



“Success for All”

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources Committee

POLICIES ADOPTED: None

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Meeting 1 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes

Date/Time	Monday 12 th October 2020 at 4.36 p.m.	Location	Virtual Meeting (MICROSOFT TEAMS)	
Attendees	Initials	Attendees	Initials	
Margaret Evans (Governor)	ME	Richmal Shorter (Governor)	RSH	
Mark Gibbs (Governor/Vice-Chair)	MGi	Glenn Smith (Governor/Principal)	GSM	
Sue Manning (ELT/Vice Principal)	SMN	Kate Smith (Governor/Chair)	KS	
Jackie Rock (Governor)	JRo	Tony Smith (Governor)	TS	

Apologies	Initials
Duncan Sheridan-Shaw	DSs

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk
Jessie Hay	JHA	ELT/Director of Finance and Resources from 02.11.2020

Minutes to
Attendees and Apologies
Governors

	Agenda	Led by
1	Welcome and apologies for absence	Chair
2	Declarations of Interest	Chair
3	Minutes of the last meeting (6th July 2020)	Chair
4	Matters Arising <ul style="list-style-type: none"> • Item 15 – Five Year Budget (Balanced Budget) – surplus of £33,000. • Item 29 - Annual Review of Committee Terms of Reference (inc. Quorum) - Chair to conduct further review • Item 30 - Review of Academies Financial Handbook Schedule of Requirements (the 'musts') Other <ul style="list-style-type: none"> • Pupil Premium - TS to discuss 2019-20 Pupil Premium Report with GSM at next Chair and Principal meeting. • Should the College be requesting support from an SRMA? • Director of Finance and Resources to bring back SMRSAT 19-20 for Committee review at a date to be advised. 	Chair Chair SMN TS Chair Chair
5	Director of Finance and Resources Report	SMN
6	Exceptional Costs (associated with coronavirus)	SMN
7	CIF Bid Appeal to Re-Roof – update	SMN
8	8a Management Accounts and 8b Data Dashboard	SMN
9	Five Year Budget	SMN
10	Approval for the three-year budget forecast return	TS
11	Trustee Report (to form part of Statutory Accounts) – update/reminder to be presented at HT2 with accounts	SMN
12	Responsible Officer Report - to note	SMN
13	Responsible Officer – governors to discuss programme for the next financial year and new provider	SMN/Chair
14	Update on Pay Awards – committee to note	SMN
15	Aged Debtor Report	SMN
16	Related Party Transactions / Employment of Trustees	SMN



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17	Gifts and Hospitality, Connected Party Transactions	Chair
18	Review of Exit Interviews, Staffing and Retention (to include review of probationary reviews e.g. to ensure first meeting etc. had taken place)	KS
19	Policy Review – all postponed	SMN
20	Pupil Premium – Is the College making effective and efficient use of the Pupil Premium for its Children in Care? And How are we measuring the impact of Pupil Premium Plus funding?	SMN
21	Letters and correspondence from ESFA to academy trusts	SMN
22	To note Resources Committee Governors have received monthly management accounts	SMN
23	Governor Audit Check	ME
24	Approval - Category B and C Trips	SMN
25	Annual Review of Marketing Plan	SMN
26	Annual Review of Casual Employment of Governors	SMN
27	Strategic Plan for Campus – annual review – new Director of Finance and Resources will be asked to do conduct a full strategic review of the campus	Chair
28	Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)	GSM
29	Receive notification of any funding issues from Teaching and Learning Committee	GSM
30	Request from CreATE – 3D Printer for the C1 workshops	GSM
31	Health and Safety Update – any updates from meetings	SMN
32	What impact has this meeting had on the outcome of pupils in our College?	Chair
33	Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)	Chair
34	Election of Chair of Resources Committee 2020-21	Clerk
35	Election of Vice-Chair of Resources Committee 2020-21	Chair
36	Date and time of next meeting – Monday 9th November 2020 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<u>Welcome and apologies for absence</u> KS welcomed everyone to the meeting (note: the meeting was <u>not</u> recorded on Microsoft Teams). There had been a slight delay starting due to another College meeting over-running. Apologies were accepted from DSs. Apologies were also accepted from GSM who would be joining the meeting later. It was noted that there was a quorum present.		
2	<u>Declarations of Interest</u> Staff members declared an interest in any discussions regarding staff.		
3	<u>Minutes of the last meeting (7th July 2020)</u> It was noted that the minutes of the meeting held on the 7 th July 2020 had been circulated to all committee members in advance of the meeting. <u>The minutes were agreed (proposed KS, seconded MGi) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.</u>	Clerk - to file and website	ASAP
4	<u>Matters Arising</u> Item 15 – Five Year Budget (Balanced Budget) – The Committee noted the following from the previous minutes <i>'The budget is balanced with a surplus of £33,000. A budget line has been created 'contingency' for the £33,000 and a decision will need to be made next year as how to spend this. It may be that the £33,000 is needed as a buffer to deal with any issues which have arisen as a result of COVID19, but this will be just for next year. Therefore, the budget balance is at £0.'</i> SMN reported that the additional spend which has arisen due to COVID19 has kept within the £33,000. Additional expenditure has been required on items such as hand		



