

**TAVISTOCK COLLEGE  
RESOURCES COMMITTEE MEETING  
25 March 2015**

Meeting 1410 Minutes							
Date and Time	25 March 2015 16:20	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		Kevin Wilson	KW	Co-opted Gov	

Apologies	Initials	Reason for Absence/ (Category of Governor)

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	Budget setting	AH
7	Benchmarking	AH
8	Business Continuity Plan	AH
9	Maintenance update	AH
10	Self Assessment	AH
11	Audit update	AH
12	HR update	HS
13	LDP and LA services	AH
14	New Policies	JM/KW
15	Policy review	JM/KW/AH
16	Health & Safety reviews	AH
	Next Meeting	

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1410.1	All present, no apologies			
1410.2	No declarations of interest; reminder issued			
1410.3	Minutes meeting 1408 28.01.15 agreed and signed			
1410.4	<p>1408.6 Condition survey of pool circulated and noted by all, and letter received from Trustees offering options for financial support to complete necessary works for 2015 season. Options discussed, and given that the condition survey indicated no additional areas for concern, took recommendation from AH:</p> <p><b>Proposal:</b> Accept £2k donation and £5k loan from Trust, with additional £3k identified within revenue budget, together with loan repayment. PTA will support with fundraising from September, to replenish revenue funds.</p> <p>Governors agreed to recommendation unan.</p> <p>Ref: 1408.8 Badminton England have visited and like the site, now undertaking feasibility of taking forward through funding bid with Sport England. AH will keep committee informed.</p>			
1410.5	<p><b>SBS</b> – variation to previous projection due to unforeseen impact of pension strain costs. Letter sent this week from AJ, PS and HS to protest about lack of timely advice and information from County.</p> <p>Governors also noted increase cost of supply cover, and reasons.</p> <p><b>Sports Centre</b> – Governors noted slightly improved position, and full repayment of VELP loan. Discussions also centred around:</p> <ul style="list-style-type: none"> <li>• Staff changes, and impact on sustainability</li> <li>• Positive changes with Tavistock Athletics Club</li> <li>• Additional 7 a-side use</li> </ul> <p>Governors praised AH for work in developing a sustainable future for sports facilities, and discussed the remaining issue of all-weather track replacement. All agreed a need to build a reserve of £100k.</p> <p><b>Proposal:</b> From 1<sup>st</sup> April 2015, create budget line to identify reserve, with £12k set aside in year 1 and at least £5k annually thereafter.</p> <p>Prop: PS, Sec: KW, carried unan.</p> <p><b>Bursaries</b> – AH noted that the majority of monies have been spent, mainly through transport and by having a few students who met the strict criteria attached to the money.</p> <p><b>Capital</b> – report noted, with no major issues.</p>			
1410.6	<p><b>Budget 3-year plan</b> had been received in advance of the meeting, and governors read and noted content. Discussion took place over the plan, which includes provision for WiFi and toilet improvements Summer 2015.</p> <p>Discussion noted the potential problem in Year 3, although AH and HS pointed out that Tavistock shows a good position in relation to most other schools in Devon, who have significantly worse Yr 3 projections.</p> <p>Governors discussed issues in relation to:</p> <ul style="list-style-type: none"> <li>• Mid-range roll has swung figures upside down</li> <li>• 6<sup>th</sup> form and potential for lag, together with uncertainty in post-16 funding</li> </ul>			

