

TAVISTOCK COLLEGE
RESOURCES COMMITTEE MEETING REF:1603
DATE: 16 NOVEMBER 2016
CONFERENCE ROOM
MEETING NOTES FINAL DRAFT

Governor	Present / Apols / Absent		Governor	Present / Apols / Absent
Philip Sanders (PS) CH	Present		Alan Jones (AJo)	Present
Jan Montague (JM) VC	Present		Kevin Wilson (KW)	Present
Sarah Jones (SJ)	Present		Andrew Willetts (AWi)	Absent (not sanctioned)
Tim Alexander (TA)	Present		Caroline Jordan (CA)	Apologies

Also Present

Name	Designation		Name	Designation
Jay Hooper	Clerk		Alison Horn (AH)	Strategic Business Leader
Adrian Wade	Associate member (AWa)		Ralph Crook (RC)	Joint Vice Chair

Agenda

Item No	Lead	Topic
1	Chair	Welcome, Apologies
2	Chair	Declarations of interest
3	Chair	Minutes of previous meeting
4	Chair	Matters arising and not on the agenda
5	SJ / AH	Budget containment
6	AH	Swimming Pool
7	AH	Budget Monitoring
8	Chair	Policy Review
9	All	Governor activity

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

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1603.1	Apologies received CJ. Those not present absence not sanctioned			
	Introductions all round and welcome to Associate member AWA Note: Agenda items not taken in listed order			
1603.2	Reminder issued, none declared			
1603.3	Minutes 1514 22 June 2016 Minutes 1602A 31 October 2016 agreed and signed Prop: PS, Sec:AJo carried unan			
1603.4	1514.6 - AH has been in contact with solicitors, and will be meeting again soon with all parties. AH will bring paper to January 17 meeting with proposals.	AH	June 2016	25.01.17
1603.6	Four quotes received to date, one still awaited. Two quotes include costs for full repair, two to expose, locate size and location of repair and backfill. Governors discussed options against financial impacts. Impacts to pupils and school routine minimal. Decision: Engage RMB to investigate and locate repair. Monies to be drawn from Capital. AH to report back with result. Prop: KW Sec: JM carried unan			
1603.7	Bursaries Still money to release for Autumn and Spring term transports, and some to be spent on Pupil Premium (PP) for Post-16 students, for whom PP is not payable. Short-Med term aim to build a little in reserve, as considered likely this money will eventually cease. Capital AH advised governors that accounting rules mean that a maximum of 2 years allocation can remain in the budget, as any additional money will be taken back by the authority. Some money has therefore been used for other essential items so the reserve the school was hoping to build against large capital projects (eg Fire Alarm System) looks diminished. Governors concerned about the ability of the school to maintain these essential infrastructure items, when hamstrung against financial prudence. Sports Facilities Direct debit system working well, and the winter membership recruitment drive will be starting soon. There will be a second football team based at the			