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Ref	Action or Decision	Action	Date Due
	<p>sanitiser.</p> <ul style="list-style-type: none"> Governor Question: Overspend – ME asked if there was a surplus of £33,000 after the overspend of £20,000 on essentials or before. SMN said that there was £13,000 left. The surplus at the end of last year had been £33,000, the College were not expecting the COVID19 expenditure but had had to spend £20,000 of the £33,000 on this. Governor Question: Radio's – ME asked why there had been additional expenditure on radios. SMN explained that staff were now more spread out over the campus due to the current situation, so Head of Departments needed radios for quick access. In addition, students were in bubbles with first aiders assigned to the bubbles, so more radios were needed for the first aiders. The current radios are obsolete (had no batteries) so these needed to be replaced. Also, staff had more duties to cover due to the staggered breaks and lunchtimes. <p>Item 29 - Annual Review of Committee Terms of Reference (inc. Quorum) – KS reported, that as stated in the previous minutes, it was her intention to conduct a further review of Terms of Reference and Annual Cycle (with a focus on staffing items and whether they would fit more appropriately within the remit of the Quality of Education Committee). She would contact the Chair of Quality of Education and the Chair of Governors to discuss this further.</p> <p>Item 30 Review of Academies Financial Handbook Schedule of Requirements (the 'musts') – At the previous meeting Governors noted the following documents in SharePoint and the former Director of Finance and Resources highlighted the Top 10 musts.:</p> <ul style="list-style-type: none"> Academies Financial Handbook 2020 – Summary of Changes Academies Financial Handbook 2020 Schedule of requirements (the 'musts') <p>SMN reminded governors of the importance of reading the Academies Financial Handbook and in particular complying with the 'musts'.</p> <p>Other</p> <ul style="list-style-type: none"> Pupil Premium - TS to discuss 2019-20 Pupil Premium Report with GSM at next Chair and Principal meeting. Note: action completed, this was approved by the Full Governing Body at their meeting on 15.07.2020. See minutes. Should the College be requesting support from an SRMA? – action from HT1 2019-20 (for discussion). It was noted this discussion had been postponed due to school closures. JHA said she felt this would be a very valuable exercise. She explained that there was not one size that fitted all but she felt that the support could highlight questions to consider. JHA said once in post she would like to arrange for this to be completed within the first few months. She added that there would be a cost and she would obtain quotes. Director of Finance and Resources to bring back SMRSAT 19-20 for Committee review at a date to be advised. Although the Committee had been content with the 19-20 SMRSAT they had intended to review it at a later date in order to have a better understanding of the content, however due to the school closures this had not been possible. They noted that the 20-21 SMRSAT submission date had been extended from November to March (as stated in the letter from the ESFA to Accounting Officers dated 16 July 2020) so would conduct a full review of the 20-21 at the appropriate time. 	<p>Chair</p> <p>JHA</p>	<p>Before next meeting</p> <p>After 02.11.20</p>



