



Minutes of the Kings Langley School Resources Committee meeting held on Monday 27th June 2016

Present:

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

Absent: Dave Butler (DB)

Apologies were accepted from Graham Craggs (GC)

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.	
3	Conflicts of Interest	
	None noted.	
4	Any Other Business	
	None noted	
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. • Affinity water have been challenged by finance team re over usage due to leak, no response as yet. • Governor Financial Competencies, still not completed by some Governors, those concerned were reminded and Tom to send out email reminder again 	<p>SS</p> <p>TH</p> <p>TH</p>
7	PFI Update	
	<ul style="list-style-type: none"> • Diane B briefed the Committee on the most recent progress, noting that the works are still on Target. 	

	<ul style="list-style-type: none"> • Problems with BT Open Reach, re connectivity, now being resolved • Neighbour complaints re sub-station & imposing nature of new school being addressed by Interserve by screening & trees being planted. • Furniture data and power layouts (issued late to us) being gone through, some previously highlighted issues not addressed, EFA picking up on this more now and being listened to as ultimate client • AV equipment has being ordered and starting to be delivered • Facilities staff training continuing, staff training being carried out in September. • Decant and packing started, 600 out of 2000ish crates on site. Tech and AV items going across from 8th July while staff etc. still on site to direct requirements • Site closing 20th July • Overall completion still on track, but potentially could still be an issue, school will move across even if minor items still need to be done, rather than delay occupation, EFA advised and agreed. • Demolition of old school starts 1st September starting with internals. • Diane B was thanked again for her continued hard work and commitment to the new build. The whole process would not be going as smoothly without her! 	
8	Premises Report	
	<ul style="list-style-type: none"> • Diane B presented the Premises Report with no major issues being reported and very limited expenditure. Report available on moodle • Hot water issue resolved • Churchill cleaning contract reviewed in light of new school requirements, revised quote pending 	
9	H&S	
	<ul style="list-style-type: none"> • Accident Reports: 7 student issues cuts, bumps and broken hand / 1 staff issue (deep Cut) outlined by Diane B and duly noted. • Fire Drill: 13th June carried out, heavens opened and although everyone got extremely wet, was still a success. 	
10	Policy Update	
	<ul style="list-style-type: none"> • Freedom of Information Scheme. No major changes, Diane B advised how time consuming this can be. If detailed has to refer to solicitors call service that we have • Lettings Policy. TH No major changes in past main item was the pool (no longer). New document generated for the new school facilities advising what's available and costs, policy to be reviewed when we are up and running in the new school. • Rates targeted currently as mid-range of what's available through local schools, rates must be tiered and applicable to community and non-community inclusion • Charging and remissions, TH & GL advised that KL are one of the few schools that still subsidises things like music lessons. Due to financial circumstances 	

	<p>this has to change and will be no longer. Rather than just stopping, will be phased on 1/3 reduction basis.</p> <ul style="list-style-type: none"> SW questioned re insurance & liability, GL advised as before, payments to be 100% in advance with proof of suitable insurances etc. 	
11	Review of Governor & Staff Financial Competencies	
	TH still reviewing and will send out reminder again to those governors that have not completed required documentation	TH
12	Draft Budget for 2016/17	
	<p>TH confirmed that this was well underway, however needed a little more time to complete due to effects of staffing changes. Needs to be with EFA by 31st July TH to email to members when complete.</p> <p>GL stated still working on reduction of costs based on staffing changes, allocation of hours, changes to teaching groups etc.</p> <p>Increase in 6th form numbers will help and general increase in school numbers. TH advised that the budgeted capex for the new school of £380k approved is currently £111k underspent.</p> <p>Diane B advised some additional furniture may be required as had to estimate requirements from incomplete room layouts, but most furniture, laptops required canopy etc all ordered & or delivered.</p>	TH
13	Budget Monitor Report	
	<p>TH presented the following reports:</p> <p>Budget Monitor Report: Noted.</p> <p>Significant savings over the year had been made despite overspends on advertising and recruitment (due to known staffing issue). In year savings of between 130k-140k have been made! Actual year deficit likely to be in the region of 60 to 80k rather than the budgeted £199,925. Year-end reserves likely to be closer to £272k rather than the £142K originally envisaged.</p> <p>Although very positive at the moment, still negative for the coming years with significant negative budgets likely!</p> <p>GL Stated other positives of Character education program, increased 6th form size etc. but still need to work at promoting this. Still need to work hard at reducing costs</p> <p>Budget Repairs and Maintenance: Noted and kept very tight as planned.</p> <p>Debtors Listing: Noted as very little outstanding and nothing long term.</p> <p>Internal Audit Report: Still good / very positive, with only minor non cost issue reported (Late filing of VAT)</p>	

14	Any Other Business	
	<ul style="list-style-type: none"> • None 	
15	Date of Next Meeting	
	The next meeting is set for October (meeting schedule to be issued at Full GB Meeting)	FS