



Minutes of the Kings Langley School Resources Committee meeting held on Monday 23rd January 2017

Present:

Gary Lewis (GL), Frances Stickley (FS), Mark Morant (MM), Mark Hutchings (MH), Geoff Shepherd (GS), Simon Setterfield (SS), Dave Butler (DB), Graham Craggs (GC)

Absent: -----

Apologies were accepted from Angela Westlake (AW),

Simon Wood (SW)– no apologies received (arrived 7.20pm)

In attendance:

Tom Horton (TH) and Diane Bell (Diane B) Sally Fenemore (SF)

Minutes taken by Mark Hutchings

Agenda	Agenda Item	Action
1	Welcome	
	The Chair welcomed Governors to the meeting.	
	Sally Fenemore was welcomed to the meeting as the new Finance Manager as Tom is unfortunately leaving us. Tom was once again thanked for all he has done for the school and that hopefully he would not be a stranger in the future. Sally was a finance & business manager at Addeyfield school so has a number of skills in addition to those finance related ones that will be really useful to the school. She is shortly due to attend academy finance training in order to bring her up to speed with academy requirements.	
2	Apologies for Absence	
	Apologies were received and accepted Angela Westlake	
3	Conflicts of Interest	
	None noted.	
4	Any Other Business	
	None	
5	Minutes from Last Meeting	
	Minutes agreed and signed off by MM.	
6	Matters Arising from Previous Meeting	

	<ul style="list-style-type: none"> • Retail portal discussed as to its importance and potential fundraising committee to continue to investigate the best site or sites and addition to the school website. – Works and investigations still ongoing. • SF with TH to check / investigate that inclusion does not contravene any academy requirements / legislation. • TH confirmed minibus usage figures had been investigated (81 occasions where hire would have been necessary totals just over £10k, £4.6K lease / annum therefore more cost effective option. 3 companies were approached cheapest had been selected & due to arrive mid Feb. 	SS / SF
7 / 8	PFI / Premises Report	
	<ul style="list-style-type: none"> • (Diane B) briefed the Committee on the most recent items: • Most snags resolved, new being added, 4 over Christmas period and 1 potential major leak (pipe bust) discovered by cleaner and responded to quickly by Interserve. Main snags e.g. PE ceiling due over half term. Other main items e.g. temperatures, paint finish etc still under review / in hands of EFA • Paint manufacturer has been into review issue / suggested cleaning with sugar soap! Insufficient response & EFA still on the case. • Toilet cubicles to be resolved by manufacture as has accepted the liability for the issues. • MH questioned if we received defect resolution reports etc as to nature & resolution of issue (advised in general no / just resolved). • Temperatures in building still an issue / not fully resolved. Seasonal commissioning originally due over Christmas, not carried out (to be rescheduled) MM questioned re increased energy expenditure and possible recompense, DB / GL unlikely to be itemised but lumped in with other forthcoming credits. • Food tech cookers still an issue / not fit for purpose. DB advise potential 5k expenditure to resolve. MH MM questioned if previous gas main checks had been carried out (advised no) but is being rescheduled. If spec of cookers not performing / correct should the school have to pay etc. or should this be a rectifiable defect? DB advised that the EFA have already advised us that the cookers are as there specification, therefore if the school is not happy with the provision it is down to the school to resolve. Not fully answered & MH MM requested that possible expenditure be brought to the finance committee for further discussion prior to commitment. • Catering out to tender (7 years with E & B), 12 organisations attended the site walk around, tenders will then be submitted, presentations being 21st Feb (Governors welcome to attend if they wish please advise DB and she will provide you with timings once they are known). 	
9	H&S – Accident Reports & Fire Drills	
	<ul style="list-style-type: none"> • (Diane B) going through Fire safety procedures / integration with Interserve plan. • Fire Drill 12th December / no issues. • 2 incidents in food tech tested smoke detectors / worked well. • Exit latches to the side gates now fitted to facilitate speedy evacuation. • Some internal bottle necks but nothing to cause an issue. 	

	<ul style="list-style-type: none"> • Accident Reports: No Staff, 1 student issues outlined by (Diane B) and duly noted (mild dilute acid burn during clear up) procedures being checked and reviewed. • Checklist: Nothing changed 	
10	Policy Update	
	<ul style="list-style-type: none"> • (Diane B) Confirmed Freedom of information policy required no updates, consultation with Browne Jacobson each time any request made as this facility included in retainer fee. 	
11	Budget Monitor & Internal Audit report	
	<p>TH Reported: Still in the first 3 months so not a lot to report Picture still ok with reserves as at 01.09.16 being 460k & with budgeted loss 2017 year of 189k & cap contribution of 27k meaning overall reserves of 250k at the end of this period (providing an approx. 2 year buffer). GL & TH advised still likely that due to natural staffing changes & closely looking at staffing budget that the anticipated loss may well be less (-£100k or less), which will translate into a reserve improvement.</p> <p>MM commented on I05 variances TH advised that majority of variances due to phasing of items e.g. school trips etc. TH to reissue report with notes where this is the case</p> <p>No main areas of issue Still keeping an eye on costs / trying to keep down wherever possible. Continually reviewing staffing & usage planning.</p>	TH SF
	<p>Capitation Report – Still ok / comfortable Debtors Report – Nothing Major outstanding, all debtors generally paying on time. Repairs & Maintenance – Nothing currently however although financed as part of facilities payments, small budget will still be required</p>	
12	AOB	
	None	
13	To Confirm date & time of the next meeting	
	13 th March 2017 7pm	