

THE JOHN OF GAUNT SCHOOL
Minutes of the Resources and Audit Committee Meeting
Monday 4 October 2021

Time: 6 pm

Place: The Hub and via Zoom

Present:

In person: Toby Corden (Chair) (TC), Pete Gear (PG), Amanda McClean (AM), Anita Harrington (Clerk) (AHX)

Via Zoom: Glyn Coy (Vice Chair) (GC), Jo Trigg (JT), Liz Summerson (LS), David Whewell (DW)

Advisers:

In person: Nigel Reeves (NRE), Ellie Green (EGR), Matt Doughty (MDO),

Via Zoom: None

Apologies: Paul Skipp (PSK),

Agenda Item	Actions Agreed	Who
06/22 d)	Refer the R&A Equality Objectives back to the SLT for review/revision	NRE
06/22 d)	Recirculate the initial 19 proposed Equality Objectives to guide discussions with SLT	DW
06/22 e)	Commission an accessibility visit and report from the Wiltshire Service Users Network	NRE/JT
07/22	Add the Governor Pledge and School Vision to R&A Terms of Reference	Clerk
08/22 b)	Review how the canteen will be staffed long term and report back to R&A	NRE
08/22 b)	Add Food Choices to the Agenda Plan	TC
08/22 b)	Add Wingfield ladies' toilets to the list of required jobs	MDO
08/22 b)	Review prioritisation of works with PSK	DW
09/22 b)	Confirm if the fuel price cap applies to schools	NRE
10/22 c)	Add Covid Risk Assessment to the Board of Governors Agenda for October 2021	Clerk
10/22 c)	Supply suggested wording for the specific Covid related risks to pregnant members of staff for incorporation into the Covid Risk Assessment	EGR
11/22	Discuss with PSK whether a reminder to parents/carers should be included in the Newsletter	EGR
12/22	Circulate Pay Policy to Committee members for review/agreement before submission to Board of Governors	EGR
14/22	Send a Governor Postcard to the identified staff	TC

01/22 Site Visit

A pre-meeting Site Visit took place to show Governors the work that had been done recently.

02/22 Election of Chair(s)

TC confirmed that he was willing to stand as Chair; there were no other volunteers. His appointment as Chair was proposed by LS, seconded by JT and agreed unanimously.

03/22 Election of Vice Chair

GC had offered to stand as Vice Chair; there were no other volunteers. GC was proposed by DW, seconded by TC and agreed unanimously.

04/22 Apologies

Apologies from PSK were accepted.

05/22 Declaration of Business Interests

Governors were reminded to declare business interests as necessary.

06/22 Minutes and Matters Arising

- a) 69/21 c) Amend paragraph 114 of the Finance Manual to read "Resources and Audit" Committee
Done.
- b) 69/21 c) Add Finance Manual to the Agenda for the Board of Governors Meeting in July
Done.
- c) 70/21 c) Circulate the final FCAR report once received, to Committee Members
Done.
- d) 71/21 Report on what it is legally possible to do to diversify staff at JOG
EGR reported that very little could be done. The school can declare Positive Action if it can be proved there is an underrepresentation but anything else is illegal. EGR confirmed that when jobs are advertised, applications are encouraged from underrepresented groups.

The two Equality Objectives have been reviewed and one is covered in the HR Report whilst the other is considered unachievable as it stands. **Governors highlighted that SMARTening was needed and if an objective is not achievable then it goes back to the SLT as they had agreed them.** EGR confirmed that the first was achievable but it could be argued that it has already been achieved. The second is far too broad.

Action: Refer the R&A Equality Objectives back to the SLT for review/revision (NRE)

Governors identified that this action needs to be taken quickly as the objectives needed to be agreed and published.

Action: Recirculate the initial 19 proposed Equality Objectives to guide discussions with SLT (DW)

- e) 71/21 Commission an accessibility visit and report from the Wiltshire Service Users Network
It was agreed to carry this action forward to the next meeting.

Action: Commission an accessibility visit and report from the Wiltshire Service Users Network (NRE/JT)

The Minutes were agreed as a true record of business conducted at the meeting on 28 June 2021. The Chair signed a copy.

07/22 Terms of Reference and Agenda Plan

There were no changes needed to the current TORs for the Resources and Audit Committee; the amendment to recognise the change in delegation limits had already been made. It was however agreed to add the Governor Pledge and School Vision to all TORs at the Board of Governors.

Action: Add the Governor Pledge and School Vision to R&A Terms of Reference (Clerk)

The Agenda Plan had been circulated in advance. There were no queries or comments. The Agenda Plan was agreed.

