

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources and Audit Committee Meeting**  
**Monday 3 October 2022**

**Time:** 6 pm  
**Place:** The Hub and via Teams  
**Present:** **In person**  
Toby Corden (TC) – Chair, Matthew Woodville, (MWO) Jo Trigg (JT), David Whewell (DW),  
Sophia Oleszynski (SO), Sarah Marsh (SM),  
**Via Teams**  
Glyn Coy (GC) – Vice Chair  
**Advisers:** **In person**  
Matt Doughty (MDO) Nigel Reeves (NRE) Ellie Green (EGR)  
**Apologies:** Pete Gear (PG)

Agenda Item	Actions Agreed	Who
5/23 a	H&S audit. Any outstanding red & yellow actions to come to next meeting	MDO
5/23 g	Accommodation Review – timeframe information for next meeting	MWO
12/23	Governor Postcards for site team	TC

**1/23 Election of Chair(s)**

TC confirmed that he was willing to stand as Chair; there were no other volunteers. Unanimous vote.

**2/23 Election of Vice Chair**

GC had offered to stand as Vice Chair; there were no other volunteers. Unanimous vote.

**3/23 Apologies**

Apologies were agreed and accepted.

**4/23 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**5/23 Minutes and Matters Arising**

- a) 61/22a – H&S audit to be circulated for governor information – **Circulated**. Any outstanding red and yellow actions to be brought back to next meeting **ACTION MDO**
- b) 62/22– SAT to MAT form to be circulated - **Completed**
- c) 63/22 a) - To follow up with ABM about FSM provision and to update R&A **Completed**
- d) 64/22 c) - To explore the possibility of a ‘test’ phishing email with Oakford – see agenda item 8/23e.
- e) 65/22 – To share feedback from staff voice - **Completed**
- f) 67/22 – To send Governor postcards - **Completed**
- g) 68/22 – To ask MDO to come up with 2 or 3 solutions for drinking water in Humanities – new piping would be required/prohibitive costings. Drinking fountains are downstairs in Gloucester. Conscious lots of faculty ‘staffrooms’ have been developed around school. With rise in pupil numbers – MWO has asked Ben Rhodes to undertake an accommodation review and look at how we use all spaces.  
**GOVERNOR QUESTION** – Please bring agreed time frame and then report back to R&A Committee.  
**ACTION MWO**

The minutes, including Confidential Minutes of 27 June were agreed as an accurate record of the meeting.  
TC – will need to sign copy for the Clerk

## 6/23 Site

### a) Site Issue

Chiltern Boiler House. 2 hot water generators are broken. Old, no longer able to source parts. Provides water for block including canteen and food rooms. Short term solution – installed 2 x temporary immersion heaters @£2k cost. Must resolve asap. Quote to replace with appropriate generators using reliable and trusted supplier is £18k. **Committee agreed to the immediate purchase.**

### b) Site work update

MDO gave an update on work completed during Summer term

- Chiltern, Dunstan & Glos toilets all repainted. Will be done each hols
- W35/33 redecorated
- W35 new floor
- Sports hall – windows replaced
- Sports hall – all internal/external doors replaced includes Fire Doors
- W4/4a top Wingfield classrooms redecorated including new furniture and doors
- W22 old dance studio redid the walls, redecorated, new carpet, door, lights
- Water testing
- Wingfield Seating checked
- Kiln inspection
- Air Con servicing
- Asbestos inspection – coming in October to remove a couple of boards. Plan up to date
- Fixed wiring work – on a rolling improvement programme
- Tree inspection
- W4/TC1/TC2 – new fire doors
- New classroom tables and chairs in situ
- Lean-to removed
- LED lighting replacement programme continues
- Sewing room – moved sockets and machines
- Concrete window sills replaced
- More computers now in diploma rooms – so needed new networking/wiring
- Sliding gate had new motor in but unfortunately an accident with the entry post means back out of action. Urgent to repair
- Wingfield stage cleared of ‘rubbish/hoarded items’.

