

**RESOURCES COMMITTEE MEETING
(Finance, Personnel and Premises)**

on

Monday, 28th June 2021 at 4.00pm

on TEAMS

Committee present: Marion Wilcock (MGW), Miriam Owen (MO), Adam Rowland (AFR), Peter Clinch (PC), Sandra Boyd (SB), Rob Landauer (RL), Matt Stuart (MS)

Associate Member: Justina Pughe Morgan

Clerk: Louisa Rydon (LR)

BUILDING UNIQUE FUTURES TOGETHER

MINUTES		
1.	<p>Welcome, Introductions and Apologies RL welcomed the committee. PC gave apologies for having to leave the meeting early.</p>	
2.	<p>Declaration of Interests None.</p>	
3.	<p>Notice of AOB None.</p>	
4.	<p>Approve the minutes of the meeting dated 10th March 2021 The minutes were approved and electronically signed as a true record.</p>	
5.	<p>Matters arising/action grid</p> <p>a) <u>Risk Register</u> The risk register was up to date and would be reviewed at the next FGB.</p> <p>b) <u>School Fund</u> The remaining monies had been flagged during the school fund audit. The resources committee had recommended the money be put aside for funding items not in the new build plan. The strategy committee had discussed fundraising for these items. After discussion and ensuring the money did not have to be spent immediately, the resources committee approved allocating the remaining school fund to extras at the college new build.</p> <p>c) <u>SLAs</u> The committee had asked for SLAs to be considered at their Autumn meeting with alternative quotes received to ensure best value for money. MGW highlighted some concerns with the HR advice. JPM reported on the recent WSCC presentation and areas identified for improvement on HR advice to schools. Governors appreciated the complication of outsourcing HR advice but felt the service should be kept under review.</p> <p>d) <u>Letting policy and fees discussion and approval</u></p> <p><i>Committee questions</i> Are we incurring extra costs due to the pandemic? No. Could we have a clause on safeguarding – there is good terminology in The Key. JPM to action and to send to SB for approval. Are the cancellation terms too prescriptive for the current environment and would</p>	<p style="color: red;">Agenda 11/11/21</p> <p style="color: red;">JPM 7/7/21</p>

	<p>they put perspective hirers off?</p> <p>It is rare to get a one off booking so the cancellation policy works for regular hirers. The cancellation charge has only been enforced on one exceptional occasion. The committee noted that cancellation charges were at the governors' discretion, which gave them flexibility.</p> <p>Do you check to ensure hirers have insurance?</p> <p>Yes, hirers have to have insurance and they can opt into the WM scheme.</p> <p>Why is there no appendix C?</p> <p>Appendix C is the entry instructions and alarm settings so is not included for security reasons.</p> <p>The committee understood there were several new hirers starting from September and agreed to keep the current lettings costs at least until 1/4/22. They asked for the revised lettings policy to be sent to the next policy committee for final approval.</p> <p style="text-align: right;"><i>PC left the meeting.</i></p> <p>e) <u>Update on IT technician recruitment/resources</u></p> <p>JPM reported on a possible solution outsourcing IT. This would provide a technician on site and support from an external help desk. She confirmed the current contractor had agreed to stay until the end of term, with one day per week during the summer holiday and a handover in the Autumn. MS reported on his experience and felt a blended approach with in-house and external support worked most effectively. The committee discussed the challenge of recruiting a technician with the experience required at WM for the money offered.</p> <p>The committee supported JPM in checking the costs and contract details and asked for a report to FGB.</p>	<p>JPM 12/7/21</p>
<p>6. Current budget report</p>	<p>The committee discussed the report submitted by JPM and current budget spreadsheet.</p> <p><u>Questions</u></p> <p>How will you accommodate the year 11s staying on for an extra year?</p> <p>AFR confirmed the classes previously used for intervention work had been freed up. It was a one year college preparation course and students would spend one day per week at Haywards Heath College. The committee noted the constraints at the college, particularly if the new build work was ongoing, but recognized what a great opportunity it was for the current year 11s following the impact of the pandemic. The committee confirmed the base funding and additional top up funding would cover recruitment and additional IT costs.</p> <p><i>Do we capitalize the IT hardware?</i></p> <p>JPM confirmed there was a rolling replacement plan for IT equipment. The £10,000 for IT for the extra class was required just for one year and JPM noted the profit and loss cost.</p> <p><i>Is there a time limit for using the covid catch up funding?</i></p> <p>No, the recovery programme will take time but Ofsted will expect to see the evidence of the funding impact. AFR confirmed reports were sent termly to L&WB.</p> <p><i>Are we sure the new insurance scheme is good value for money?</i></p> <p>JPM reported that WSCC had withdrawn the SLA and was now purchasing insurance for all schools. Governors appreciated the national scheme had brought the premiums down. RL agreed to check the information on insurance JPM had</p>	<p>RL/JPM 11/11/21</p>

	<p>requested.</p> <p>RL checked how funding was moved between cost centres to clarify its use, such as intervention staff for pupil premium.</p> <p>AFR highlighted the funding allocated for governor costs. The committee appreciated the importance of having some flex in the budget to cover necessary independent legal and surveying costs. Quotes were currently being gathered.</p> <p>JPM drew the committee's attention to the outstanding gas bills back to 2019. Accurate readings had been taken and the money was in the budget but the committee asked for it to be added to the risk register.</p>	LR 12/7/21
7.	<p>Anything to report on:</p> <p>a) <u>Website</u> It had been agreed to remove oversight of the website from the remit of resources to strategy. JPM reported the new format was working well. RL commented on the excellent curriculum videos.</p> <p>b) <u>IT</u> JPM had reported on the technician and confirmed the rolling replacement of equipment was taking place over the summer.</p>	Strategy 22/11/21
8.	<p>Report on disposal of obsolete equipment over £1,000</p> <p>Two white boards.</p>	
9.	<p>Risk Register</p> <p>Not receiving gas bills to be added.</p>	
10	<p>AOB</p> <p>None.</p>	
11	<p>Impact of meeting on pupils</p> <p>Outstanding school fund money allocated to new college extra projects.</p> <p>Lettings strong bringing in extra income.</p> <p>Provision for current year 11s extra year in place.</p> <p>Proposal for IT support.</p> <p>Governors looking for independent advice on new build to give maximum benefit for pupils.</p>	
12	<p>Date of next meeting</p> <p>Provisional – Thursday, 11th November at 4.30pm</p>	

SIGNED.....*Matt Stuart*..... DATE.....11th November 2021.....

ACTION GRID JUNE 2021		
5c	SLA approval in Autumn term with quotes sourced from WSCC and an alternative provider.	Agenda 11/11/21
5d	Add safeguarding clause to lettings policy.	✓
5e	Quote and report on contract details of 6 Durrington Academy IT proposal.	Agenda 11/11/21
6	Check terms of insurance now provided by WSCC.	Agenda 11/11/21
6	Add delayed gas invoices to risk register	✓
7	Ensure oversight of website is on strategy agenda and ToR	✓