08/22 Site

MDO provided an update:

- a) Site Update
- There were lots of works carried out during the Summer holidays
 - The 5 yearly Fixed Wiring Inspection has been completed
 - The fire alarm system upgrade is 80% complete and will be completed in the October half term break
 - The Lockdown Alarm has been installed but not yet tested. It will be looked at and tested in the October break
 - G24 classroom has been redecorated
 - The Medical Room has been painted
 - Staff toilets in Gloucester have been redecorated and there has been good feedback received
 - The Gloucester girls' toilets have been refurbished and turned into mixed toilets. The Gloucester boys' toilets are currently locked but will be upgraded in the same way

- New cameras have been fitted including in the PBSC
- A new canteen serving area has been created for Year 10 students. New tables are expected to be delivered soon
- Annual servicing has carried on as normal including trees, asbestos and gas
- The heating has not yet been put on in school
- The Fire Risk Assessment has been booked for the October holiday; it is done every 3 years

b) Capital Bids Update

The Sports Hall roof will be next to be (re)bid.

Automatic internal fire doors in the Gloucester Building will also be bid for.

The DFE Conditions Survey of the whole school is being completed on 21 December 2021. The final report may be up to 5 months later. There is a preliminary meeting booked for 22 November 2021.

Governors noted that it was good that more canteen services were being created but questioned how resources were being provided to cover it. EGR explained that there extra resources and it was being covered by non-canteen staff. NRE added that there was reduced staffing in the canteen itself and a new person has been added in the new area. The school will be recruiting 6th Formers to assist in queue management. **Governors emphasised that 6th Formers needed a break too so perhaps additional resources are needed recognising that this would incur additional costs.**

Action: Review how the canteen will be staffed long term and report back to R&A (NRE)

EGR noted that the canteen is much more popular now than 2 years ago; sales have increased substantially. MDO recognised that the satellite areas have really helped.

Governors stated that they did not want to see staff stretched too much and if 6th Formers were recruited they must have a means of contacting staff if issues arise. EGR highlighted that non-teaching staff are expected to do one duty a week; teaching staff do not do canteen related duties. **Governors reiterated that staff time should not be stretched as they all have their own jobs as well.** EGR hoped that 6th Formers will apply to the advert that is out. **Governors asked how many 6th Formers were needed.** EGR confirmed that six 6th Formers were required. It is important though that they also have down time so they will not do all/whole breaks. EGR noted that there was no one interested in applying for a job as an MDSA as it was only half an hour a day.

Governors want to review what food choices are being made given the late lunchtime; Governors are not expecting the timings to change. This will need to be added to the Agenda Plan.

Action: Add Food Choices to the Agenda Plan (TC)

Governors highlighted that the ladies toilets in Wingfield were falling apart. MDO confirmed the toilets were not on the list of jobs but can be added.

Action: Add Wingfield ladies' toilets to the list of required jobs (MDO)

MDO explained there was a major graffiti removal needed in the October holidays which means that other things cannot be done. **Governors raised concern that the graffiti was on the mural created by Year 6s and 7 during the summer and it was very sad that it had to be painted over.**

Governors asserted that the ladies toilets should take priority over the graffiti and the priority of jobs needed to be reviewed.

Action: Review prioritisation of works with PSK (DW)

Governors recognised the fantastic job the team had done and how different the school looks to a few years ago.

Governors asked why there were communal toilets. MDO explained that the one space was being utilised, there were still separate areas for boys and girls. It means there can be more toilets in the school. This arrangement was now common in lots of secondary schools. **Governors queried whether the plan was to do this throughout the school** and MDO confirmed that it was.

MDO left the meeting.

09/22 Business and Finance

Documents had been circulated in advance; NRE provided an update:

- a) 2020/21 Balances brought forward
NRE confirmed that the final balances will not be any lower than those shown on the documents circulated. The auditors are in school at the moment.
- b) 2021/22 Month 1 Financial Reports and Cashflow
There has been £38k received for the Covid Catch-Up Fund.

Staff pay has been frozen but a pay rise was built into the figures so this will now not be used.

Energy costs are fixed until the end of March 2022 but are likely to increase after that. The supplier is West Mercia Energy. **Governors asked if the price cap applied to schools.** NRE was unsure but would check.

Action: Confirm if the fuel price cap applies to schools (NRE)

The KPIs have been reset for the year.

Governors recognised that the figures were very encouraging and NRE confirmed that the school remains in a strong position.

10/22 Audit

Documentation had been circulated in advance of the meeting; NRE provided an update:

- a) 2020/21 Annual Audit
The auditors are auditing 2020/21 now. They have requested over 100 documents which have been supplied to them.
- b) Risk Register (RR)
The RR had been circulated in advance. NRE confirmed that the risks were broadly the same as Governors had seen in the summer and as always, it was a “live” document, so any updates/amendments could be fed in.
- c) Covid Risk Assessment (CRA)
The Covid Risk Assessment was last reviewed by Governors in June 2021 and since then has had a major review. The CRA had been circulated in advance and changes had been highlighted in yellow. It too was a “live” document, so any updates/amendments could be fed in.

