

**THE JOHN OF GAUNT SCHOOL**  
**Minutes of the Resources and Audit Committee Meeting**  
**Monday 16 January 2023**

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

| 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    |
| 26/23       | Share Advice Report with S&C   | TC/NRE |
| 27/23f      | Review options for Gloucester Hallway doors  | MDO    |
| 29/23b      | Governor training on GDPR follow-up  | NRE/TC |
| 32/23       | Post Cards   | TC     |

**24/23 Apologies**

Apologies were agreed and accepted.

**25/23 Declaration of Business Interests**

Governors were reminded to declare business interests as necessary.

**26/23 Minutes and Matters Arising**

- a) 5/23a – Accommodation Review MWO – **carried over** and this will be updated at the next RA meeting.
- b) 18/23f – Physical copies of IT Disaster Recovery plan to named individuals – IT recovery plans have been delivered.
- c) 18/23g – School Minibuses – request quote for lease extension. Proceeded with the lease renewal with mutual agreement via email.
- d) 22/23 – Letter to all staff completed (DW). **Letter to Cleaning Staff by end of term (TC).**

Additional item added by S&C following recent feedback regarding gender neutral toilets and changing room. NRE circulated guidance for schools that was issued in November for governors to read in advance of the meeting.

**Governors – We discussed this topic and welcomed the student feedback, we noted a few elements from the recent advice which included a note about a wider consultation with pupils and parents before proceeding whilst carefully thinking about avoiding an increased safeguarding risk. NRE suggested that the advice published in November 2022 should be shared with S&C as this report had excellent information. All agreed that we should share the advice further and continue to discuss this to see what more we can do.**

The minutes of 21<sup>st</sup> of November were agreed as an accurate record of the meeting. TC will need to sign copy for the Clerk

## 27/23 Site

### a) Site work update

MDO gave an update on recent works

1. Toilet flash over decoration to remove graffiti
2. Headteacher's office decoration
3. Gloucester building - Hot water unit replacement
4. Car park – Pot hole repairs and remarking of road markings
5. Car park – Disabled space marked adjacent to reception
6. Meko – 5 year fixed electrical wiring works repairs completed in Wingfield
7. LED lighting installed in C32
8. Zurich LEV inspections

### b) Capital Bids Update

Re-submitted the request for the sports hall roof and the request for the outstanding fire doors.

### c) Additional Capital Funding

Awarded additional capital funding of £45,100.20 which was suggested to be used for energy efficiency measures – NRE suggested that this funding go towards the school's LED lighting replacements as this saves a significant amount of energy and improves the lighting in the rooms. Other considerations included the air con units in the GYM and IT room.

### d) School Rebuilding Programme

NRE – Whilst JOG was on the nomination list the school was not in the final shortlist of schools to be selected.

### e) ASD Support Base

MWO – JOG offered the local authority a great location & existing skilled expertise that is already available on site. The local authority would provide additional start-up & placement funding.

**Governors expressed concerns that there could be difficulty with recruitment for this provision which could then have a wider impact on the school.**

MWO/EGR – Agreed that recruitment could be tricky and could only start this provision when JOG was ready.

### f) Link Governor Report

SM – reviewed the accident log and felt reassured due to the quality of the content and not an overwhelming number of entries. The door on Gloucester Hallway was mentioned as a potential hazard – MDO will take a look at the doors mentioned to see what can be done.

**Governors asked are we good at logging entries in the accident book.**

MDO – yes more serious accidents are recorded here otherwise for more minor bumps and grazes are recorded on the parental feedback records so all are informed.

## 28/23 Business and Finance

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

### a) 2022/2023 Months 3 & 4 Financial Reports

NRE – noted underspend on teaching which we didn't want and was linked to areas of recruitment struggles and a non-teaching staff pay rise.

**Governors asked about potential strike action.** MWO – NEU had announced the results of their early ballot which confirmed strike action which the school will plan for accordingly.

**b) Bank Accounts**

NRE – Appropriate notice has been given on the accounts that needed this so they are ready for the Equa transition.

**c) Additional Funding 2023/2024 – April 2023**

NRE – additional funding was recently announced which JOG should see an additional circa 75k for this 22/23 and a full school year of 200k. With the surplus for this year and the unplanned nature it was suggested that a laptop replacement scheme would be timely for staff if 3yrs older or more. **Governors agreed that this seemed sensible.**

**d) Local Government Pension Scheme Valuation**

NRE - The school's contribution level remains at 24.3%.

**e) Legal Update**

Confidential item discussed

**f) Link Governor Report**

Arranging next visits for GC to the school site

**29/23 Audit**

**a) 2021/22 Annual Accounts Return**

Annual accounts submitted.

**b) GDPR updates**

NRE – No new SAR requests. Sarah came and helped the school with the completion of a DPIA. **DW asked if governors have completed the GDPR training.** NRE – some have completed this and he will follow this up.

**c) Risk Register**

Live document and one for awareness

**30/23 Human Resources (HR) Report**

EGR gave an update.

Recent recruitment to fill vacant posts has continued to be a struggle and now at a difficult time to fill teaching positions & advertising for TA's. TUPE session was held with staff ahead of the Equa changes. Note regarding a correction that would need to be applied for holiday pay calculation which might see a small increase for non-teaching staff.

**Governors asked about illness levels of staff.** EGR - Absence due to illness has improved since coming back after the Christmas break.

**31/23 Policies**

- a) Records Management Policy with Retention Summary
- b) Gritting
- c) Lockdown Procedure

NRE drew attention to notes made in the 1<sup>st</sup> policy but it was agreed that this would be unchanged - all policies were approved

**32/23 Postcards**

Post card with thanks to MDO after a very positive report to the resources committee.

**33/23 AOB**

None

The meeting closed at 7.35 pm. Date of next Resources & Audit meeting – Monday 13 March 2023.

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