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Ref	Action or Decision	Action	Date Due
	<p><i>SMRA (Schools Management Resource Advisor)</i> <i>SMRSAT (School Resource Management Self-Assessment Tool Checklist)</i> <i>ESFA (Education & Skills Funding Agency)</i></p>		
5	<p>Director of Finance and Resources Report The Committee noted the following documents in SharePoint: Director of Finance and Resources - Report to Resources Oct 2020 All were content with the report.</p>		
6	<p>Exceptional Costs (associated with coronavirus) SMN reported that the IT Manager is currently looking into the cost of installing TV screens in other buildings. This would help to get information out to staff and students regarding wet breaks/dry breaks. These could be used after at Open Evenings to display the work of students. SMN explained that, as with radios, this is a necessary cost as it does not work with staff going around to find out what room changes have been made. SMN appreciated it was a sizeable investment which is why it is important that ways in which the screens can benefit the College after are also identified.</p>		
7	<p>CIF Bid Appeal to Re-Roof – update SMN stated work is still on-going to the Drama roof. JHA and SMN have met with the builders (meetings have and will take place every 2 weeks). It is expected that the work will finish at half-term. The work to the roofs of the V Rooms will then follow. SMN had hoped to provide governors with a programme of dates but this was not possible. At the moment she is waiting to see if staff may need to move offices. This will be complicated. A new location has been identified (Green Room) for Reprographics during the work. The College are awaiting new photocopiers. When these arrive, they will be installed in the temporary Reprographics room and then be moved to one of the V rooms when Reprographics moves back.</p> <p>SMN reported that one of the Art Rooms cannot be rehoused and as GCSEs start on the 7th June the work will have to be done at the beginning of the summer holidays. The remainder of the roofing works are due to be completed by the end of February.</p>		
8	<p>8a Management Accounts and 8b Data Dashboard Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> ➤ Management Accounts – August 2020 ➤ Management Accounts – September 2020 ➤ Data Dashboard – October 2020 <ul style="list-style-type: none"> • Governor Questions - Increased food costs - Governors asked about the increase in the expenditure for food costs (which has increased by £20,000). SMN said she would follow this up. TS said his understanding was that it was for catering staff as there had been an agreement that the College would pick up a proportion of their wages during lock-down. <p>SMN said that the College had not opted to use vouchers. Instead, the Catering Manager had put together food parcels for pupils to collect. Within the parcels were recipes and clear instructions on how to make the meals which had been fantastic. Parcels were collected on a Monday.</p>	SMN	After meeting
9	<p>Five Year Budget Governors noted the update in the Director of Finance and Resources Report (i.e. this would be completed by JHA in readiness for her first meeting).</p>	JHA	Agenda Item HT2
10	<p>Approval for the three-year budget forecast return Governor noted the following documents in SharePoint</p> <ul style="list-style-type: none"> • BFR3Y 2020 (Budget Forecast Return Three-Year) • The email from The Chair of Governors to the Finance Officer confirming she could submit the return. <p>TS reported that the return reflected the College’s position whilst maintaining the</p>		



