – salaries include both a 1% pay award and incremental progression, as is current custom and practice.
2. Model 2 – salaries include incremental progression but no pay award.
3. Model 3 – Salaries include a 1% pay award but no incremental progression.
4. Model 4 – this model assumes a total pay freeze.
5. Model 5 – This shows annual incremental progression, STRB recommendations Minima Uplift.
6. Model 6 – No incremental progression, STRB recommendations Minima Uplift.

A discussion took place regarding the different models and the various issues these bring up.

We are still await a recommendation from the STRB (School Teachers Review Body) regarding teachers' pay from September 2015. The Pay committee recommended model 5 for the Resources Committee to recommend to Full Board for approval.

<b>ACTION:</b>	<b>Await the Government's budget announcements, due Wednesday, before sending the budget to Full Board.</b>
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**Governors thanked The Business Leader for all her hard work in producing the finance report, and the various models. It was acknowledged the Chancellor would be announcing the Budget on Wednesday.**

<b>Agenda Item:</b>	<b>6a – Approval of Pending Write Offs</b>
<b>Minute Number:</b>	<b>RS136.15</b>

*The list of items from pending write off were approved by all Governors.*

<b>Agenda Item:</b>	<b>6b – Approval of Fixed Assets Register Pending Write Offs</b>
<b>Minute Number:</b>	<b>RS137.15</b>

*The list of items from the fixed assets register pending write off were approved by all Governors.*

<b>Agenda Item:</b>	<b>6c – Purchases</b>
<b>Minute Number:</b>	<b>RS138.15</b>

*The purchases required to update the school ICT facilities was approved by all Governors.*

<b>Agenda Item:</b>	<b>7 – Charity accounts – trustees and signatories – Business Leader</b>
<b>Minute Number:</b>	<b>RS139.15</b>

The Governors of Queen Elizabeth Grammar School Discretionary Fund

The existing signatures of the NatWest account either are no longer with us or no longer have a connection with the school, it was agreed that the Headteacher Mrs Anne Martin and the Business Leader Mrs L Key to be the new account signatures, the Bank have requested to amend the address for correspondence to the school address."

School War Memorial and Prize Fund

The School War Memorial and Prize Fund, which is a registered charity at Lloyds Bank Ashbourne also currently have signatories who are either are no longer with us or no longer have a connection with the school, this account should have the same signatures as the school main accounts, namely The Headteacher (Mrs A Martin), Associate Head (Mr S Garrity), The Business Leader (Mrs L Key) and an Assistant Headteacher (Mrs B Humphrey-Lewis).

Two Governors need to be appointed as trustees to the Charity.

**Mr S Bembridge and Mr H Tresidder agreed to be the new trustees of the charity.**

Once these amendments have been made to the signing instructions, investigations will be made as to how the charity would be closed and the funds transferred back to the school.

<b>Agenda Item:</b>	<b>8a – Estate Managers Report – Estates Manager</b>
<b>Minute Number:</b>	<b>RS140.15</b>

**Governors asked whether an assessment had been done on the lights in the school, as changing them to LED could save the school a lot of money in the long run.** The Estates Manager explained that we do replace all lights this way.

Dimension Building Services

Work scheduled to be carried out by Dimension Building Services over the summer break will exceed £10,000, a full breakdown is shown in this paper. Governor's approval is needed to spend this amount with Dimension Building Services.

***Governors approved this request.***

<b>Agenda Item:</b>	<b>8b – Health and Safety Report – Estates Manager</b>
<b>Minute Number:</b>	<b>RS141.15</b>

No further questions on the Health and Safety were raised.

<b>Agenda Item:</b>	<b>8c – Service Contract Renewals – Estates Manager</b>
<b>Minute Number:</b>	<b>RS142.15</b>

Astro Turf Maintenance

Contractor: Technical Surfaces. Following a complete rejuvenation of the surface in 2013, Technical Surface have maintained the surface to a high standard, Feedback from sports staff and the community has been positive.

Staff Governor (SBE) requested to be part of the tendering process, as some things that should be in the contract are not. The Business Manager explained that it may be possible to do some negotiating now. The Staff Governor and The Estates Manager to work out a clear list.

<b>ACTION:</b>	<b>Staff Governor (SBE) and Estates manager to work out a list as to what is missing from the Astro Turf maintenance contract, ready for negotiations.</b>
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Governor's approval is needed to contract Technical Surfaces for the next year 2016.

***Governors approved this request.***

Contract Cleaning

Contractor: Clean Slate. Clean Slate took over the cleaning contract in 2013 from KGB cleaning. They have made a positive impact on the appearance of the building, and continue to keep up a good standard of cleaning.

Monthly reports to the Estate Manager, detailing area audits and hours provided are backed up with termly meetings and regular walks rounds with the Cleaning Manager.

Governor's approval is needed to contract Clean Slate for 2016.

***Governors approved this request.***

Grounds Maintenance

Contractor: NT Killingley. NT Killingley carry out such tasks as mowing and strimming all grass areas, marking out sports pitches, trimming the ivy on the main building and cutting the hedges around the site.

We have secured a 1.5% discount for 2016, Governors approval is needed to renew this contract.

***Governors approved this request.***

**Meeting closed at 8.15pm**