

**TAVISTOCK COLLEGE**  
**RESOURCES COMMITTEE MEETING REF:1708**  
**DATE: 01 February 2018**  
**CONFERENCE ROOM**  
**MEETING NOTES FINAL DRAFT**

<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)	Apologies (AH nominated representative)
Tim Randell (TR)	Present		Andrew Willetts (AW)	Apologies
Tim Alexander (TA) <b>VC</b>	Present		Tim Stapleton (TS)	Present
Adam Reid (AR)	Apologies			

**Also Present**

<b>Name</b>	<b>Designation</b>		<b>Name</b>	<b>Designation</b>
Jay Hooper (JH)	Clerk		Alison Horn (AH)	Strategic Business Leader
Barbara Manning (BM)	Vice Principal		Linda Coe (LC)	Premises Manager (item 7 only)

<b>Ref</b>	<b>Action / Decision</b>	<b>Owner</b>	<b>Date</b>	<b>Complete by</b>
	<b>Meeting Open: 18:01</b>			
<b>1708.01</b>	<b>Agenda item: Welcome and apologies</b>			
	Apologies from SJ, AW and AR			
<b>1708.2</b>	<b>Agenda item: Declarations of interest</b>			
	Reminder issued; none declared			
<b>1708.3</b>	<b>Agenda item: Minutes of previous meeting</b>			
	Meeting notes 1705 04.12.17 agreed and signed			
<b>1708.4</b>	<b>Agenda item: Matters arising and not on the agenda</b>			
	None			
<b>1708.7</b>	<b>Agenda item: Summer Works</b>			

	<p><b>Note: This agenda item taken out of listed sequence</b>  AH / LC tabled a list of proposed summer works, prioritised by importance.  AH outlined the potential impact of Ndeeba refurbishment, including the need for additional staff to provide service;a rise in income needs to cover any such cost impact.  Refurbishment of science block toilets to be taken in a phased way, to avoid any unnecessary expenditure whilst funding options explored for a rebuild.  Refurbished block will be Unisex - the committee noted that this requires a policy decision by FGB  Decommissioning of swimming pool - costs can be offset through the sale of plant and equipment.  An accessibility audit has raised the need to re-lay two areas of paving.  <b>Agreed:</b> Firm quotes to be obtained for items 1,2 and 4; committee to then decide LGB recommendation  AH to explore revenue possibilities for item 3 and bring nett cost back to March meeting  Prop: TA Sec: PS Carried unan.  LC left the meeting 18:34</p>	<p>JH agenda</p> <p>LC</p> <p>AH</p>	<p>02.02.18</p> <p>02.02.18</p> <p>02.02.18</p>	<p>April 18</p> <p>28.03.18</p> <p>28.03.18</p>
<p><b>1708.5</b></p>	<p><b>Agenda item: Trips and visits</b></p>			
	<p>AH presented outline of the costs of trips and visits over the past 12 months. (Nil cost to school)  Committee discussed issues arising for imminent trips, particularly in relation to H&amp;S and cash issues/access to bank account.</p>			
<p><b>1708.6</b></p>	<p><b>Agenda item: Draft budget</b></p>			
	<p>AH presented a draft budget for 17/18, 18/19, 19/20. And explained that it is 'worst case scenario', and using figures as best known at present time.  AH voiced concern over incorrect information given to Trustees, which has resulted in significant and unnecessary time wasting, and posed a potentially serious question over integrity at Tavistock.  Setting a budget is particularly challenging in respect of new budget timings (academic year, as opposed to financial year). This timing has also resulted in cashflow loss of £73K in the current year.  Message from trustees is clear, that school budgets must 'wash their face' or risk centralisation.  Tavistock faces significant challenge through the central recharge cost, where no free-up of posts has resulted through central appointments. The impact on a previously balanced budget has been significant and now further management action is required.  Governors stressed the issue that the amount of</p>			

	<p>central recharge was known when the school signed the documents; nothing to be done now.</p> <p><b>Action:</b> AH / BM to brief SJ and RC ahead of next Trustee meeting, so that reservations may be noted to Trustees.</p> <p><b>Action:</b> AH to draft a report with the headline issues and action plan; circulate to committee and RC for approval and briefing</p>	AH / BM	02.02.18	Asap
		AH	02.02.18	w/b 5.02.18
<b>1708.8</b>	<b>Agenda item: Budget monitor</b>			
	Governors noted current position. Sports Centre discussed; agreed that a further review should take place and report back in March	AH	02.02.18	28.03.18
<b>1708.9</b>	<b>Agenda item: MAT update</b>			
	<p>There is a100% vacancy freeze across the MAT. Any new appointments must be submitted to the Trust SLT, including like for like. Any request for increase in establishment must be accompanied by a business case.</p> <p>AH &amp; BM noted this was the first indication they have received of a vacancy freeze.</p> <p>MAT communication in general was discussed; early days and much to sort out.</p> <p>An external COO and a Finance Manager have been appointed, and new Director of Safeguarding is Jane Lake.</p>			
<b>1708.10</b>	<b>Agenda item: Committee ToR</b>			
	Governors recognised the need to review all committee structures and terms of reference, once the MAT committees are finally agreed. This will be reviewed by LGB>			
<b>1709.11</b>	<b>Agenda item: Governor activity</b>			
	<p>PS - PEX appeal; Trust meetings</p> <p>TS - PEX appeal</p> <p>TR -Carol service</p> <p>TA - Carol service; H&amp;S review; Christmas lunch; Science faculty review; governor management</p>			

**Meeting Closed: 19:37**