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1410.6 (cont)	<p>General agreement that some adjustment may be needed by the end of the year, governors satisfied that overall a good 3 year plan.</p> <p><b>Proposal:</b> accept 3-year budget plan Prop: JM, Sec: KW carried unan.</p> <p><b>Sports Centre Budget</b> AH explained that some figures notional, as set against unknown background. Key issues discussed and noted:</p> <ul style="list-style-type: none"> <li>• New software is making a difference</li> <li>• Membership is rising</li> <li>• Staff time has been allocated to spend time in the Community and raise profile</li> </ul> <p><b>Proposal:</b> accept budget plan Prop: AJ, Sec: PS carried unan.</p>			
1410.7	<p>Governors had received and read benchmarking data in advance of the meeting. Discussion and challenge centred around staffing costs as a percentage of the total budget and cost of the catering function, although there was also recognition of the limitations of data and availability of appropriate comparisons.</p> <p>Agreed that AH/KW will discuss an exercise to compare with an Outstanding school</p> <p>Governors also noted praise for the catering provided through recent recruitment exercise, carried out in addition to normal service and with no additional resource. This will be passed on to catering staff.</p>	AH/KW	25.03.15	End July
1410.8	<p>Business Continuity Plan has been reviewed over the winter, and governors received and read the revised edition in advance of the meeting. No major issues identified, although asked for checks to be made in respect of:</p> <ul style="list-style-type: none"> <li>• Clear written understanding in place with anyone designated to provide assistance or a service in the case of emergency</li> <li>• Process to update the plan if/when any change occurs</li> </ul> <p>Governors accepted the plan, and agreed it should be reviewed annually, alongside the H&amp;S policy. JH to add it to the document listing.</p>	AH JH	25.03.15 25.03.15	End May Immediate
1410.9	<p>Governors noted the maintenance and improvement work carried out this year to date, and praised the amount of good work against a limited budget.</p> <p>Discussed ways of publicising what is being done, with agreement that it would be included in the next newsletter.</p>	HS	25.03.15	Summer term
1410.10	<p>AH preparing annual self assessment report, and issues discussed included:</p> <ul style="list-style-type: none"> <li>• Skills matrix updates (governors and SLT)</li> <li>• Whistleblowing policy and process</li> <li>• Review of school audit report and any outstanding actions</li> <li>• Asset register and new software (meeting 1408 discussion)</li> </ul> <p><b>Agreed:</b> Report approved for submission and signed by Chair Update to be scheduled for January 2016</p>	JH	25.03.15	Dec 2015

Ref	Action or Decision	Decision/ Owner	Date Raised	Date Due
1410.11	Auditors to visit site April 20. AJ, KW, PS, JH to be involved; others welcome Any outstanding action is well in hand, with documentation being prepared as requested by Audit.			
1410.13	HS outlined current HR service provision (with DCC HR1), and the potential to look for alternative provider. Current disadvantages include: <ul style="list-style-type: none"> <li>• Cost, where the school is penalised on travel as well as time, as the service is based in Exeter</li> <li>• Risk-averse, which can result in long and costly processes</li> </ul> HS provided an example of case study and advice given by HR1, together with an alternative course of action suggested by another provider. Governors asked for a service specification to be drawn up preparatory to seeking quotations from other providers. Continued membership of the Mutual Fund has been investigated, and agreed that it is to the benefit of the school to remain with them.	AH	25.03.15	End Summer term
1410.14	<b>Decision:</b> DCC Model policies for Maternity and Adoption approved without changes, subject to final check that links within the policy and associated forms are relevant to the school. Governors noted that the associated Paternity policy is still awaited from DCC, although changes in legislation come into force from April 1 <sup>st</sup> .			
1410.15	JM/KW have reviewed Acceptable Behaviour and Conduct policies, and requested insertion of additional wording under the heading of Gross Misconduct, in respect of use of language. <b>Decision:</b> Governors approved the change, and noted that the local union representative would be informed of the change. A small change to the Finance and Delegation Policy was recommended by AH, to insert a paragraph relating to investment strategy. <b>Decision:</b> Governors approved the change.	AH	25.03.15	April 2015
1410.16	Governors noted the H&S reports for Science and PE, and discussed some of the actions, including the pool safety operation procedure. Officers were asked to ensure that all actions were taken forward, and to report back in June. Governors asked for the science technicians to be congratulated for their high achievement.	AH HS	25.03.15	24 June immediate
1410.12	17:37 Meeting formally moved to Part II			
1410.17	17:41 Meeting formally moved back to Part I. Next meeting: 24 <sup>th</sup> June 6pm Meeting closed 17:42			