

**Minutes of the Governors' Resource Committee for
Springwell Community College
held on Wednesday 21 June 2017**

Present: Mr C Bonnett (Chair) Mr I Wingfield (Head)
 Mrs K Bonnett Mr L Garratt (for part of the meeting)
 Mr S Pettett

In attendance: Ms S Whitaker, Clerk and Mrs S Liddle, School Business Manager

356/17 Apologies for Absence – agree whether to accept

Governors noted and accepted apologies for absence from Mrs R Matthews, Mrs M Cauldwell and Mr A Sheppard.

357/17 Declaration of Interest in any item on the agenda

No Governor declared an interest in the following agenda items.

358/17 Confirm the agenda

Add: after agenda item 6 - SI06 Funding

359/17 Minutes of the Previous Meeting held on 26 April 2017 – agree accuracy

The previously circulated minutes were **agreed** as a true record of the meeting and were duly signed on behalf of the committee by the Chair.

360/17 Matters Arising from the minutes

Mrs Liddle advised that there is a defibrillator in the newly opened co-op. As a result, a discussion took place around where the college's second defibrillator would be installed. It was **agreed** that this is operational and the SLT would make the decision where the second defibrillator is placed.

The question of increased utility bills as a result of coming out of the DELL contract is ongoing.

361/17 Year-end Figures 2016/17

Mrs Liddle advised Governors that the carry-forward from the year-end 2016/17 was £222,131.

Mrs Liddle spoke to the previously circulated report highlighting areas of significant variance for the attention of the committee.

A Governor asked what H&S/Premises costs the college incurs and Mrs Liddle advised clothing for the technicians and equipment. **A Governor said the amount**

appears significant when MITIE are responsible for some of this. Mrs Liddle advised that there is a contract to cover gym equipment which will also be paid from this budget heading.

A Governor asked whether the budget is estimated and Mrs Liddle advised that some costs are known whereas others are estimated. The biggest cost in any school's budget is staffing.

A Governor asked for details on the Extended Schools Running Costs. Mrs Liddle advised that £1000 had been set in the budget but no expenditure had been incurred.

A Governor asked whether the bad debt write-off was a regular expenditure and Mrs Liddle advised this was historical.

Mrs Liddle then detailed the income into the budget, pupil premium and lettings, advising Governors that both generate a considerable income into the college's budget.

A Governor asked whether the college had fixed cost utility costs with MITIE and Mrs Liddle advised it is for a period of time. The utility costs have to show best value.

The Head advised that the carry-forward was predicted as a deficit of over £200k in 2015 and advised that the college has done well to ensure a deficit budget was avoided. The Head advised that historically, predictions were over-cautious and he has asked Mrs Liddle to ensure realistic future predictions in order that all parties had confidence in the budget figures. A Governor said that whilst caution must be shown, the monies coming into a budget in any given year are to enhance the educational provision for the students on roll.

The Chair of Governors thanked everyone for ensuring the budget had a positive carry-forward.

The Head advised that he had asked Mrs Liddle earlier in the day whether all invoices for 2016/17 have been paid and she is confident that they have been.

A Governor asked whether the college has now taken everything over from DELL and Mrs Liddle confirmed that it has, it is now the financial settlement to be reached. There is a delay at County due to the change in political party.

362/17 Future Budget Predictions

I. S106 Funding

II.

Mrs Liddle advised that she and the Head have met with Jenny McKusker, Assistant Education Officer, Development Section at the Local Authority. For every one hundred houses built, fifteen secondary places are assumed to be needed. The development on Bevan Drive has a proposal of 103 houses which could mean a

payment of S106 funding of £120,223.19 for the college.

Mrs Liddle advised Governors of the proposals for how the funding would be used. PO3 would be furnished to be used as an additional drama space. The funding would be paid directly to the council and in terms of timings, the building and decorating work could be done over the summer. **A Governor asked how many Drama teachers there are** and the Head advised two and there are over 50 periods of drama each week, with the hall not being available due to exams. There are currently two music teachers and the department could be reduced in size physically. The feasibility work needs to be done ready for the anticipated growth in numbers. **A Governor asked whether it would be better to use the classroom for a core subject** and the Head advised that the room would be better used for both drama and music. **A Governor asked about provision of Media** and the Head advised it is taught in a faculty with ICT and Business Studies. An ICT refresh is required and the Head is considering using PCs rather than Apple Mac.

A Governor asked why the floor is decked and whether this is needed. A discussion took place and it was noted that this was for the keyboards.

The sixth form common room is not currently a teaching room and part of the S106 money would be used to bring this back into use.

A Governor asked whether the Head had given any thought for an open-air theatre and the Head advised that this would not provide the thirty additional places.

A Governor asked whether MITIE's permission is needed before any work is carried out and Mrs Liddle advised that they are already aware of it.

A Governor asked how much phase I will be and Mrs Liddle £8901.01. **A Governor asked where the monies could be taken from** and Mrs Liddle advised there is £11k spare in DFC after the majority has been used on ICT equipment.

Replace media suite with a higher specification computers. £20k
Equipment to be replaced in 112 £14k
Replace admin computers £4k

This totals £38k

Student laptops, one trolley of 35 would cost £24k.

Mrs Liddle asked Governors to consider whether the student laptops should be purchased from the S106 funding.

