



## MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF TRING SCHOOL GOVERNING BODY HELD ON MONDAY 14 MARCH 2011

### Part One

#### Present:

Mr B Scarth (Acting Chairman), Mrs W Copper, Mrs J Donald, Mrs K Hughes,  
Mrs C Thompson, Mrs J Wynd.

#### In Attendance:

Mrs K Davis, Mr A Rennard, Mrs T Perry (Clerk)

#### 1. APOLOGIES FOR ABSENCE

Apologies had been received from Mr A Hencken and Mrs N Jeffery.

#### 2. DECLARATIONS OF INTEREST

Mrs Davis declared that her son had just commenced working for the School as a cleaner, which is a generic declaration of interest rather than specific to this agenda and will apply until advised otherwise. There were no other declarations of interest.

#### 3. BENCHMARKING WORKSHOP

Mrs Wynd outlined the background to Benchmarking and explained the meaning behind some of the figures and graphs. The figures show Tring School compared to other similar sized Secondary Schools in the East of England and reflect the area the School is in.

Mr Scarth thanked Mrs Wynd for the presentation.

The committee decided that it would be beneficial to have a yearly review of Benchmarking. After subsequent discussion it was agreed that Benchmarking should be tabled for future Resources Committee Meetings in November.

**Action:** Clerk to the Governing Body to table Benchmarking on Agenda for Resources Meetings in November each year.

#### 4. MINUTES OF THE MEETING HELD ON 17 JANUARY 2011 (Part one)

Approved by the meeting and signed by Mr Scarth.

#### 5. MATTERS ARISING

There were no matters arising.

#### 6. WHITE PAPER UPDATE PRESENTATION

Mrs Wynd updated the Meeting on the actions taken following the White Paper and the figures behind this. There was discussion regarding the amount of information that has still not been provided to Schools e.g. pupil premium.

Mrs Wynd explained that some actions have already taken place regarding staffing. The committee agreed that the further debate on this subject

would be recorded under Part 2 as it relates to confidential matters relating to the potential reduction of headcount within the School as a result of some current roles potentially being made redundant.

Mrs Wynd outlined the other areas that were being worked on. Mr Rennard is looking at the best option regarding replacement of the existing boilers either with one large boiler or several small boilers. Mr Rennard asked the meeting for retrospective permission to get Mouchel to undertake a survey to decide the best way forward. The headteacher explained that she had already asked Mr Rennard to go ahead with the survey. The committee agreed that the boilers should be replaced, and for the survey to go ahead. The meeting also agreed that zoning would be a good way forward. Retrospective approval was given for Mr Rennard's request.

## **7. FINANCE REPORT AND AUDIT REPORT**

### **a) Finance Report**

Mrs Davis presented a copy of the Report and the accompanying notes to the Meeting.

The committee thanked Mrs Davis for providing a clear Finance Report.

Mrs Davis highlighted a few of the points. The bottom-line figure for the Financial Year End showed a carry forward of £138k. Some of this carry-forward is ring fenced eg Gaining Ground Grant and some held for contingencies. There would be a small In Year surplus which indicated that School reserves had not been drawn upon to complete the year.

Mrs Wynd explained that having taken out staffing the departments had spent very little since Xmas. She had appealed to the departments to restrict ordering and that all orders had to come through her for sanction. Mrs Wynd said that the departments were promised that any monies they had not spent by year end would be carried forward.

Mr Scarth asked if the balances could be swapped between departments but it was explained to the meeting that the departments still needed to buy resources and they were holding off with this expenditure.

Mr Scarth thanked the Finance Staff and the Headteacher for doing an excellent job in reigning in expenditure.

Mrs Davis explained to the meeting that some expenditure which had been put to Capital has been transferred back into Revenue following consultation with the Auditor.

Mr Scarth signed off the change of budget sheets.

### **b) Audit Report**

Mrs Davis explained that the audit had been used as a learning experience and that this had been communicated to the auditor.

A copy of the Audit Report was presented to the meeting. The main points were highlighted. The School was aware that the medium/long term financial plan had not been completed. Mrs Wynd reminded the meeting that she and Mrs Davis had only recently been on a training course and were still in the process of working on the plan.

The report stated that the financial procedures of the School are of a good standard.

Mrs Davis explained that the VAT notes were due to a lack of knowledge, in some areas. The amount due to be paid over is approx £2600.

Mrs Davis mentioned that only one part of the Report has been changed and that relates to the salary range for the new headteacher.

The problem relating to the opting out of teachers from the teacher's pension fund is being addressed but the School were already aware of the need to ensure written opt-out forms were obtained.

Timescales and responsibilities information need to be completed on the Return. Mr Scarth will then sign the response.

**Action:** Mrs Davis to add timescales and responsibilities and submit return to Mr Scarth for his signature.

## **8. SAFEGUARDING UPDATE INCLUDING HEALTH & SAFETY REPORT**

Mr Rennard provided a copy of the Report to the Meeting (copy attached to the Minutes). He explained that he had assessed what things need to be looked at. He has met with Mrs Wheatley and 2 Crime Prevention Officers. He has received their report (copy attached to the minutes) and asked suppliers for quotes for the items outlined as key areas of security: gates and CCTV.