Governors referred to Page 6 where there two references to additional cleaners and asked if this was duplication. EGR explained that the references related to different bullet points and both were needed. **Governors agreed.**

NRE confirmed that the CRA will now go to the Board of Governors .

Action: Add Covid Risk Assessment to the Board of Governors Agenda for October 2021 (Clerk)

EGR identified a need to specifically cover the risks associated with pregnant members of staff.

Action: Supply suggested wording for the specific Covid related risks to pregnant members of staff for incorporation into the Covid Risk Assessment (EGR)

- d) FCAR Reports
The final report on Governance had been circulated in advance.

Governors requested a log of complaints be reported to the Board of Governors 3 times a Year.

NRE reported that the segregation between Trustees and Members had been highlighted. DW confirmed that DY and SB were now only Members so there were 2 of 5.

NRE explained that the FCAR Summary from Wiltshire Council is awaited and when it arrives the auditors will want to see it and it will be shared with the R&A Committee.

11/22 Human Resources (HR) Report

A report had been circulated in advance and EGR provided an update:

The last 18 months have been extraordinary so some things have been delayed whilst the school was managed on an operational level.

The new 6th Form Academic Mentor has now been appointed (subject to clearances). Other vacancies are being advertised.

There are no new long term absences (Governors should note there is an error on the HR Report).

There have been more staff Covid cases in the last few weeks than in the previous 18 months but this was expected given the easing of restrictions. **Governors asked if there had been many false positive Lateral Flow tests.** EGR confirmed that there had been among students not staff. If someone is unwell they do not come into school.

Staff and students are still testing twice a week and as there has been no guidance stopping this it is expected to carry on.

Governors noted SAGE had reported that 1 in 22 students nationally were off school with Covid. There are 13 in JOG so this is equivalent to 1 in 100. Governors asked if there was a reason for the significant difference. EGR did not know why there was a difference. **Governors asked if JOG shared data with Clarendon School.** EGR explained that this would be something that the Head Teacher may do. JT confirmed that all school data is shared across Wiltshire as the Director of Public Health wants the information.

EGR confirmed that 500 out of a possible 1200 students had reported the results of a Lateral Flow Test today. It is not clear whether the remaining students are not recording or are not doing a test. The tests should be done on Mondays and Thursdays, it is however accepted that some do them in the evening so more may come in. **Governors queried whether parents/carers could be reminded.** EGR explained that tests are given out to students but there is no control if they are actually used/reported.

Action: Discuss with PSK whether a reminder to parents/carers should be included in the Newsletter (EGR)

Governors asked if the number was higher on a Monday or a Thursday or were they similar. EGR explained that the figures were only broken down by week so it was not possible to identify if one day was more popular. Last week there were 1100 tests in total reported across the two days, ie about half the school population.

At the start of term 3 out of 2000 tests were positive.

Governors noted that student flu vaccinations were taking place in school on Friday 8 October 2021.

12/22 Policies

Pay Policy

EGR reported the Pay Policy is not yet ready for review as pay and conditions had not been agreed (nationally). That said the policy needed to be agreed as it would be needed for the Pay Panel scheduled for November. The Pay Policy will be circulated out of committee and hopefully in time for Board of Governors.

Action: Circulate Pay Policy to Committee members for review/agreement before submission to Board of Governors (EGR)

The results of the Pay Panel will be implemented in December so their meeting could be delayed.

The Pay Panel this year will be made up of TC, PG, JT and AM. PG and AM will sit out of any discussions on teachers that teach their child(ren).

13/22 Identify achievements / outcomes for Governors' Annual Report

PG suggested the building works to improve the school and the site improvements.

DW and TC highlighted the decision to outsource catering had led to higher usage of the canteen by students.

14/22 Governor Postcards

A discussion took place over which, if any, staff member(s) deserved a Governor Postcard. DW suggested that TC could recognise the improvements he had seen since he was last a Governor by sending a Postcard to MDO and the team.

Action: Send a Governor Postcard to the identified staff (TC)

EGR noted that DW had written to all of the Covid testing team to thank them.

15/22 AOB

a) Budget Deep Dive

NRE reported that GC had been into school on 7 July 2021 for his termly Link Governor visit. The visit had covered a Deep Dive on the budget. GC noted that

he had come out of the meeting really confident about the robustness of the process.

b) FUEL Programme

NRE explained that the school had been approached by Wiltshire Council to be the host school for the FUEL Programme in December 2021. The Programme will provide free school meals, extra lessons, etc. hopefully it will result in some good publicity for JOG. **Governors asked if the Programme will be run by Wiltshire Council.** NRE confirmed that it would. The school had to open/close the school but everything else was done by Wiltshire Council. The school will receive funding to cover costs.

16/22 DONM

The next R&A Committee meeting will be on 22 November 2021 at 6pm.

Signed: _____

Date: _____