There is £12k in the PSF from the sale of the laptops last year.

A Governor asked whether the IT refurbishment is desirable or necessary and Mrs Liddle advised the college is on a rolling programme to ensure IT provision is kept high.

The Head advised that future plans to increase capacity are:

- The three staff bases are classroom sized and could be converted into classrooms.
- There are plans drawn up for a fourth pod, from when the college was already built and if a substantial amount of funding was received, then building a fourth pod could be considered.

A Governor proposed that P03 is altered to basic standard general-purpose space for Music and Drama to use and the IT Provision is refreshed as proposed. Governors **ratified** this and Mrs Liddle will begin the process as soon as possible.

The Head advised that some classrooms are smaller than others due to having a lift shaft in them or an office in the corner. The English Department are keen to have IO6 timetabled back for use. Furniture could be used from another classroom.

A Governor asked whether the 6th form students have now left and the Head advised that the A Levels will be finished on Friday 23 June 2017.

A Governor asked whether there is any financial approval needed and Mrs Liddle advised that any building work would be done by MITIE and they will source the quotes.

Location	Quantity	Dell	Insight	Probrand
Media Suite (i5 option)	28	£18,680.20	£17,656.24	£17,360.00
Media Suite (i7 option)	28	£20,679.68	£19,780.60	£19,320.00
I12 IT Suite	28	£14,656.60	£14,106.12	£13,720.00
Admin Devices	8	£4,187.60	£4,030.32	£3,920.00
Student Laptops	35	£25,036.90	£23,908.15	£23,625.00

Governors **ratified** the quote from Insight.

Mr Garratt left the meeting.

Mrs Liddle had previously circulated the budget forecast for 2017/18 advising that expenditure is in-line with anticipated expenditure. Governors noted that there has been high TA sickness absence.

Mrs Liddle had also circulated the four-year predicted figures. Governors noted the anticipated pupil numbers.

Mrs Liddle advised that there is PPA work at Brimington Junior School which will generate £6500 income into the budget and this could potentially grow. A discussion took place and the Head advised that whilst the student numbers look healthy, two additional teachers would be required if student numbers grow in line with the predictions.

Governors noted that there is a deficit budget predicted for 2019/20 of £257k.

A Governor asked what pupil numbers are currently on roll and the Head advised 798 with 155 leaving and 160 joining in September. 130 students will leave in July 2018 with 180 predicted to come in September 2018.

363/17 SCART Update

Mrs Liddle advised that the work with Brimington Junior School will go towards Mr Evans's salary. Mr Evans is making every effort to keep costs to a minimum and generate as much income as possible. A Governor recognised the concerted efforts that Mr Evans has made. It was **agreed** that the Clerk would write to Mr Evans which Mr Bonnett would sign. **ACTION: CLERK**

364/17 Lettings

Mrs Liddle spoke to the previously circulated report, advising that Chesterfield Blues are looking to expand in September and need additional lettings over the summer and from September onwards.

Mrs Liddle has put together a bid which needed historical figures. Revenue has risen resulting in profit for the college rising from £4000 to £4373. Projected figures show an increase of £7700 with one additional letting per week at a cost of £24.

Governors noted that the external goal posts are at the end of their life and if a bid is put in to the Football Association for replacement posts, they would fund £5000, with Chesterfield Blues contributing £2500, leaving a sum of £2500 for the college to pay. Governors **approved** the expenditure for the goal posts.

365/17 Business Continuity Plan (MITIE PFI)

Mrs Liddle had previously circulated the updated Business Continuity Plan, which Governors approved.

Mrs Liddle also took the opportunity to update the Critical Incident Management Plan. A Governor asked about the radio-active substances and asked whether this is current information. Mrs Liddle confirmed that a member of staff is up to date with her training. Governors **approved** the plan.

366/17 Policy Review – Redundancy Policy

The Redundancy Policy and advice and guidance document had been previously circulated for Governors' attention. Governors **approved** the updated policy as written.

367/17 Support Staff Appraisal update

Mrs Liddle had previously circulated the document for Governors attention and advised that it had been positively received by staff. Governors thanked Mrs Liddle for her work on this.

The Head advised that the new Reception Manager has been appointed and will take up her post on 10 July 2017. A Governor asked what the post entails and the Head appraised Governors.

368/17 H&S Update

Mrs Liddle advised Governors that after Easter there were some issues in cleaning in Perform and in the BIC where the area was not cleaned adequately, due primarily to the absence of cleaning staff. The issue has now been resolved and a new member of the cleaning staff has been appointed. A Governor asked whether there are 'cover' cleaners and Mrs Liddle advised not.

69/17 Residential Trip Approval – London March 2018

Mrs Liddle brought a proposal for a residential trip to London from 21 March – 22 March 2018 based on 40 students between £185 and £190 per student. This will be done through a travel company to see Aladdin and a matinee performance of School Rocks. Risk assessments will be done especially for food intolerance.

370/17 The Head advised he has received a request from Nerys McCabe to reduce from full-time to 0.8 fte. Governors discussed the request and considered the timing of the request and she is a Core Faculty Leader who are all expected to work full-time. Governors **agreed** to refuse the request as the English curriculum would not be staffed to full capacity.

371/17 Date and Time of Next Meeting

The next Resource Committee will be held on Wednesday 27 September 2017 at 4.00 p.m.