There was discussion about the benefits and drawbacks of CCTV; the sprawling site; comparison of cost/payback in terms of safeguarding; involvement of Sportspace; fencing of the worst areas highlighted might have more effect.

Mr Scarth asked how the process should work. The Meeting was advised that the installation of fencing and safety doors can proceed within the commissioning and expenditure guidelines without further reference to the Resources Committee however anything concerning CCTV must be referred back to the Resources Committee as this would be a policy issue.

Mr Rennard highlighted that there are things that all staff can do to enhance security and reduce energy costs.

The committee felt that all including Governor's are trying to do a good job in terms of security of the site.

Mr Rennard also went over the problems with roofing and the old style crittel windows. Mouchel have agreed that the windows are in a poor state and that they have e-mailed HCC so that they are aware of the problems.

Mr Rennard advised the meeting of the lettings review and the impact lettings can have on security.

He is reviewing all the maintenance contracts with a view to reducing costs; some maintenance can be conducted in-house.

Disposal of old computer equipment was discussed. The committee agreed that subject to confirmation by HCC of the wording of the disclaimer Mrs Davis and Mr Rennard should proceed with the disposal of the equipment.

Mr Rennard showed an example of the new badges that are being introduced at the beginning of September. There will be badges for all staff, sixth formers and all visitors to the site. Mrs Wynd requested that £1500 be allocated in the new budget towards the cost of implementing the scheme. The meeting approved this expenditure with the introduction taking place in September 2011.

## **9. LETTINGS POLICY AND PROCEDURES**

The meeting agreed that in the absence of Mr Hencken this item should be scheduled for the next Governor's Resources Committee Meeting.

**Action:** Clerk to the Resources Committee to add this to the Agenda for the next Meeting..

## **10. GOVERNOR EXPENSES POLICY – APPROVAL**

A copy of the present Governor Expense Policy was produced to the Meeting and recommended for approval without amendment to the Full Governing Body.

**Action:** Clerk to the Full Governing Body to add Governor's Expenses Policy to the Agenda

## **11. UPDATE ON GOVERNOR SECTION OF SCHOOL PLAN**

The Objectives of the Governor's Section of the School Plan were looked at. Following discussion the following amendments were made

1. Guide and oversee the review of leadership/management of support staff to ensure provision.....
2. Increase focus on evaluating Return on Investment(ROI) on budget spend.....impact, obtaining best value in SEN funding and use of the School site.
3. Change 2-5 year budget to read 3 year medium/long term plan. And in evidence of impact section.

## **12. ANY OTHER BUSINESS**

### **a) Total Print Solution – Lease**

Mrs Davis explained to the meeting that the ICTAC team were looking at replacing the existing system with a few networked printers that could be accessed using a code. This would save on costs as printing is a big expense.

She explained the problem that HCC had brought to her attention relating to the contract under consideration. HCC are now obtaining quotes. The advantage of using the HCC service is that there will not be any additional requirement to go out to tender and if it is approved by HCC they will support the School if there is a problem with the supplier. There followed discussion on the use of the existing printers it was agreed that this would be considered once the new system is in place.

### **b) Dual Use and Refurbishment of Tennis Courts**

Mr Rennard explained that the School has been approached by a local club who have a Sport England grant of £10k available for refurbishing and subsequent use of the tennis courts .The total cost of the project would be about £40k, The School cannot assist with this out of ordinary funds. Mr Rennard is therefore going to make an application to Sport England for the School so that the refurbishment can take place and for the fencing to be replaced. Mrs Thompson agreed to check over the application before it is sent.

Mrs Wynd explained that a meeting was being arranged in the next couple of weeks for HCC, DBC, Sportspace, a few Governors and Mrs Davis, Mr Rennard and Mrs Wynd. The School is presently pressing for a paper trail for the monies that were meant to be put aside towards the cost of refurbishing the astro turf.

Mrs Wynd advised the meeting that everyone needs to work together to get the best outcome. Mrs Davis assured the meeting that the School is receiving sufficient income to cover the running costs of the dual use facility, any shortfall relates to replacement costs.

### **c) Diocese Service Level Agreement**

Mrs Wynd explained that the Church of England is going to start charging for the services they provide to the School. She said that the School had received valuable assistance over the appointment of the new headteacher and that she had received advice over her time here. She recommended that the payment £1190 be approved, this approval was given.

### **d) Kirkland Rowell Survey Update – Staff**

Mrs Wynd outlined the highs and lows from the survey and indicated that since the survey staff morale has reduced further.

e) Signage

Mr Scarth advised the meeting that he had received an e-mail from the new headteacher regarding the signage at the school which is due to be altered. Discussion followed about the inclusion of Humanities College status, Church of England, Tring Learning Centre on the sign. It was agreed that a decision needs to be reached at the next Full Governing Body Meeting on 30/03/11 to which the new headteacher will be invited to attend.

**Action:** Clerk to the Full Governing Body to add Signage to the Agenda for the meeting on the 30March2011.