

Whitby Community College - Minutes of the Resources' Committee

<u>Date:</u>	23.05.11	<u>Venue:</u>	Headteacher's Office	<u>Time of meeting:</u>	2.00 pm
<u>Present:</u>	Keith Prytherch (KP), Richard Simpson - Chair (RPS), Gerald Dennett (GD), Heather Francis (HF), Elaine Spilman (ES), Sandra Simmonds (SS), Pete Shepherdson (PES), Jackie Hunter (JH)				
<u>Agenda items</u> ↓	<u>Discussion and action</u> ↓			<u>Person(s) for action</u>	<u>Completed/ required by</u>
<u>Apologies:</u> R11/11	Jane Kenyon				23.05.11
<u>Reminder of confidentiality and declarations of interest:</u> R12/11	<ul style="list-style-type: none"> The Chair reminded Governors of the need for confidentiality of all matters discussed. No declarations of interests were raised. 			All	Ongoing
<u>Minutes of the last Meeting:</u> R13/11	<ul style="list-style-type: none"> The minutes were approved as a correct record. 			All	23.05.11
<u>Matters arising from 24.03.11 (KP):</u> R14/11	<ul style="list-style-type: none"> <u>Federation</u> – KP was awaiting a summary of the consultation from Fiona Campbell of the LA, prior to a meeting of the Joint Planning Committee. Eskdale School had appointed a new Headteacher for September - Sue Whelan, Deputy Headteacher of St Augustine's School. Eskdale's Chair had invited KP and the Chair to be involved in the interview process but this had been at very short notice and they had declined the offer. 				
<u>Finance:</u> R15/11	<ul style="list-style-type: none"> <u>Final Outturn position 2010/11</u> – JH ran through the key points of the 2010/11 outturn. The whole of the surplus had been carried forward as revenue, within the agreed, licensed amount. All the final returns had been sent to the LA and there were no discrepancies in the final balances. The Chair asked about the likely surplus for 2011/12 and whether the cost-cutting strategies for 2010/11 had been appropriate. In light of the uncertainty regarding future funding, all agreed that it had been wise to remain cautious and continue to seek efficiencies wherever possible. KP reported on his meeting with the support staff, following Governor agreement at the last meeting. The meeting had led to two staff requesting reductions to their contracts and KP felt the meeting had been very effective and worthwhile in informing all support staff of the uncertainty regarding future funding and the need to move forward with prudence; Governors agreed. Strategies for utilising the surplus to raise attainment in 2011/12 were debated and KP explained the capital position in answer to further questions from Governors. <u>Private Fund Report 2010/11</u> – Governors approved of the end of year report showing the financial year's transactions and activities from the Private Fund, including trips and charitable donations. The payments exceeded receipts because the year ended mid-way through various activities – it was just a snapshot at that particular point in time. The accounts would be 				

	<p>sent for external verification.</p> <ul style="list-style-type: none"> • <u>3-year budget forecast</u> – JH explained the changes since the version distributed including: <ul style="list-style-type: none"> - a reduction in the sixth form numbers for 2012/13 based on recent interviews - staffing changes in ICT, Chemistry, History and in support staffing, explained by KP and approved by Governors - additional LA income for one-to-one tuition with corresponding expenditure under the GTA staffing budget for student mentoring work - provision for the likely leasing of a minibus in year 3 - an increase in the curriculum development and enrichment budget for a range of projects - separate expenditure budgets to enable careful accounting of the Pupil Premium and Extended Schools (non-cluster) delegated funding - a reduction in the expected surplus in 2011/12 to just over 5% (remaining in surplus in year 3). <p>JH explained that no inflation had been included for income or expenditure for years 2 or 3. Governors approved the budget and 3-year forecast with the above amendments. Governors also had access to the full details via the budgeting software. JH would submit the budget and forecast to the LA by the deadline later that week.</p> • <u>Best Value Statement and Statement of Internal Control</u> – JH felt it was appropriate to review and sign statements similar to the former FMSiS documents to evidence the good controls and financial practices that were in place at the College until new formats were recommended under the new School Financial Standard. In this vein, the financial competency of the committee was reviewed and individual competency matrices were re-visited and signed, evidencing an overall increase in the group’s financial competency. • <u>Charges for lettings for approval</u> – JH proposed that the lettings’ charges be increased by 10% with effect from July. This was approved but, in light of the fact that the charges were still cheap compared to other local facilities, it was agreed that this would be re-visited in the Autumn Term. It was noted that exams affected a significant number of sports hall bookings in answer to one governor’s question, however, these may reduce in the future with changes to the curriculum and assessments. 	<p>PES to investigate local charges; Clerk to put Lettings on next agenda</p>	<p>Summer/ Autumn Term 2011</p>
<p><u>Premises/ Facilities/ Contracts Update:</u> R17/11</p>	<ul style="list-style-type: none"> • <u>Premises</u> – notice had been given to the LA to leave the MASS scheme in April 2012. Of the 38 schools in the former Premises Scheme, 9 had opted out completely and a significant number of these also had given notice. PES was maintaining a record of the College’s requests to the scheme. Mitie, a national company, had been appointed to undertake the external decoration of the College following a tendering exercise. This would result in around a £9.5-10k saving. The work would be phased over 3 – 4 years. • <u>Telephones</u> – the existing telephone system had been 	<p>All to review the MASS scheme</p>	<p>Autumn Term 2011</p>