Work for October half term

- PAT testing
- Boiler servicing
- New doors/carpets – W35/33
- Asbestos board removal as planned above

### c) Capital Investment

Discussions about next CIF bids – prioritise Health and Safety. Looking at Fire Doors across the school. Just in Glos building, the cost would be appx £40k. Acceptance that for now we need to park the sports hall roof as a possible project through the CIF bid process.

Wiltshire Council want us to put some ramps in to Chiltern to support a young student using a wheelchair. Expectation of cost circa £6-7k and that WC will fund the work.

Governors thanked Matt and his team for the huge amount of work they had undertaken during the summer. MDO left the meeting.

## 7/23 Business and Finance

Documents were circulated in advance of the meeting. NRE talked us through the details

### a) 2022/23 Month 1 Financial Reports and Cashflow

£1.01m brought forward down from £1.05m – difference mainly due to support staff pay rise award.

£116k catch up funding grant received. **GOVERNOR QUESTION** – how much of that is spent with existing staff or external tutors. Majority, appx £100k with JoG staff.

Staffing costs slightly lower due to 1 science teacher and part business studies teacher not in post from start of Sept.

Waiting to see if unions accept teachers pay award.

Currently running at contingency of £1m.

If join Equa in April will need to write cheque £125k for the summer term.

Cash flow – cash positive. Forecast includes pay awards from New Year but the %/£ still to be confirmed. 'Other Costs' are £100k per month other than March when up to £160k – this is costs for exam entries.

### b) 5 Year Budget

Budget for 3 years still looks controlled. Sensible budgeting with lower number of pupils as population boom passes. Much will change once join Equa.

### c) Energy Prices Update

Our energy supplier, West Mercia Supplier, has issued some updates. Our current prices held until end of March.

### d) Academy Trust Handbook

Updated handbook in the committee folder with updates clearly listed plus the 10 'MUSTS' for governors. Please do read.

## 8/23 Audit

### a) 2021/22 Year End Audit Update

Year end audit looking OK. Draft set of accounts will be ready for next Resources and Audit meeting. James from auditors will be at Dec Full Board meeting.

### b) Risk Register

No changes from last meeting.

### c) FCAR reports. (Financial Controls Assurance Report)

Undertaken in July – ICT & Security, Income & Lettings, Procurement, Purchases & Payments. Last time that Wiltshire Council will undertake these as will no longer be offering the service. **GOVERNOR QUESTION** – who would do them in the future? Needs a discussion with Equa as to how they handle these. Summary reports show medium and low risk per report with no significant issues

### d) GDPR

GDPR training 31<sup>st</sup> Oct will include cyber security training. A phishing email test will be sent to staff a few weeks later. **GOVERNOR QUESTION/REQUEST** – that governors included in the test. Governors also need regular reminders to update passwords.

**9/23 Human Resources (HR) Report**

EGR gave a brief update. Once Pay Awards are finalised will be able to apply to staff. Pushing and promoting appraisal for support staff - greatest difficulty is finding time to do the training to ensure meaningful together with undertaking the performance review itself.

**GOVERNOR QUESTION** – Are we seeing any issues with T/Assistant recruitment or retention due to cost of living crisis. Anecdotally some local primaries are struggling. EGR – response – not seeing an issue at that area at the moment.

Flu Jab clinics – the school will reimburse any staff not entitled to free flu jab.

**10/23 Policies**

Will update Pay Policy once Pay Award is confirmed.

**11/23 Pay Panel**

Due to be held on 7<sup>th</sup> Nov at 6pm. Volunteers – TC/SM/SO

**12/23 Governor Postcards**

This was discussed and agreed.

**13/23 AOB**

**Confidential Item discussed**

The meeting closed at 7.45 pm. Date of next Resources & Audit meeting – Monday 21 November 2022.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_