

**TAVISTOCK COLLEGE**  
**RESOURCES COMMITTEE MEETING REF:1609**  
**DATE: 22 March 2017**  
**CONFERENCE ROOM**  
**MEETING NOTES FINAL DRAAPPROVED**

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Philip Sanders (PS)	Present		Sarah Jones (SJ)	Present
Alan Jones (AJo)	Apologies		Andrew Willetts (AW)	Apologies
Kevin Wilson (KW) <b>CH</b>	Present		Jan Montague (JM)	Present (from 18:16
Tim Alexander (TA) <b>VC</b>	Present			

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk		Alison Horn (AH)	Strategic Business Leader

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:12</b>			
<b>1609.01</b>	<b>Agenda item: Welcome and apologies</b>			
	Apologies: AW and AJo (both work commitments)			
<b>1609.2</b>	<b>Agenda item: Declarations of interest</b>			
	Reminder issued; none declared			
<b>1609.3</b>	<b>Agenda item: Minutes of previous meeting</b>			
	Minutes of Resources Committee meeting 1607 25 January 2017 agreed and signed			
<b>1609.4</b>	<b>Agenda item: Matters arising and not on the agenda</b>			
	MAT update: PS appointment as Member approved, and that of RC as Trustee (interim board). Neither appointment will preclude membership of a local governing committee. Scheme of delegation now under discussion. KW to attend next consultation meeting, in place of SS.			
<b>1609.5</b>	<b>Agenda item: Budget monitor</b>			

	<p>Position at Month 11 reported.</p> <p><b>SBS:</b> carry forward remains as predicted at Month 9. Governors looked at areas which are necessarily unpredictable, and noted a break-even position with catering, and the containment of supply costs. AH explained that closedown deadlines are tighter than for previous years.</p> <p>Governors discussed some issues arising with purchased services; some further considerations and debate will be required at a future meeting.</p> <p><b>Trust:</b> end of year balance remains static, to be carried forward to next financial year. No allocations received from the Trust Board or Head teachers group.</p> <p><b>Capital:</b> balance remains as reported</p> <p>Bursary: issues with school transport will impact on healthy balance. AH also reported the increasing number of students presenting with particular hardship issues.</p> <p><b>Sports Centre:</b> carry forward not as healthy as had been hoped, as membership is declining and the impact of new facilities within the town is being felt.</p>			
<b>1609.6</b>	<b>Agenda item: Sports Centre</b>			
	<p>Governors took the latest budget monitor position as above, and discussed in detail the issues now facing the facility for the future.</p> <p>PS and AH have looked at the issues and opportunities, and will bring a report with costed proposals for the future of the centre, to June meeting.</p> <p>The 3-year budget plan for the centre was presented by AH, reflecting the known position.</p> <p><b>Decision:</b> Governors proposed to recommend approval of the Plan by the full governing body Prop: PS; Sec: KW carried unan</p>	AH / PS	22 March 2017	15 June 2017
<b>1609.7</b>	<b>Agenda item: 3-Year Budget Plan</b>			
	<p>Governors inspected the 3-year plan as presented by AH, which are based on all known factors, and based on pupil intake of 248 in 2018, 230 in subsequent years.</p> <p>Further discussion followed, in relation to Net capacity (currently 1900). The level currently set is unrealistic, and precludes the local authority from requiring contribution for secondary education from developers. Issues also arise with the ability of the school to deal effectively with temporary accommodation units which are no longer fit for</p>			

	<p>educational purpose.</p> <p>The budget allocations for Summer Works in 2017 were discussed, together with the proposals and priorities of works.  AH explained her recommendation to fund the main priorities as listed and asked for formal approval to implement.  <b>Decision:</b> Governors agreed to the proposals for Summer Works 2018  Prop: KW; Sec: JM; carried unan</p> <p>Governors challenged some of the figures presented in the 3-year plan, in particular:</p> <ul style="list-style-type: none"> <li>• Pupil Premium rates  (18-19 figure known to be static; future years unpredictable so same figure used for the present)</li> <li>• Other Income line  (predominantly catering income; unpredictable take-up of school catering from one year group to next)</li> <li>• Reducing amounts allocated for Learning Resources  (Curriculum syllabus changes have required initial investment in resources; subsequent years will rely on continuing to look at most cost-effective and efficient ways of resourcing teaching &amp; learning)</li> <li>• Significant drop in 'Other costs' after 17-18  (cessation of VELP loan payments)</li> <li>• The increasing outturn prediction by 2021  (increasing roll)</li> </ul> <p>Queries were answered by AH / SJ, with further discussion around some points.</p> <p><b>Decision:</b> Governors were satisfied with the 3-year plan. It takes a moderate view of the 'worst case' scenario tempered by experience, and as such proposed to recommend the plan for approval by the full governing body.  Prop: PS; Sec: TA; carried unan.</p> <p>Governors also noted their appreciation for the hard work of SJ and AH, in containing the financial position of the school and bringing in a balanced budget, particularly given the challenges facing all schools at this time.</p>			
1609.8	<b>Swimming Pool</b>			

	<p>AH provided update on the repairs to pipework affecting the swimming pool.  Governors approved the recommendation to take a holding position, whilst the full implications of the repairs and longevity of the fix are further explored.  As an interim, SJ has negotiated the use of the outdoor pool at Mount Kelly Prep school, in exchange for training facilities for the Mount Kelly Triathlon team.</p>			
<b>1609.9</b>	<b>Athletics Club</b>			
	No further progression since last discussion; rescheduled to June meeting	AH / JH	25.01.17	22.07.17
<b>1609.10</b>	<b>Policy</b>			
	<p>Finance &amp; Delegation Policy: minor changes  Redundancy &amp; Efficiency Leavers Compensation Policy: approved for adoption of DCC model policy, subject to local changes to reflect roles and personnel.  <b>Decision:</b> Policy changes and Policy adoption recommended for ratification by the full governing body  Prop: JM; Sec: TA; carried unan.</p>			
<b>1609.11</b>	<b>Health &amp; Safety Review</b>			
	<p>Recent review has been carried out, with report as circulated to committee members. Two actions recommended; water management plan, and termly (rather than annual) fire drill.  AW has also conducted H&amp;S inspection with LC; still awaiting report.</p> <p>Governors noted the comments in the report, and the excellent ethos across the school, in relation to H&amp;S. Forwarded their Thanks to LC for an excellent job.</p>	JH / AW	22.03.17	15.07.17
<b>1609.12</b>	<b>Agenda item:Governor activity</b>			
	<p>PS - Liaison over swimming pool works; PEX panel  JM - Parent evening  KW - Maths faculty review; MAT meeting</p> <p>KW noted this as the last meeting for Parent governor JM, who has come to end of term of office. JM will be much missed, a vote of Thanks was made by her colleagues.</p>			

**Meeting Closed:19:57**