

Minutes of the Resources Committee of South Molton Community College Full Governing Body held on Monday, 13 June 2016 at 5pm.

Chaired by: Mr Philip Govier		Clerked by: Sue Squire
Present: Richard Edgell RE Andrew Finney (Principal) AF Philip Govier PG Sarah Robinson SR Tony Strickland TS Arthur Symons AS Ellen Vernon EV Simon Walker, Business & Premises Manager		Agenda: - Procedural Items: Apologies Declarations of Interest Minutes of the Meeting (Part I and II) of 22/02/16 & Budget Meeting on 27/04/16 Matters Arising Monitoring & Accountability: Reports Matters raised by the Principal Next Meeting Date
		<u>Action:</u>
1.	PROCEDURAL ITEMS: 1.1 Apologies. Andy Comerford, Marc Cornelius. 1.2 Declarations of Interest. EV – Employee of North Devon Council RE – County Councillor, Devon County Council	
2.	Minutes of the Meeting held on 22 February 2016, the Part II Minutes of 22 February 2016 and the Budget Meeting on 27 April 2016. Approved and signed as a correct record after the following amendments were noted: EV made the point we have noticed and made the point and not leave it. D&T does refer to design and technology. 100% review done Devon H&S Department scored. ‘due to the resultant wear and tear’. SW said letter since sent. Landsence not Landscape Landsence to be requested. Budget Minutes to have “quote” all questions asked by Governors. To be agreed at the Full Governing Body. The Part II Minutes were verbally read and are to be included in the main Minutes.	
2.1	Matters Arising: SW to report on the price of the Egress system for sending confidential items. The system is used by DCC and Babcock and is one of a secure encryption email system. The school has been reviewing ICT options and the 2 current email systems were explained. There are other systems available with no cost association. The school’s software required updated and he was working in-house with ICT staff and an external adviser. It had been identified that Office 365 is the most suitable for the school, offering many aspects with little cost. It provides a consistent IT environment the pupils will use and more likely to use in Further Education and work. On balance, Microsoft is probably the best one for the future and has good integration with other platforms. Funds can be redeployed elsewhere.	

	<p>There are cost benefits and ICT is looking to implement this for the school. It will involve the VLE (Virtual Learning Experience) being shut down and working on the next system which would be linked to Egress as Office 365 has secure provision and rights control. It did not seem likely that there would be anything else to purchase. Egress switch is not required and if it was, there would be a small cost involvement.</p> <p>TS asked if it was as a result of the present system as High Bickington School was also looking at a new system. He was advised that the systems were being updated. AF spoke about the restrictions on the present system especially with regard to large attachments.</p> <p>Governors were in agreement that this proceeds.</p> <p>SW to speak about lone working. This was covered under Health and Safety/ To adopt a Lone Working Policy in this connection. SW advised this was in force.</p> <p>SW to report in connection with the Rugby Club Planning Application. A meeting had been held where the situation was clarified. On the basis of the discussion, the Rugby Club had requested the school provided them with a letter of support and this had been done.</p> <p>RE asked for more feedback on the access and lighting. Answer: all games will be played in the day on Saturdays. The parking is a value to the children with coach parking at the school. There was no need for lighting as matches are played during the day.</p> <p>TS asked about caretaking and car parking. Answer: the Rugby Club already use the facility on Sunday mornings and for training.</p> <p>AF advised that as a Community College, it would like the facility to be used and users trusted with a key. PG advised it was an extension to what is already being used.</p> <p>RE asked if the Rugby Club can access the ground in an alternative way. Answer: yes, via the Sheep Fair Field on foot and for machinery. There is the possibility of an emergency access being created and would be little to maintain.</p> <p>RE asked if the Club would be land locked with particular regard to funding and applications. Answer: South Molton Rugby Club were aware of the restrictions</p> <p>EV asked if the arrangement would be a Gentleman's Agreement or in writing for the use. She felt it would be helpful in the future. Answer: It would not be a Gentleman's Agreement.</p> <p>RE also felt there should be an agreement and permission by the school, revocable or it could become a prescriptive right.</p> <p>SW to contact Legal and ask them to draw up a relevant document. If there is a cost, this to be covered by the Rugby Club and not taken from the education budget.</p>	<p>SW</p>
<p>3.</p>	<p>MONITORING AND ACCOUNTABILITY. Lead Governor Reports.</p> <p>Finance – circulated for Governors to study ahead of the Meeting.</p> <p>SW advised from a budget monitoring point of view there was nothing new. Regarding the communication from DCC who reviewed the submitted budget there was also nothing new. They are asking schools who have submitted a deficit budget that a budget is provided for future years. Later in this financial and calendar year, the school will be in a better position to inform on pupil</p>	

numbers and projections. In addition, fairer funding could be fed into figures.

