

**TAVISTOCK COLLEGE
RESOURCES COMMITTEE MEETING
28 January 2015**

Meeting 1408 Minutes							
Date and Time	28 January 2015 17:56	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		Helen Salmon	HS	Principal	
Alan Jones	AJ	Foundation Gov	By telephone				

Apologies	Initials	Reason for Absence/ (Category of Governor)
Kevin Wilson	KW	Holiday (Co-opted Gov)

Absent without Apology	Initials	

In Attendance	Initials	Capacity	
Alison Horn	AH	Strategic Business Mgr	
Jay Hooper	JH	Clerk	

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	Budget Monitor	AH
6	Draft Budget 15/16	AH
7	School WiFi project	PS/AH
8	Sports Centre	AH
9	Policy review	AH
10	Principal recruitment	PS/AJ
11	First Committee (Part II)	PS
12	Next Meeting	

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1408.1	KW (holiday); This was sanctioned.			
1408.2	No declarations of interest; reminder issued			
1408.3	Minutes meeting 1405 26.11.14 agreed and signed			

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1408.4	No issues arising			
1408.5	<p>Governors had received budget monitor sheets in advance of the meeting. Areas of question and discussion from governors included:</p> <ul style="list-style-type: none"> • Impact of current staff situation in science, on the supply budget • Potential impact on changes to exams on fees; reduction in number of exams should have positive impact, but query whether exam boards will increase fees to compensate. AH now in position to take more evidence-based approach to budgeting for exams. • Issues around fall in income for use of football facilities; this is being monitored closely and winter use may assist. <p>Capital: holding £23K in reserve which AH proposed was retained. Decision: Retain £23K in capital budget</p>			
1408.6	<p>Summary sheet shared. AH now working on detail, highlighting:</p> <ul style="list-style-type: none"> • Healthy carry forward, in line with budget plan • Staffing is based on current vacancies • New curriculum is still to be finalised; there will be staged funding to reflect that • Expecting some new entrants with significantly high needs, will receive confirmation by March. <p>Governors discussed reimbursement from the Mutual Fund. AH noted that we may not receive all we expect, final reimbursements will be made at the end of March. AH intends a review in the new financial year. Governors asked the position if we did not use the mf; AH indicated that this year we had a return on the full subscription by July.</p> <p>Governors noted the healthy budget projections for next 2 years, falling into deficit in year 3 (a usual prediction). Discussion took place around the potential to include budget to cover procurement of a second minibus.</p> <p>Action: AH to revisit issue of secure entry/electronic fire monitor</p> <p>Discussion took place in respect of the maintenance work now due with the swimming pool, in order to ensure continued use through Summer 2015. Governors noted AH's approach to trustees for financial help, and discussed alternatives although noting there is no capital budget to support the cost, and cannot use revenue to support a capital project. Noted the amount of money spent on the pool over the past three years, and queried what additional costs may occur in the next three.</p> <p>Decision: AH to continue discussions with trustees, but additionally to commission an engineering survey; partly to reassure trustees and partly to determine future position. Action: AH to circulate survey once complete. AH will bring full budget to Resources Committee in March</p>	AH	28.01.15	End March
1407.7	<p>First phase of IT upgrading has been successfully completed, with all new cabling now in place.</p> <p>Second phase now necessary, to install WiFi across the College. Procurement exercise has been completed, and £40K is included in the agreed 2015/16 budget to cover the cost. AH negotiated the cost down to £34,950.</p>			

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1408.7 (cont)	AH met with PS on 14 January 2015 to request approval to place the order for work. This had to be quickly to secure the negotiated discount and ensure availability of the company to carry out work during the Easter holiday. Chair of Resources approved the allocation of £35K with an agreed contingency of 10%. He also agreed to £500 from 14/15 budget to be apportioned to the overall project budget. Proposal: Ratify the decision of the Chair of Resources to allocate budgeted money and place order, within the contingency outlined. Carried unan.			
1408.8	One manager has resigned, leaving mid February. The Sports Centre cannot sustain two managerial posts, and therefore remaining posts will be realigned to provide one management post, supported by an assistant manager. Current system for payments is cumbersome and unreliable. AH provided an outline of preferred alternative and rationale, which governors discussed. Proposal: <ol style="list-style-type: none"> 1. Use Clubwise system for payments 2. Increase monthly membership by £2 to cover cost of system 3. Increase staff membership fee 4. Implement direct debit payments in April Carried unan. AH noted to governors there is a possibility of badminton link securing grant funding to rebuild our old gym. It has been made clear that we could make no financial contribution; AH will keep the committee informed.			
1408.9	PS outlined that we have implemented a pay policy which ended up out of line with the rest of the County. The policy clearly does not work, and therefore a reversion to a 6-step pay scale is necessary. Governors received a briefing document outlining the impact and potential future implications Proposal: Revert to 6-step pay scale with immediate effect. Prop: AW Sec: AJ carried unan.			
1408.10	Discussion took place in respect of the process required for Principal recruitment, and progress to date. Venue to be booked to accommodate fgb and all candidates for evening session as part of the process. Discussion took place around the budget identified for the process. General agreement that this should be set as capped at £12K. AH will monitor spend (carried against recruitment line) and provide any necessary alerts.			
1408.11	19:03 Meeting formally moved to Part II			
1408.12	19:14 Meeting formally moved back to Part I. Next meeting: 25 th March 6pm Meeting closed 19:22			