

**Meeting of Strategy & Resources Committee
11th November 2013
School Library
4.30pm**

MINUTES

Governor Members Present: Mick Baker, Richard Bradford, Vanessa Hollingworth, Alan Sanders (Chair), Marilena Ward

Officers Present: Teresa Carter (Clerk), Richard Baker, Ros Stephen

Others in Attendance: Derek Swindells, Mark Wood

Agenda item

Action

Note - The Clerk chaired the meeting for items 1a to 1c

1 Introductions

a) Apologies for Absence

Apologies for absence received from Anne Barker and Reg Hook.

b) Declarations of Interest

The Clerk presented the annual declarations register the contents of which were noted. Missing forms would be followed up and any further declarations reported to the committee. There were no declarations made in respect of items on the agenda.

c) Appointment of Chair of Committee

The Clerk had received one nomination for Alan Sanders to be Chair of the Committee and this was seconded at the meeting. There were no further nominations.

AGREEMENT - The Strategy and Resources Committee appointed Alan Sanders as Chair of Committee for one year.

d) Appointment of Vice Chair of Committee

One nomination was received at the meeting for Mick Baker to be appointed as Vice Chair of Committee and this was seconded. There were no other nominations.

AGREEMENT - The Strategy and Resources Committee appointed Mick Baker as Vice Chair of Committee for one year.

e) Review of Agenda and Requests for Any Other Business.

The Chair provided advised that he had met with the School Business Manager and identified that income generation over recent years had reduced substantially and that the school whilst having contingency funds available were at risk financially should there be a higher level of maternity or long term sickness cases that that budgeted for (see 3b below).

Last meeting Dated 11th June 2013

a) Approval of Minutes

The Strategy and Resources Committee reviewed and approved five pages of minutes from the meeting held on 11th June 2013. The Chair signed them

Signature.....Date.....

as confirmation of their accuracy.

b) Matters Arising Not Included Elsewhere on Agenda

Actions arising from the meeting of 11th June 2013 were reviewed and the following reported:

- There was nothing that could be done regarding reclaiming VAT for school lets under the PFI contract.
- There would be no early repayment penalty on the loan for the proposed artificial turf pitch.
- The school budget issues were continuing to be brought before the school funding forum and the local MP was aware of the difficulties faced by the school.
- Some skills audit forms had been completed, further forms were handed out for completion and return to the Clerk.

3 Main Strategic Items

a) Catering 2014

Following the expiration of the current catering contract the school were considering taking over the provision in house with the aim of extending the service and improving the facility to make it the preferred choice for students for lunch. A full business plan including financial projections over ten years had been circulated in advance of the meeting. The plan included changes to the physical space through the installation of two covered areas with additional seating for 100 students. The proposal was to borrow sufficient to carry out the works required and to set up the borrowing facility with repayments over ten years. A mobilisation plan had been provided by a catering consultancy to identify the actions required to ensure a smooth transition from the existing arrangements, and continuing support was available to advise on statutory obligations including health and safety and nutritional standards.

Whilst supportive of the proposals within the business plan Governors expressed caution with regards taking over the catering in house due to potential additional workload on the leadership team and encouraged the leadership team to remain open to potential suitable contractors to operate the catering arrangements.

Governors also commented on the following aspects of the plan

- Whether some form of outside heating could be incorporated to encourage students to the outside areas in cold weather.
- Students' participation in planning of the provision.
- The payment method and whether a biometric form could be used to avoid problems associated with lost payment cards.
- The possibility of extending the facility beyond lunch periods to before, after and during school time.

AGREEMENT/ACTION - The Strategy & Resources Committee agreed to the setting up of a dedicated catering task group led by the Chair of Committee. The group would be delegated with authority to explore the proposals further and develop a final plan for Full Governing Body approval.

