

**TAVISTOCK COLLEGE
RESOURCES COMMITTEE MEETING
30 June 2014**

Meeting 1316 Minutes							
Date and Time	30 June 2014 18:00	Location		Conference Room			
Governors Present	Initials			Governors Present	Initials		
Philip Sanders	PS	LA Gov	Chair	Alan Wroath	AW	Co-opted Gov	
Jan Montague	JM	Parent Gov	From 18:50	Helen Salmon	HS	Principal	
Alan Jones	AJ	Foundation Gov		Kevin Wilson	KW	Co-opted Gov	

Apologies	Initials	Reason for Absence/ (Category of Governor)
Nigel Larcombe-Williams	NL-W	Work commitment (Co-opted)

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Alison Horn	AH	Strategic Business Mgr	
Jay Hooper	JH	Clerk	
Linda Coe	LC	Premises Manager	Item 5 only

Minutes to
All Governors Website Noticeboard

	Agenda Item	Led by
1	Introduction and apologies	Chair
2	Declarations of Interest	Chair
3	Minutes of previous meeting	Chair
4	Matters arising and not on the agenda	Chair
5	Summer Works	LC
6	IT update	AH/HS
7	Budget Monitor	AH
8	Staffing update	HS
9	Starters, leavers, Long Term Absence	AH
10	Policy review	AH/HS

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1316.1	NL-W (work commitment); JM late arrival (work commitment) These were sanctioned			
1316.2	No declarations of interest; reminder issued			
1316.3	Minutes meeting 1311 02.04.14 agreed and signed			

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1316.4	1311.8 – letter written to Tavistock Athletics Club as agreed, no response or acknowledgement received.			
1316.5	<p>LC presented the schedule of summer works for approval.</p> <p>Items 1 & 2 - AH explained that on the proposal they are not included within the agreed budget. These are essential works necessary to achieve compliance and progress further saving initiatives, as agreed during budget setting. AH requested governors approve expenditure from budget underspend.</p> <p>Item 3 – Governors asked LC what measures are in place to prevent/minimise future damage. LC explained there are increased staff patrols and CCTV.</p> <p>Action: AH/LC asked to bring report on all toilet facilities to November meeting, to include current position and costs of refurbishment.</p> <p>Governors discussed possibilities of seeking sponsorship for improvement work; Action: AH/LC to explore.</p> <p>Item 10 – School currently has no computerised listing of equipment, or consolidated means of asset management. This also means it is not possible to map write-down values or build and budget for an effective replacement programme. Proposal is for 3-year contract for system which will list, map and include all management activity including PAT testing etc. The money would be taken from reserves.</p> <p>Items 5 & 6 – still some negotiation to undertake, in order to reduce costs further.</p> <p>Item 9 – lights will be LED.</p> <p>Proposal – to accept the schedule, and approve additional spend as proposed for items 1, 2 and 10. Prop: PS, Sec: AJ, carried unan.</p> <p>Decision: as proposal</p> <p>LC left the meeting at 18:28</p>	<p>AH/LC</p> <p>AH/LC</p>	<p>30.06.14</p> <p>30.06.14</p>	<p>Nov 2014</p> <p>End July</p>
1316.6	<p>HS explained current position in respect of IT infrastructure. With help from AJ and ScoMis now have 3-phase improvement plan.</p> <p>Phase 1 – replace wiring and switching infrastructure across the campus. ScoMis have been asked to provide total costing by the end of next week, with the plan for work to be completed during the Autumn term.</p> <p>Some money already approved within budget, totalling £55K. DCC has just returned maintenance monies of £30K; this amount has not been included within the approved budget, as amount to be returned was hitherto unknown. Proposed to add this to budgeted amount, giving total of £85K available for works.</p> <p>Liaison with faculties will start immediately, to ensure that Phase 2 (WiFi enabling) & Phase 3 (full IT integration with teaching & learning) will take into full account the potential of IT use across all subjects.</p> <p>Governors discussed possibilities in full, including the need for Curriculum Committee to provide input and recommendations to ensure that IT is fully embedded within teaching & learning, and resources are placed to achieve maximum impact. Ideally, recommendations would be made by November.</p>			

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1316.6 (cont)	Governors sought assurance that works would be completed with an eye to future-proof in respect of any future rising roll, and also to ensure business resilience. These assurances were given. Proposal: Agree to proceed with Phase 1, with virement of £30K returned maintenance monies, providing the total spend does not exceed £85K. Prop: PS, Sec: KW, carried unan. Decision: Proceed as proposal			
1316.7	JM joined meeting 18:50 AH outlined changes at County level to budget monitoring system, and the potential impact on production and presentation of future monitoring sheets. SBS - £125K c/f forecast Sports centre – looking to increase usage through weekend day events Staffing changes have provided opportunity for some re-focusing of roles. Capital - £30K set aside for IT improvements which still leaves small reserve Bursary – still struggling to spend within very tight criteria. PS provided update on the priority schools funding stream; bids to be in by mid July and Tavistock included within DCC bid. Exact work covered by the bid as yet unknown, but strict criteria allocates money for capital projects only. Also hoped that DCC will replace windows along front of school, as part of 2015 maintenance programme.			
1316.8	HS outlined leavers and starters since Dec '13. Some long-serving staff leaving through mix of redundancy (voluntary and compulsory) and retirement; these will be marked as appropriate. SLT review will commence in Autumn term.			
1316.9	AH outlined the current long term absence figures which, although low, include serious medical issues amongst valued staff. Overall absence figures remain low compared to national picture. SLT are keeping close eye on impact of long term illness, including cost and teaching standards.			
1316.10	Lettings Policy – governors discussed proposed increases to charges, seeking assurance that proposed charges are in line with local position, and not likely to be detrimental to overall usage. Action: provide monitor report 3 months after implementation of increased rates, to demonstrate impact. Charging & Remissions Policy – small amendments proposed. Teachers Appraisal Policy – agree as presented Performance Related Pay Policy – DCC model policy allows for local options, which were discussed in detail. Proposal: Agree policies with revised lettings charges, policy amendments, processes and performance pay options as discussed and agreed. Prop: PS, Sec: AJ, carried unan Decision: All policies agreed as proposal Action: issue note to staff and unions to inform of final agreed policy. Action: arrange training for Autumn term, to ensure that governors are familiar with the policy and processes, and their role on potential appeal panels	AJ JH	30.06.14 30.06.14	End July October

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Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1316.11	Meeting ended 19:58 Next meeting - tba			