

**TAVISTOCK COLLEGE**  
**RESOURCES COMMITTEE MEETING REF:1705**  
**DATE: 04 December 2017**  
**CONFERENCE ROOM**  
**MEETING NOTES FINAL APPROVED**

<b>Governor</b>	<b>Present / Apols / Absent</b>		<b>Governor</b>	<b>Present / Apols / Absent</b>
Philip Sanders (PS) <b>CH</b>	Present		Sarah Jones (SJ)	Present
Alan Jones (AJo)	Absent		Andrew Willetts (AW)	Apologies
Tim Alexander (TA) <b>VC</b>	Apologies		Tim Randell (TR)	Present
			Tim Stapleton (TS)	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:</b>			
<b>1705.01</b>	<b>Agenda item: Welcome and apologies</b>			
	Apologies received from AW and TA AJo not present			
<b>1705.2</b>	<b>Agenda item: Declarations of interest</b>			
	Reminder issued; none declared			
<b>1705.3</b>	<b>Agenda item: Minutes of previous meeting</b>			
	1613.6 - insertion of revised wording against this item. 1704A Both meeting notes agreed and signed, after change of wording as above.			
<b>1705.4</b>	<b>Agenda item: Matters arising and not on the agenda</b>			
	1704A - Two members of staff have appealed against their appraisal outcome. Meetings are arranged with SJ to review.			
<b>1705.5</b>	<b>Budget monitor</b>			

	<p><b>Report:</b> The position is complicated due to accountancy issues around the MAT conversion. Need to ensure that monies returned to the school from DCC are properly identified and apportioned. Trustees will need to try and build a central contingency fund, whilst the school needs to ensure some claw-back.</p> <p>AH proposed that payment into the Mutual Fund ceases at the end of March 2018. Governors were in agreement.</p> <p>Governors questioned the issue of payroll services from January. AH assured that the MAT will remain with DCC Payroll Services for the time being.</p> <p><b>SBS:</b> AH outlined the issue with delay against growth fund; no confirmation received to date as to when we will receive this. AH is exploring possibilities for any additional growth monies available when we convert.</p> <p>Governors questioned the issues of taking in-year admissions especially given the lapse of time for attendant funding. SJ noted that if we are below PAN, the school has no choice.</p> <p>Governors noted that SEN funding will cease for children without a Health Care Plan (HCP) in place. Governors challenged areas of the budget:</p> <p>High Needs Cleaners Cover supervisors</p> <p>AH provided rationales, and noted there are no areas of significant concern as we go into the MAT, apart from that of DCC honouring the growth fund and capital allocations.</p> <p>% rise in cost of catering service, and the current risks to the service were discussed in some detail. A fixed barrier is being put into place to ease queuing issues, and further refurbishment will provide an extended facility as numbers increase.</p> <p>Governors were assured that a fire evacuation procedure has taken place during the lunchtime period, and noted the single largest risk to the service is that of electrical malfunction, which would require rapid shutdown.</p> <p>Financial issues around school trips were discussed, with action being taken to mitigate potential future risk whilst maintaining inclusive access and opportunity.</p> <p><b>Capital:</b> Plans now in place to upgrade and increase toilet facilities</p> <p><b>Bursary:</b> Primary spend is on transport. Governors challenged the effectiveness of steps being taken to encourage application. AH acknowledged this as difficult area, most effective means is to undertake conversations with individual students. As a further incentive, AH wishes to introduce a new policy to</p>			
--	--	--	--	--

	<p>clarify criteria for 2017-18 allocations, which may help some students overcome barriers to applying (see 1705.6).</p> <p><b>Sports Centre:</b> Now 133 active paying members, and field in regular use currently. In a positive position.</p> <p>Governors asked how a sinking fund could be built. From 1st January the Centre will hold charitable status, which opens more funding opportunities. AH is leading on the preparation of applications now, in readiness.</p> <p>Governors discussed situation with swimming pool and agreed this needs to be part of a formal discussion to decide the future.</p> <p><b>Action:</b> SJ/AH prepare a report for Resources Committee in March 2018.</p>	SJ / AH	04.12.17	End Feb 2018
<b>1705.6</b>	<b>Policy Review</b>			
	<p>AH had circulated a draft policy setting out criteria for 2017-18 allocation of Student Bursary money (post 16 students).</p> <p>In light of attendance at the meeting the Chair proposed that the policy be approved in principle by those in attendance, but additionally re-circulated to those not present, for their comment/approval within 2 weeks.</p> <p>All other policy amendment approved for FGB ratification.</p> <p>Prop: PS; Sec: TS; carried by those present</p>	JH	04.12.17	immediate
<b>1057.7</b>	<b>Agenda item: Changes to Pay Policy</b>			
	<p>SJ proposed the addition of an appendix to the model Pay Policy, clarifying the alignment of progression to upper pay scales with the additional duties expected at that level.</p> <p>Such a move would require a proposal to Trustees, and JCC consultation. SJ asking Tavistock governors to consider the appendix for onwards recommendation.</p> <p><b>Action:</b> Appendix to be circulated to Committee members for 2-week response. If committee agree to the principle, SJ will bring formal proposal to January meeting</p>	JH	04.12.17	21.12.17
<b>1705.8</b>	<b>MAT update</b>			
	<p>QE will not proceed into the Dartmoor MAT. TUPE consultation has now closed. There have been no questions or concerns raised. Public announcement has therefore been made.</p> <p>Final papers will be formally signed by RC/TA in the</p>			

	<p>presence of a Trustee, on 21 December. Officers Posts (CEO, Vice CEO, CFO and COO) have been advertised internally and interviews will be held on 11th December for CEO and Vice CEO. Discussion followed regarding the appointment process of the Chief Officers, including concerns over ensuring a rigorous and transparent process. Issues to be raised through the Chair of Governors. Central recharge set at just under 6%; Trustees have not yet received the re-worked figures following withdrawal of QE.</p>	SJ/PS	04.12.17	05.12.17
<b>1705.9</b>	<b>Governor Action Plan</b>			
	<p>The committee reviewed progress against Objective 9, which is positive. Success criteria for joining the MAT 'achieving a more strategic approach' was changed to 'achieving more economies of scale', which was judged to be a more measurable criteria.</p>			
<b>1705.10</b>	<b>Governor Activity</b>			
	<p>TS: Sports Personality of the Year  TR: PEX panel; Staff panel; Remembrance Day Service; GCSE evening  PS: PEX Panel; Staff Panel</p>			

**Meeting Closed:19:53**