

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources and Audit Committee Meeting
Monday 21 November 2022

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

| Agenda Item | Actions Agreed | Who |
|-------------|--|-----|
| 5/23a | Accommodation Review – still being discussed between MWO and SLT and an update will be provided at the next RA meeting | MWO |
| 18/23f | Physical copies of IT Disaster Recovery plan to named individuals | NRE |
| 18/23g | School Minibuses – request quote for lease extension | NRE |
| 22/23 | Letter to the cleaning team with thanks from the chair of RA | TC |
| 22/23 | Letter to all staff with thanks from Chair of JOG | DW |

14/23 Apologies

Apologies were agreed and accepted.

15/23 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

16/23 Minutes and Matters Arising

- a) 5/23a – 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) 5/23g – Accommodation Review **MWO** – carried over and this will be updated at the next RA meeting.
- c) 12/23 – Post Cards - needed confirmation of 1x name and this will be completed before the end of November

The minutes, including Confidential Minutes of 3rd October were agreed as an accurate record of the meeting. TC – will need to sign copy for the Clerk

17/23 Site

a) Site work update

MDO gave an update recent works

- PAT testing
- Boiler servicing
- New doors W35 & W33
- New CCTV install (2 x cams)

- Legionella risk assessment
- New blinds fitted W14, W16, W18, W22 & gym
- New volleyball system in the sports gym
- Desk alternations in G95
- Gym table tennis lighting removed
- All old gym equipment removed from school gym
- Toilet flash over decoration
- Sports building graffiti paint over
- Ken Brown gutter and roof repairs
- LEC - led lighting fitted in the CLC
- Gas testing whole site
- School sliding gate repair
- New hot water boilers fitted in Chiltern boiler house
- Air conditioning servicing

Governors asked about the graffiti paint over regarding any concerns with regards to the pupils who carried out the original artwork. MWO – no concerns have been raised and seems ok. MDO – 2nd coat of paint will be done over the spring/summer when it's dry.

Governors asked about the new CCTV coverage. MWO – this was to cover blank spots at the school including Dunston

b) Health and Safety Action Plan

No concerns with regards to the outstanding items. **Governors asked about the outstanding action with regards to fire doors.** NRE – this will be covered on the next item of the CIF bid.

c) Capital Bids Update

This will focus on the outstanding Fire Doors across the school and the decision has been made to resubmit the request for the sports hall roof.

NRE – JOG may fall outside of the CIF bids process due to our plan of joining Equa. MAT's that have 3000 plus pupils are automatically given a budget which the trust will then allocate on a priority basis across their schools.

18/23 Business and Finance

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

a) 2021/2022 Draft Final Accounts

Unrestricted funds are very similar to the previous year and now stand at £1,019,236

NRE – drew attention to the school pension liability of -£3,388,000 and will cover this under LGPS valuation reports.

b) 2022/2023 Month 2 Financial Reports

No changes at this time and this still has a positive outlook and the school is projecting a steady reserve as it has done previously of £1 Million.

April 2023 unknown pay increase

Reminder that when we join Equa in April we will need to write cheque – £125k for the summer term.

c) Local Government Pension Scheme (LGPS) Valuation Reports

Our pension liability has gone from -£3,388,000 to an asset of £577,000.

The most significant change was a change in financial assumptions of 4.7 mil as this is looking at the long term impact and cost of the fund – **NRE** – this will be updated in the school accounts to reflect this positive value, and this could potentially affect the schools contributions which are set 3 yearly with new rates due to be introduced on 1 April 2023.

d) LGPS Academy Guarantee

NRE – signposting the 20mil per year annual guarantee for pensions following a reminder that was sent out, this was seen as timely given the updated intention for schools to join MAT's via the updated timeline.

e) Energy and Carbon Reporting

NRE – just to note the energy and carbon report sent by the school's provider

Governors asked if this is sent anywhere.

NRE – not at present due to the school's size, however a MAT would need this for their own reporting due to the larger scale

f) IT Disaster Recovery Plan

This has been updated and physical copies will be sent to individuals named in the plan

g) Minibuses

The school is coming to the end of its 5 year lease agreement and does not have the option to buy the current minibuses. They have a low mileage and they are in a good working order. Were we to renew with new vans this was an increase of £200per month per bus due potentially in part due to a shortfall of vehicles in the wider market

Governors agreed that they did not want to purchase new minibuses and that an extension of the current lease was preferable. A question was asked if we have the option to go back to the lease organiser Novuna and see if we could seek a quote for an extension on the current minibuses seeing as they are in good order.

NRE – will ask the question and we will then agree via email on which option to present to board.

19/23 Audit

a) GDPR

31st of October Audit was completed and updated with the latest dates and assigned risk levels. **Governors asked if this had been affected by a change of staff.** **NRE** – yes potentially this may have contributed but staff at One West not the School.

b) FCAR Report

Wiltshire Council have withdrawn this service going forward and the **governors agreed** to hold off looking for alternative provision due to the pending Equa timeline, as this will be a task assigned to the MAT.

c) Risk Register

Live document and one for awareness

20/23 Human Resources (HR) Report

EGR gave a brief update. Pay Awards are finalised for 1 April 2022 for non-teaching staff and have been

applied and back dated where needed with all arrears being paid this month. Negotiations for the pay award for 1 April 2023 are a work in progress. Teaching staff pay awards as they currently stand will be implemented and paid in December 2022 with backdating to 1 September 2022. Performance management point increases where applicable will also be included in the December 2022 pay.

Recent recruitment to fill vacant posts has continued to slow and a struggle to fill posts which does mean asking more from our current staff to assist where possible to cover these gaps.

21/23 Policies

- A) Tupe
- B) Subject Access Request

All policies were approved

22/23 Postcards

Letter to the cleaning team from the chair of **RA TC** with thanks

Letter to all staff with thanks from the chair of **JOG DW** with thanks

23/23 AOB

NRE updated that all FSM students will receive a payment of £35 for the Christmas holiday via the School from Wiltshire Council funds. The School also has a balance from the Household Support Fund grant previously received, so it was suggested that £35 per student payments were also made for those families that have contacted us. This was discussed and agreed

The meeting closed at 7.35 pm. Date of next Resources & Audit meeting – Monday 16 January 2023.

Signed: _____ **Date:** _____