

KLS RESOURCES COMMITTEE 13-3-17, 19.00

Minutes taken by Graham Craggs

			ACTION
1	Present	GL, MM, MH, SW, AW, SS, DB, GC PLUS Diane Bell and Sally Fenemore	
2	Apologies	Geoff Shepherd, Frances Stickley	
3	Conflicts of Interest	None	
4	AOB	None	
5	Last minutes	Approved as full and complete account	
6	Matters Arising from minutes of last meeting	Retail Portal (SS) – Likely to run with Amazon. Awaiting their response. Link to Kings Langley shopping on website quote £1,700. Agreed to trial with Amazon IO5 Variances – SF has added narrative to accounts	SS
7	Formal review of collective financial management competencies	All forms completed October 2016. DB suggested to retain same timetable for 2017. All newcomers to committee to fill form on joining MH questioned whether there are any missing competencies. GL to ask Tom (now at Cavendish)	GL
8	PFI Update (DB)	£42,676 recouped on rent relating to issues on building (from total rent of £110,000). No major issues. Major snagging – raised changing room ceiling height Issues remain with varying temperatures. Interserve are fixing over time. DB has requested data loggers to save management time. MH suggested that the school look into acquiring data loggers Fibre optic internet now coming into school, freeing up demolition of old school. Problems persist however. Demolition. Air quality checks are being made. Anticipate £4,000 for damaged furniture.	

		<p>Claim of c £9,500 also to be made for late decant related issues</p> <p>School has saved c.£5,000 on gas in the period September to January. SW queried if that was from lower consumption or reduced unit pricing. SF to report back</p> <p>KLFC have regular lettings of sports hall on Friday evenings and Saturday mornings. Hoped that they will increase usage.</p> <p>Personal trainer uses part of car park</p> <p>SW raised question of price increases and suggested index linking rents annually as part of contract</p> <p>MM raised question of paint. EFA to visit to see full effect. DB confirmed other schools are using same paint.</p> <p>School went out to tender for catering service. New services will be offered (coffee shop/snack shack etc). £33,000 guaranteed income from new contract rising to £38,000. 5 contractors tendered. School cannot yet confirm identity of successful party</p> <p>DB to confirm identity by email to members of ctte</p> <p>Caterer will have right to promote coffee shop as Starbucks. Branding arrangement with flexibility over type of food offered. Caffeine provision has to fit school food criteria.</p> <p>Issue with toilet doors – poor specification and being followed up as not fit for purpose.</p>	<p>SF</p> <p>DB</p>
9	Cookers in Food tech	<p>DB emailed updated ahead of meeting. Health and safety matter being followed up by Brown & Jacobson.</p> <p>Order has gone in for new cookers.</p> <p>DB has suggested meeting with other schools for constructive discussion to review issues at new schools to present joint paper. DB coordinating.</p>	
10	H&S	Will need fire drill before Easter	

		<p>Accidents</p> <p>Student needed surgery after crash on ski trip. Staff handled issue very well</p> <p>Student damaged Achilles playing football</p> <p>Injured thumb in rugby tackle</p> <p>Y7 child broke toe allegedly during PE lesson. Passed on to solicitors/insurance company. Not identified at time of injury.</p> <p>Member of staff tripped in car park</p> <p>Member of staff pulled back drilling holes</p> <p>No queries raised relating to fire risk assessment and therefore approved.</p> <p>Fire safety management plan this document is not statutory but provides an overview of all our practices within one document.</p>	
11	Health and Safety Policy	<p>DB circulated with tracked changes. No change as a result of the build. Updated on basis of latest updates /changes issued by County.</p> <p>Policy was approved and signed by GL DB to obtain FS signature on her return from holiday.</p>	DB
12	Budget Monitor & Internal Audit Report	<p>Paperwork circulated ahead of meeting by SF</p> <p>Budget monitor</p> <ul style="list-style-type: none"> -E01 Teaching staff savings offset by Supply costs -E20 slightly overspent but will be recovered by end of year - Prospectus and Web design additional cost not anticipated - E17 Property Rates – SF to apply for rebates - Generally on target <p>Capital Spend £12,000 Bits and pieces mainly associated with move</p> <p>Revised Budget Forecast Useful document. Tom Horton - anticipated deficit £187,000 with £530,000 B/F New deficit £111,000 forecast by SF</p>	

		<p>GL fees for work at Cavendish School not yet accounted for in budget forecast.</p> <p>GL was charged with researching MATs concept (Multi Academy Trusts). 4.5% to 5% paid by schools to their “trust” as opposed to 7% for non academy schools.</p> <p>Trust management will be held to account but “uncharted territory”.</p> <p>Martin Post (Regional Commissioner) presented and showed very little strategy, and appears to be left to schools.</p> <p>School continuing with ongoing restructuring and scenario planning for sake of prudence with a view to continuing to make savings and to maintain “war chest”.</p> <p>Sixth form looking positive (in terms of firm external applications – (16 compared to two this time last year) and likely to break 200 barrier for first time, 230 is the financial break-even point.</p>	
13	AOB	None	
14	Date of Next Meeting	8 May 2017	