



Minutes of the Kings Langley School Resources Committee meeting held on Monday 10th October 2016

Present:

Gary Lewis (GL), Frances Stickley (FS), Mark Morant (MM), Mark Hutchings (MH), Geoff Shepherd (GS), Simon Setterfield (SS), Angela Westlake (AW) Dave Butler (DB)

Absent:

Apologies were accepted from Graham Craggs (GC), Simon Wood (SW)

In attendance:

Tom Horton (TH) and Diane Bell (Diane B)

Minutes taken by Mark Hutchings

Agenda	Agenda Item	Action
1	Welcome	
	The Chair welcomed Governors to the meeting.	
2	Apologies for Absence	
	Apologies were received and accepted Graham Craggs & Simon Wood	
10c	Terms of Reference	
	(Diane B) advised changes to include references to PFI and that item 0.5 wording change of monitor not repair	
	(MM) Advised of a first meeting requirement for election of new officers for the resource committee (Chair & Vice Chair), there being no other nominations, MM & MH offered to continue their roles which was unanimously agreed by the committee	
3	Conflicts of Interest	
	None noted.	
4	Any Other Business	
	(TH) Presentation of accounting officers letter	
	(SS) Wished to present questions from the fundraising committee following their meeting	
	(FS) Presentation of document from governance concerning CDM regulations and clients requirements	
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 viability / use handed over to fundraising committee for consideration when new website online – Works and investigations ongoing 	SS

	<ul style="list-style-type: none"> Affinity water have been challenged by finance team re over usage due to leak, no response as yet. (TH) advised that had been chased and followed up, but a no liability response from Affinity water has been received. (Diane B) commented that would await old supply shutoff from old school and subsequent effects to other properties as if they are isolated, the leak point could be their responsibility Governor Financial Competencies, still not completed by some Governors, those concerned were reminded and Tom to send out email reminder again (TH) confirmed that majority now done and remaining few to be completed shortly. 	
7 / 8	PFI Update / Premises Report	
	<ul style="list-style-type: none"> (Diane B) briefed the Committee on the most recent items: Handover took place on 2.9.16 although up to this point was far from certain to happen. EFA very unhappy as wanted first build to be perfect & was clearly not, although major items were OK. (MH) questioned re number of snags at handover vs now, (Diane B) confirmed approx. 1400 at handover now down to approx. 110, some major, some minor and these are still being added to as now in occupation and being aware of issues. Most frustrating being telephones – not ready and analogue line only, old eight line system now operational and voice mail system should be by 11.10.16. IT is still via old building and wireless link, this still needs to be moved over to allow old building demolition to continue! Major issues with Air Temperatures, Paint quality, DT floor and others are all being investigated by the EFA. (MH) asked if occupation of part complete building meant a reduction in maintenance fees until completely resolved (Diane B) confirmed yes there are scales of reductions and the full picture would be made available when known. Emergency response system has been tested (pipework leak in Humanities & skylight leaks), both resolved quickly and under investigation by EFA. Some additional furniture & equipment has been purchased since move (within original budgeted allowances) £5K and a further £5k likely for tables for maths area. <p>Now in, it is apparent that drama studio light rig access (height) means further expenditure is necessary to make more usable (£4.5 - £5 k) & Dance Studio mirrors £4k approx.</p> <p>(MM) challenged that although allowances in original new build spend budget, at what point can this be closed off and be considered Opex rather than in effect new build Capex. (GL) confirmed that at that point now and therefore no further expenditure likely.</p>	D
9	H&S	
	<ul style="list-style-type: none"> (Diane B) Management checklist updated & fire risk assessment updated to reflect new school requirements. One issue re fire extinguishers as new build has whole sprinkler system. EFA have agreed to fund fire extinguisher 	

	<p>requirements & on-going maintenance to be included within existing cost plan.</p> <ul style="list-style-type: none"> • (MM) queried re old building demo & the associated risks being incorporated re asbestos etc. (D) confirmed will all be part of Interserve's demolition plan and risk assessment. • Accident Reports: 1 student issue, 1 staff issue outlined by (Diane B) and duly noted. • Fire Drill: Carried out, and went well / very smooth, put down to correct usage of multiple stairwells. (GS) stated that small bottle neck in humanities and that this should be monitored on future tests 	
10	Policy Update	
A B	<ul style="list-style-type: none"> • (Diane B) Confirmed critical incident plan updated to reflect new school (Contacts list Help Desk Requirements etc and has been checked / used in anger with previously mentioned incidents. • Charging and Remissions, (TH) confirmed previously reported reduced subsidies for music had been implemented 	
11	Update of Governor & Staff Financial Competencies	
	Done	
12	Review of Approved Budget for 2016/17	
	<p>(TH) confirmed that this was issued 31st July and the position is actually more positive when previously discussed original budgeted deficit back in Feb £380k, with staffing changes and reviews now £180k. Actual position likely to be better still.</p> <p>(GL) Discussed that other schools position significantly worse than us & simply not financially viable and being supported by local authority!</p> <p>TH & department looking at reducing costs overall, recruitment costs & investigating other employment incentives (subsidised accommodation etc.) to attract staff.</p> <p>(TH) Confirmed that new build expenditure was £125k saving on original Budget. Budget monitor 2015/16 year shows that in reality a £25k deficit or breakeven is more likely (GL).</p>	
13	Budget Monitor Report & Internal Audit report	
	<p>Budget Monitor Report: Noted.</p> <p>Limited update only, capitation figures good, debtors' list small, with most outstanding now settled.</p> <p>Budget Repairs and Maintenance: Budgeted repairs and maintenance figures had been slashed to 17k and we were underspent on this also.</p> <p>Internal Audit Report: Still good / very positive, with only minor non cost issue reported (Late filing of VAT), August actually submitted on time anyway & we are always in a positive position VAT wise anyway. Minor comments concerning petty cash payments made being in excess of £25 limit and checking of consortium schools invoicing but in general no major issues.</p>	
14	Any Other Business	

	<p>(TH) EFA letter & financial governance, in general we comply with all their recommendations anyway, so nothing that affects us</p> <p>(SS) Questions from fundraising committee. How are funds to be used / kept separate? (GL) confirmed process should be school applies to the committee for what is required and committee can then decide / agree.</p> <p>(MH) questioned that should the approvals and processing be brought via the resource committee so the current checks and processes are followed? Committee agreed & TH to check with Hillier Hopkins of requirements of this & covenant fund payments,</p> <p>(FS) Had received major projects signoff document from Governance that believed needed to be signed. (MH) explained the requirements of the CDM regulations and questioned that were we actually the client or the EFA? The relevance of this document to our position to be checked with the EFA & Interserve</p>	<p>TH</p> <p>Diane B</p>
15	Date of Next Meeting	
	21/11/2016 7pm	