AS

b) Reserves

Whilst it was acknowledged that reserves were not required for buildings related issues due to the PFI contract the current reserves were not considered sufficient and that a figure of around £150,000 had been suggested as appropriate and that this would be an amount for the school to aim for.

c) Bid writing

The identification of grants and completion of funding bids was considered as a priority area and there was a discussion on how the current process could be improved including the employment of a specialist bid writer. The strategic priorities for the school had been identified within the published document “developing minds for a changing world” and these would form the basis for identifying suitable funding streams to bid for.

ACTION - Chair of Committee and Business Manager to work together on developing a bid writing plan and process.

AS RS

4 Other Governance and Regular Items

a) Financial Report

A financial report was provided with income and expenditure to 31st October 2013, the projected budget for 2013/14 and outturn figures from 2012/13 for comparison. The Business Manager provided additional verbal information for all income and expenditure lines within the report. This prompted discussion on the following areas:

- The wide range of extra curricular activities available which were currently provided free of charge.
- Requesting gift aid donations from parents.
- Additional funding for student numbers to be used towards ICT development investment in ICT development. Ambitions included the provision of devices for every child within the school.

ACTION - ICT development plan to be an item for discussion at the next committee meeting.

RS

b) School Financial Value Standard (SFVS) - Section A/B 1 - 11

The SFVS return had been updated within the sections relating to questions 1 to 11. The content was noted by Governors with a request for further changes to be tracked for identification.

ACTION - Updated SFVS return to be presented for Governors consideration and scrutiny at each committee meeting.

RS

c) Non School Funds

Balance sheets and income and expenditure accounts to the end of financial year 31st March 2013 were presented for the three non school fund accounts being: Stringer Leisure Services Ltd, Dolawen Outdoor Pursuit Centre and Dorothy Stinger School Fund Charity. Audited accounts for all were available for examination and signature by the Chair of Committee. Governors asked a number of questions for clarification to which the following information was provided:

- The directors of Stringer Leisure Services Ltd were two Governors and the Headteacher. The Business Manager was the Treasury and the business was run on a not for profit basis.
- The energy costs at Dolawen were investigated and timers were installed to prevent accidentally leaving appliances on during periods of non occupation.
- There was potential for letting Dolawen further by further marketing particularly within the area of the site.

5 Consent Agenda

a) Pupil Premium expenditure

An additional paper analysing the trends of pupil premium was provided which evidenced successes in reducing gaps in attainment and progress between different student groups. Governors were advised that statutory information related to pupil premium had been published on the school

website.

- b) **Business Managers Letter to Governors**
Contents of Business Manager's letter noted.
- c) **Cleaning contract**

AGREEMENT - The Strategy and Resources Committee approved the extension of the current cleaning contract subject to the Chair's agreement on the term following negotiations.

- 6 **Policies and Other Documents for Approval**
 - a) **Committee Terms of Reference**

AGREEMENT - The Strategy and Resources Committee agreed that in view of the current consultation on Governance structure there should be no amendments to the Committee Terms of Reference.

- b) **Charging & Remissions Policy**

AGREEMENT - The Strategy and Resources Committee approved the existing charging and remissions policy without amendment.

- 7 **Any Other Business**

- a) **Workforce Profile**
A document with workforce statistics was tabled and noted.

Meeting ended at 6.37pm

Date of next meeting - 25th February 2014

Actions arising from S& R meeting 11th November 2013

Signature.....Date.....

Actions Agreed	By Who	By When
The Strategy & Resources Committee agreed to the setting up of a dedicated catering task group led by the Chair of Committee. The group would be delegated with authority to explore the proposals further and develop a final plan for Full Governing Body approval.	AS	Next S & R Meeting
Chair of Committee and Business Manager to work together on developing a bid writing plan and process.	AS RS	Next S&R Meeting
ICT development plan to be an item for discussion at the next committee meeting.	RS	Next S&R Meeting
Updated SFVS return to be presented for Governors consideration and scrutiny at each committee meeting.	RS	Every S&R meeting