	<p>installed for over five years but PES had reviewed the costs and the contract was still relatively competitive. It would be difficult to find another company to take over the maintenance aspect of the telephone system in the future but, at present, the system was fit for purpose.</p> <ul style="list-style-type: none"> • <u>Capital 2011/12</u> – the letter distributed from NYCC explained the significant cut in capital funding to schools (a reduction of around 80% in the devolved formula allocation). PES explained the type of costs involved in various projects and the extent of the full condition survey works. The Chair commented on the decisions needed to determine the priority order of various externally imposed regulations alongside works to ensure the fabric of the building was attractive and enabling positive impact in the classroom. • <u>Capital Works</u> – PES described the current position and progress with the 14-19 project and the changes to the plans due to finding asbestos in the Staff Room roof. The changes meant that additional grant money would not need to be spent through Jacobs, which would enable better value for money. • <u>SERCO Realview Module</u> – KP explained that various Management Information Systems had been investigated to update the current system. The Assistant Headteacher (Teaching & Learning) and the MIS Manager recommended remaining with the existing supplier and upgrading this package. Governors agreed to the proposal. 		
<p><u>Health & Safety:</u> R18/11</p>	<ul style="list-style-type: none"> • <u>Science Review</u> – PES reported that Science was due to be audited, similar to the review undertaken in the DT department. PES and the Senior Science Technician were following the NYCC model policy and all outstanding issues would be addressed by the end of the summer term. Governors thanked PES for his work. 		
<p><u>Staffing:</u> R16/11</p>	<ul style="list-style-type: none"> • In relation to the changes to Support staff terms and conditions following NYCC's review and agreement by Unison (summarised in an appendix with the agenda papers), PES discussed explained to Governors how this would affect the caretaking hours from April 2012. The part-time caretaker's post had been extended to July to allow further time to determine the College's requirements from April 2012. Someone who could work very flexible hours and cover holiday periods would be required when the existing caretakers no longer worked additional hours, due to the cut in overtime pay. Governors agreed that a new post should be advertised. • KP ran through the changes to staffing following various requests, including in ICT, Chemistry, History and the Learning Centre. An excellent candidate had been appointed for Chemistry, as confirmed by the Chair and a parent governor whose son had been involved in the interview process. ICT interviews were scheduled for later that week and GD kindly volunteered to be on the panel. The post had attracted a strong field of candidates. The School Sports Co-ordinator posts were to be made redundant and a new 	<p>PES to draft a job description for the required caretaking role</p>	<p>June 2011</p>

	<p>Sports post created from September. The matter would be discussed at the next Schools Forum meeting and it was hoped that schools would pool their resources to continue the SSCO work.</p> <ul style="list-style-type: none"> • A member of the support staff had requested two days' unpaid leave to accompany a trip with a charitable organisation. Governors agreed in light of the particular circumstances involved. • A teaching staff member had put in a request for her pay to be reviewed in the light of her recent work and responsibilities. Governors agreed to a proposal to award a pay increment in principle. KP had discussed the matter with Caedmon and Eskdale's Headteachers and was still awaiting their response before a final decision was made. 		
<p><u>Any Other Business:</u> R19/11</p>	<p><u>Caedmon School</u> – KP reported that Caedmon School had received notice of an Ofsted inspection that week.</p> <p><u>Outreach/PRU</u> – a Governor asked whether any further consideration had been given to educating Outreach students on the College site. KP explained the changes taking place at the Scarborough PRU. Money was top-sliced from school budgets to fund the provision although Whitby students largely were not benefitting from this service. KP was investigating bringing the service in-house with additional delegated funding. The LA appeared willing to agree to this providing that no students would be excluded. The Chair queried the number of students accessing Outreach provision in Whitby – it was about 35, with the Year 11 students shortly due to leave. KP reported on the difficulties with poor-attenders and the fact that insufficient interventions were in place at primary age to avoid the types of problems being encountered when the students began their secondary education. KP was investigating the matter with the Head of the ESW team.</p> <p><u>Extended Schools</u> – recorded separately as a confidential minute at the Local Authority's request.</p>		
<p><u>Date & time of next meeting:</u></p>	<p>To be confirmed at Full Governors' meeting on 28 June 2011.</p>	<p>All</p>	<p>28.06.11</p>

Signed as a correct record: _____ **Date:** _____

Chair of Finance Committee