

**TAVISTOCK COLLEGE**  
**RESOURCES COMMITTEE MEETING REF:1505**  
**DATE: 25 November 2015**  
**CONFERENCE ROOM**  
**MEETING NOTES**

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Philip Sanders (PS) <b>CH</b>	Present		Alan Jones (AJ)	Apologies
Jan Montague (JM) <b>VC</b>	Present (from 18.25)		Kevin Wilson (KW)	Present
Sarah Jones (SJ)	Present			
Tim Alexander (TA)	Present (from 18.34)		Caroline Jordan (CA)	Present

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper	Clerk		Alison Horn (AH)	Strategic Business Leader
Linda Coe	Premises Manager (to 18.42)			

**Agenda**

<b>Item No</b>	<b>Lead</b>	<b>Topic</b>
1		Welcome and apologies
2		Declarations of interest
3		Minutes last meeting
4		Matters arising and not on agenda
5		Buildings and maintenance
6		Budget monitor
7		Performance Appraisal update
8		Policy review
9		Personnel committee
10		Next meeting

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:02</b>			



	<p>Governors noted grave concern that the windows, especially on the higher levels, present a significant hazard to vulnerable students. Not possible to permanently close windows as ventilation essential to maintain reasonable internal conditions. Governors requested SJ and LC to immediately implement measures to provide for window openings to be restricted and advise them of the action taken.</p>			
1505.6	<p>AH presented the budget monitor sheets:</p> <p><b>Bursary:</b> Application of new criteria means monies now being spent, mostly to assist with student transport. Criteria are monitored and changed if necessary in order to both contain spending and manage expenditure to achieve a zero budget by year end.</p> <p><b>Capital:</b> Demonstrates reserves as previously discussed.</p> <p><b>Sports Facilities:</b> Improved forecast demonstrates that changes to the management structure and move to DD payment system are having a positive impact. Bookings for the all-weather pitch have increased, and a funding bid is being made to provide an evening community cricket facility.</p> <p>Governors noted their appreciation for AH's hard work over a sustained period of time in bringing the budget into line.</p> <p>Governors asked AH to move £20K into a dedicated reserves budget in order to accumulate against future replacement needs.</p> <p>AH outlined an issue which has arisen between the school and the Football Foundation. Governors requested that AH seek legal advice on the exact contractual arrangements. PS to join AH in meeting with FF.</p> <p><b>School Budget Share:</b> Governors discussed reasons for drop in predicted carry forward, impacting on years 2 and 3 of the budget plan.</p> <p>New budget system is being introduced into schools, and this is having significant impact on accuracy of forecasting and reporting at this moment in time.</p> <p>Governors discussed the potential impacts of issues beyond the control of the school: changes to NI and pensions contributions, 1% pay award (teaching and non-teaching), living wage.</p> <p>Performance appraisal outcomes built in.</p> <p>Governors also discussed PAN and student recruitment/retention and challenged SJ on plans to mitigate against overspend.</p> <p>SJ indicated that there will be a plan in place by January, and will use 'worst case scenario' against</p>	AH	25.11.15	end term
	<p>SJ indicated that there will be a plan in place by January, and will use 'worst case scenario' against</p>	SJ / AH	25.11.15	27.01.16

	<p>any further action required. Governors further discussed some of the options around restructure, curriculum skills and admissions.</p>			
1505.7	<p>SJ provided an outline of performance appraisal outcomes, and progressions through UPS: 4 not eligible 5 declined 3 not recommended 4 recommended There have been no appeals <b>Decision:</b> Governors approved progression for those recommended: Prop: PS, Sec: JM carried unan.</p>			
1505.8	<p>Wording agreed for Model Pay Policy Changes agreed for Lettings and Charging and Remissions policies. Charges discussed and governors sought assurance that due diligence had been applied to the proposed charges. AH provided assurance that figures had been appropriately benchmarked and are in line with other establishments. All other policy amendments and updates agreed for Finance and Delegation, Health &amp; Safety and Business Continuity Plan <b>Decision:</b> All approved for ratification by FGB Prop: KW, Sec: PS carried unan.</p>			
1505.9	<p>KW raised question of whether a sub-committee was required, to deal with personnel issues. governors discussed the item, raising concerns in placing additional burden on staff in attending more meetings. Agreed to revisit in future if felt appropriate. SJ added a note of Thanks to governors for their continuing support</p>			
1505.10	Wed 27 January 2016			

**Meeting Closed: 20:10**