The budget is ring fenced; it is possible full implementation of fairer funding will not be until the next election.

SR asked how does budget stack up compared with schools of similar size.

Answer: books will have to be balanced and a budget based on the next 5 years in the black.

SW advised that he had been asked to respond to DCC by the day of this meeting. He intended to speak to DCC and will be submitting the details to them. A lot can change in the budget, typically underspend with the budget. The school is in a period of flux as it moves from one school building to another. There are many other areas to be allocated and a lot of opportunities in the budget to make refinements when in the new school building.

There is an under spend of £20,000 in the main 2015/16 budget due to prudent savings.

It was worth noting that the carry forward figure had increased, the costs being passed on by DCC due to the unexpected change of the 2019 increase in employers teachers pensions contributions.

SW has been able to prepare a projection to get the school into the black with adjustment.

Pupil numbers are critical.

As agreed at the meeting on 8 February 2016, the school would wait to see the position as the data becomes clearer.

PG asked if there was any provision in budget to cater for the 25 – 30 pupils starting in September with no funding arriving until April.

Answer: this was in the budget in terms of staff and other operational elements.

AF advised that the school usually gets money back from the Year 11 students.

SW said we need a plan if we convert to Academy as this carries a lot more risk as well as financial.

Any carry forward or deficit goes with us on conversion.

If we were told we were going with another school, the deficit or surplus would be written off.

RF asked if there is a timescale for the property being made over to us.

Answer: Yes, since 5 January it was freehold.

Once the school is an Academy it doesn't get taken away.

RE had asked for balance sheets and DCC have not yet provided.

This year's Y7 intake adds to the financial strength of the school.

Premises, Health and Safety – circulated for Governors to study ahead of the Meeting.

This covered lone working.

SW pointed out the person concerned works hard, is vulnerable and susceptible. There is a duty of care to be considered.

There are other staff who also lone work. The situation will be different in the new building with an access control system and link into revised fire procedures for the building.

AF said new build would have a security fence and security doors. Security code was discussed.

RE asked if 18 accidents in the accident book was considered to be high.

SW said it was quite low as it included students. The school had introduced a different approach to record the incidents using the County model.

SR asked about PAT testing.

SW was meeting electricians on Friday to ensure we are working to requirements. The new design and technology technician will be doing the PAT testing and the caretakers are receiving training for the new build.

At present there are 5,000 items to test and it is hoped the figure would be less in the new build.

Some items do not require annual testing.

Long term sick staff and absence procedures are applied. Staff are given enough time and flexibility.

	<p>Personnel - tabled by AS who went through the summary detailing a lot of change in staff appointments.</p>	
<p>4.</p>	<p>Matters raised by the Principal. 4.1 The Bridge@SMCC. AF wrote to Sue Clarke at DCC giving details of The Bridge. She replied by giving £20,000 to support the start up.</p> <p>PG asked what percentage is this likely to be. Answer: It will never pay for itself but is worth the investment as a Governing Body to give each child a good start. It will allow the school to look both at other agencies for resources and also within South Molton. Other funding streams are also being investigated.</p> <p>RE requested a brief resume and he will thank Sue Clarke when at DCC.</p> <p>4.2 Building Work. AF questioned how the Resources Committee will support the new build with former Premises Health and Safety Lead Governor David Tucker no longer a Governor and the Chairman ill. He felt there should be a Governor to support the leadership team and see contractors. The item to be on the FGB Agenda. PG was prepared to be the contact until someone with that skill set is appointed.</p> <p>SR referred to AF's email on 30/6 about how Governors will be represented.</p> <p>4.3 Website. There is a Governors Page on the website but no profiles. SR offered to contact Governors for their profile and put on the website. The Clerk to the Governors to have her own dedicated email address: clerk@smcc.devon.sch.uk</p> <p>RE proposed the meeting moved into Part II Confidential. Seconded by AS and unanimously agreed.</p>	<p>AF</p> <p>FGB Agenda PG</p> <p>SR</p>
	<p>Date of next Meeting: To be arranged in conjunction with the Governance Review Group recommendations. The Meeting ended at 7.23pm.</p>	
<p>Summary of Decisions:</p> <ul style="list-style-type: none"> ➤ Part I and Part II Minutes of 22/2/16 and the Minutes of 27/4/16 ➤ To progress Office 365 ICT System ➤ Meeting moved to Part II Confidential 		
<p>These Minutes are agreed by those present as being a true record.</p>		
<p>Signed: Chair of South Molton Community College Resources Committee of the Full Governing Body:</p>	<p>Date:</p>	