

**Minutes of the Resources Committee of South Molton Community College held
on Monday, 23 February 2015 at 5pm.**

Chaired by: Philip Govier	Clerked by: Sue Squire	
Present: Andy Comerford (AC) Andrew Finney (Principal) (AF) Philip Govier (PG) Sarah Robinson (SR) Arthur Symons (AS) David Tucker (DT) Ellen Vernon (EV) Simon Walker, Business & Premises Manager Dave Lewis, Vice Principal	Agenda: - Sanctioned apologies Declarations of Interest Approval of the Minutes of the Resources Committee Meeting held on 13/10/14 Matters Arising To receive Reports from Lead Governors Review of Policies Items raised by the Principal not covered during the Meeting Chairman's Business	
	<p>The Chairman welcomed Sarah Robinson to her first Meeting as a Co-opted Governor.</p> <p>The Chairman of the Governing Body advised that the Vice Chairman and Local Authority Governor, County Councillor Jeremy Yabsley had found it necessary to resign from the Governing Body due to family issues. Because Councillor Yabsley was the Safeguarding Governor, the Chairman will assume this responsibility for the time being and will give a Report at this Meeting.</p> <p>The issue of a Local Authority Governor replacement is being progressed with a view to addressing this at the Full Governing Body Meeting on 23 March 2015, as is the appointment of a Vice Chairman for the remainder of the academic year.</p>	Action:
1.	Sanctioned apologies. Diane Dimond (work commitments, at another Meeting) Neil Young had sent his apologies to the Clerk who did not receive this until after the Meeting.	
2.	To receive Declarations of Interest. None.	
3.	Approval of the Minutes of the Resources Committee Meeting held on 13 October 2014 (previously sent to Governors and circulated with the Agenda for this Meeting for ease of reference). Approved and signed as a correct record.	
4.	Matters Arising from the Minutes: 4.1 Terms of Reference for this Committee for 2014/15 had been signed by the Chairman. 4.2 Paternity Policy. It was noted that AC wanted to clarify an item before recommending approval at the last Meeting. This to be actioned and the Policy included on the May Agenda with a view to adopting. 4.3 Budget Monitoring. Simon Walker informed that Governors would see this document rather than the Budget Monitor in future. The item was deferred to the May Meeting for further reporting. Governors will be asked to approve when the new system is in place.	May Agenda