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	<p>school for the all-weather facilities, from next year. Management arrangements and reduced staffing numbers are working well.</p> <p>Governors noted the continuing work in building a sinking fund to cover replacement equipment. AH added that a rolling programme of replacement outside lighting is now also required.</p> <p>Outturn projection looking healthy.</p> <p>School Budget Share (SBS)</p> <p>AH explained to governors, the reduction in capacity for repairs, all of which will need to be carefully prioritised between now and next year, and beyond. PS noted that tracking repair and maintenance spend over the same period over the past two years, demonstrates a likelihood of shortfall, unless stringent prioritisation takes place. AH / SJ will approve all expenditure, from now on with priority given to H&S and safe running of the school..</p> <p>Governors noted there is significantly less vandalism now than a year ago, but wear and tear in old building cannot be managed more effectively.</p> <p>For the remainder of the budget, particular note was made in respect of:</p> <ul style="list-style-type: none"> ● Containment of supply budget ● Very little known staff movements ● All exams have been forecast, and paid for <p>Biggest risk to the budget now, is the occurrence of an incident impacting on the need to take on agency staff. AH is working on a plan to mitigate against the risk.</p>			
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1603.8	<p>Annual Health & Safety Policy review RC presented a paper following the annual review of the H&S policy and business continuity plan. RC queried whether a policy for the safe handling of food was in place; this existed in the school kitchen but has now been included within the larger policy and will be made more explicit as it covers the wider remit of food handling, food technology and all forms of food preparation across the curriculum. PS queried whether a working permit process is in place for contractors, and if an explicit end of work inspection process in place, after contractors have left the site (especially in light of recent Exeter fire). RC confident that contractor work permit process is in place, but not for the latter query. Action: AH will investigate and ensure an appropriate checking procedure is in place. RC recommended a governor H&S link appointed to attend a termly H&S meeting with premises manager and senior managers. AWa volunteered; the committee accepted the appointment. Actions: AH to convene a termly meeting, scheduled in advance of Resources Committee meeting so that reports can be made after each meeting. RC to provide an outline template of areas for discussion, to assist in focusing the meetings. The reviewed policy was accepted and signed.</p>	AH	16.11.16	End Dec 16
1603.8 (cont)	<p>New and amended policies A Model DCC Disclosure and Barring Service Policy is due for adoption by the governing body. Minor amendments have been made to: Model pay Policy Grievance Policy Capability Policy Conduct policy Managing Sickness Absence Policy Charging and Remissions Policy All policy amendments were recommended for acceptance, and the DBS Policy for adoption Prop: AJo Sec: KW carried unan</p>			
1603.9	<p>JM - attended 6th form open evening TA - took part in HT Appraisal, undertaken training in HT Appraisal and finance, attended to receive feedback from peer review, 6th form open evening KW - attended MAT meeting, 6th form open evening RC - H&S policy review, Yr11 parents evening, Remembrance service</p>			

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	<p>AJo - looking at funding sources, and apprenticeships</p> <p>AWa left meeting 19:17</p>			
1603.5	<p>The Committee returned to agenda item 5. Papers had been circulated and read in advance. SJ outlined the measures already taken to contain and manage future budget constraints, and the measures now being considered over two phases, to manage the impacts created by a dip in pupil numbers. With the known demographic changes, this period can be forecast to be short lived but nevertheless must be managed effectively. SJ had taken governors advice and carried out a risk assessment on the proposals, in order to better clarify and manage potential impacts. This was included in the circulated documentation. Governors discussed the proposals in detail, raising the following points and challenging all aspects of the proposals in particular reference to:</p> <ul style="list-style-type: none"> • The degree to which the curriculum might be compromised • The potential impact within curriculum areas where significant progress has been visible and celebrated • The potential impact in areas where it's difficult to quantify current effectiveness, and the scope for alternative solutions <p>AH reported that confirmation received from DCC only minutes before the meeting, for the whole amount of contingency money requested. This may mitigate the actions required, and hopefully mean that Phase 2 of the proposals will not be required. Governors considered what had been discussed, and the content of the risk assessment which was considered to be comprehensive. The Committee agreed they would be minded to support the proposals to the full Governing Body, subject to SJ/AH revisiting one of the actions. The Committee also stressed the need that, should proposals be agreed, the following must be in place:</p> <ul style="list-style-type: none"> • Gathering of sufficient baseline data to be able to measure impact and progress of any actions taken • Find a way of encouraging partnerships within the community, that will step in to give additional support in some areas • A clear and detailed communication plan needs to be developed alongside the 			

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	<p>proposals, that is clearly understood by all members of the governing body</p> <p>Action: SJ present revised document to FGB</p> <p>The Committee thanked SJ & AH for the work involved in the proposal, and for the way it has been presented.</p>	SJ / AH	16.11.16	01.12.16
	Date of next meeting: 25 January 2017			

Meeting Closed: 19:55