<p>5.</p>	<p>To receive Reports from Lead Governors as follows all previously circulated to Governors:</p> <ul style="list-style-type: none"> <p>Finance (Philip Govier)</p> <p>Simon Walker (SW) gave a financial report to follow up a summary report circulated to Governors.</p> <p>Governors had been informed at the October 2014 Meeting that SW would carry out a complete review of the budget structure to have better management and oversight in the future.</p> <p>Most of it been done and further details were given.</p> <p>The Budget was showing an under spend at the end of the financial year of £350,000, which may be more.</p> <p>There is still got a lot of expenditure going through and SW confirmed there should be a healthy carry forward which will be necessary to support the school's operations over the next few years.</p> <p>The biggest outlay at 80% were staffing costs. The under spend will be used to support various changes and initiatives.</p> <p>An increased projected income is expected as pupil numbers increase. Contained with the circulated budget protection, the figures showed static income for the time being.</p> <p>SW confirmed that during the review, each area had been carefully looked at to identify weaknesses or areas where money isn't being used. This had been discussed with Committee Member Diane Dimond.</p> <p>With changes occurring, there is pressure on the budget with an example of an increase in staff salaries of 2.20% from January.</p> <p>School numbers were increasing and there was a positive situation similar to last year as regards income versus expenditure</p> <p>A simplified budget structure was being organised with the Principal being kept informed. Historically there was no consistent approach and the new system would give more transparency and be easier to present.</p> <p>Governors were advised that most areas of budget are where they should be – there was a slight overspend on staff which can easily happen with supply costs.</p> <p>Generally SW was happy with the situation and there was close working with Babcock to ensure that compliance with DCC was correct.</p> <p>There had been a meeting with PG, Lead Governor for Finance before presenting this report.</p> <p>AS asked if the carry forward was expected when SW commenced his job. Answer: SW was skeptical but after 5 months, he is seeing consistency of what is going through the books. The last 3 or 4 years of accounts were being investigated and he understands the reasons for various items, stressing there were many variables..</p> <p>PG asked about relocation fund. AF informed that fixtures and fittings would be used from the current school.</p> <p>PG felt there should be a contingency and at this point, the Clerk advised of a question asked by Diane Dimond ahead of the Meeting regarding Teachers Pension employer contributions and National Insurance contracted out rate change the factoring into the financial projections to which SW had replied that the most up to date budget build calculator provided by DCC was being used. SW referred to the spreadsheet which had been circulated.</p> <p>Governors were given the opportunity to ask questions and were advised</p> 	
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	<p>that budget holders were being engaged by SW who were appreciative of the approach.</p> <p>PG asked AF about Pupil Premium and was advised that the details were on the school website, showing how the £120,000 has been spent. AF confirmed it could be justified to Ofsted, this being as a result of the work undertaken by SENDCO Steve Rogers.</p> <p>AC asked if the carry forward would go against the deficit for the next few years.</p> <p>SW gave a comprehensive reply much of which was connected with the new build and other items and this was followed up by AF. Streams of money come in from various sources.</p> <ul style="list-style-type: none"> • Personnel (Arthur Symons) The report had been circulated to Governors and he went through the items. As a follow up, Nicky Chivers, Kitchen Manager had meet with Years 7 and 9, and a healthy eating questionnaire is being carried out. The Hub: a weekly and termly report is done. Staff know when to refer to the Hub rather than SLT (Senior Leadership Team) with it acting as a middle ground that keeps children in school and educated. • Premises/Health & Safety (David Tucker) The Report had been circulated to Governors and DT went through the items. PG asked the life expectancy of the all terrain pitch. Answer: The general life of a pitch is 10 years and a maintenance contract is in place. A further 5 – 7 years life was expected. PG stated that when the pitch was installed, the College was required to have a sinking fund to ensure there is funding for replacement. He was of the opinion there had been a sinking fund and the understanding was the pot was used for other items. <p>SW advised that some of the carry forward will be used to put into the fund to comply with the Football Association and the RFU. SW confirmed that £10,000 a year has been allocated and by the end of its life, there should be sufficient money put aside to replace it.</p> <p>AC asked the income streams as regards lettings. Answer: This was thought to be approximately £16,000 and includes payment to staff for unlocking the gates. Governors briefly discussed of promoting the facility.</p>	
6.	<p>The following Policies had been reviewed by staff and sent to Governors as appropriate to review and recommend adoption:</p> <ul style="list-style-type: none"> • Acceptable Behaviour – Lead Governor: AS. Recommended to approve. • Admissions – Principal / GB Chairman. This Policy will be included on the FGB Agenda for the March Meeting to ratify. • Adoption – Lead Governor: AS. Recommended to approve. • Bad Weather – Lead Governor: DT. Recommended to approve. • Child Protection / Safeguarding – AC. Recommended to approve. <p>AC advised that Dave Lewis, Vice Principal will give a verbal Report at the</p>	Clerk to update Policy List

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	<p>Teaching & Learning Committee Meeting to follow. All staff members had been sent a document for signature confirming they understand Child Protection. In addition, all Governors will be required to sign a similar document. There are Posters in each classroom, and Posters for staff in staff areas giving details how to report safeguarding issues. DL advised that child protection in school takes a lot of time dealing with the issues. A file kept on every child that is highlighted and every conversation or referral is kept in a log. If an issue does not reach the safeguarding stage, the details are put in ordinary file.</p> <p>The Clerk to send the documents to Governors which are bespoke to the College.</p> <p>SR asked if by having a bespoke package, instead of adopting the DCC Policy, this would leave the College open.</p> <p>Answer: DL advised that the College's bespoke Policy was not yet agreed and was not in a position where it is liable to be challenged.</p> <ul style="list-style-type: none"> • Disability Equality – Lead Governor: AS. Recommended for approval. • Outdoor Education, Visits & Off-Site Activities – Lead Governor: DT Recommended for approval. • Performance Management – Lead Governor: AS. AF advised that this Policy is currently re-written and it was hoped to have it in place for September, superceding the current Policy. For staff progression, the new Policy will incorporate the DCC Policy. To be on the Full Governing Body AGM Agenda in September. • Maternity – Lead Governor: AS. Recommended for approval. • Maternity & Adoption Support: Lead Governor: AS. Recommended for approval. • Transport – Lead Governor: DT. Recommended for approval. 	<p>Clerk</p> <p>Sept 2015 FGB AGM Agenda</p>
7.	Items raised by the Principal not covered during the Meeting. None.	
8.	Chairman's Business. None.	
	Date of next Resources Committee Meeting: Monday, 18 May 2015 at 5pm. The Meeting ended at 6.11pm.	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Minutes of 13/10/14 ➤ Policies 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of the Resources Committee, South Molton Community College:</p>	<p>Date:</p>	