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	reserves. As the submission date (29 th September 2020) was ahead of the meeting he had reviewed the report along with the Finance Officer and was content for the return to be submitted. All present agreed they were content with this. ME added that she had looked at the return in detail and was content. She added, however that it is very difficult to know what finances the College will be given.		
11	<u>Trustee Report (to form part of Statutory Accounts) – update/reminder (to be presented at HT2 with accounts)</u> SMN reported that the process of writing the draft of the trustee report which will form part of the statutory accounts will be done by JHA when she takes up her role.	JHA	After 02.11.20
12	<u>Responsible Officer Report – to note</u> Governors noted the following documents in SharePoint: <ul style="list-style-type: none"> • HCC Internal Scrutiny Annual Summary 31-08-2020 • Internal Audit Report July 2020 <p>KS noted that there was one minor issue ‘Staff members serving as Trustees’. However, this was being worked on and had been delayed due to coronavirus. Any previous minors had been dealt with and the report was very positive.</p>		
13	<u>Responsible Officer – governors to discuss programme for the next financial year and the new provider</u> Governors noted that they could no longer have the same Auditor and Responsible Officer (as per the key change in the most recent Academies Financial Handbook). The previous Director of Finance and Resources had contacted 2 companies, and both had responded, however only one had included costs. JHA had been in touch with the other company and they had provided an estimate of £500 for a one-day audit but they had requested more detail. JHA would be liaising with the previous Director of Finance and Resources regarding this. Governors discussed this briefly and all agreed JHA should forward this quote to KS for review and that a final decision could be made at the Full Governing Body next week.	JHA/KS	Before FGB on 21.10.20
14	<u>Update on Pay Awards – Committee to note</u> Governors noted the update in the Director of Finance and Resources Report.		
15	<u>Aged Debtor Report</u> <i>To note: Only to be brought to the attention of the Resources Committee should there be any items of the value of more than £500 or more than 2 months old.</i> SMN reported that there was nothing to report to the Committee.		
16	<u>Related Party Transactions / Employment of Trustees</u> SMN stated that there was nothing to report.		
17	<u>Gifts and Hospitality, Connected Party Transactions</u> As the meeting was virtual the Chair was not able to check the book, however the Clerk said she would do this when in College and notify the Chair if there were any new entries.	Clerk	When next in College
18	<u>Review of Exit Interviews, Staffing and Retention (to include review of Probationary Reviews e.g. ensure first meeting etc. had taken place)</u> KS reported that she had reviewed the Exit Interviews for 2019-20. There were 11 interviews. Most were fine but there were a number of points which she would be following up with GSM as she had some concerns about some of the comments. There had been no probationary reviews for her to check.	KS	After meeting
19	<u>Policy Review</u> Governors noted that the review of the following policies had been postponed until the next meeting when JHA was in post: <ul style="list-style-type: none"> • Accessibility Plan • Asbestos Policy • Conduct Policy • Gifts and Hospitality 	JHA	HT2



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Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> • Data Protection and GDPR Policy • Grievance Policy • LGPS Pensions Discretions Policy • Policy for Setting the Standards of Acceptable Behaviour • Balances and Reserves Policy 		
20	<p><u>Pupil Premium – Is the College making effective and efficient use of the Pupil Premium for its Children in Care? And How are we measuring the impact of Pupil Premium Plus funding?</u></p> <p>SMN said there was more of a discussion to be had with parents. The SENCO (Special Educational Needs Co-ordinator) and a senior member of her staff have spent a lot of time on this. There will be a line in the 2020-21 budget to support Pupil Premium which will make it easier for governors to see the spend. Items purchased included laptops for Children in Care and revision guides. SMN said in the past it has been hard to track without a line in the budget.</p>		
21	<p><u>Letters and correspondence from ESFA to academy trusts</u></p> <p>Governors noted the letter from the ESFA dated 16 July 2020 to Accounting Officers in academy trusts.</p>		
22	<p><u>To note Resources Committee Governors have received Monthly Management Accounts</u></p> <p>It was noted that Governors have received these (there is a folder in SharePoint for the Management Accounts). The Chair of Governors is emailed by the Director of Finance and Resources on a monthly basis informing him they are available.</p>		
23	<p><u>Governor Audit Check</u></p> <p>ME reported that due to lockdown and the College holidays she had not been able to visit College to carry out an audit check, however she would now arrange this when JHA was in post.</p>	ME	Before next meeting
24	<p><u>Approval - Category B and C Trips</u></p> <p>SMN reported that there were no trips planned.</p> <p>SMN informed governors that the exams next summer had been put back. An issue faced by the Geography Department is that they cannot take students on field trips, however they still need to cover the work as the exam paper will be based around them. This will mean that members of the Geography Department will have to go on the trips and carry out the work virtually and share with students.</p>		
25	<p><u>Annual review of Marketing Plan</u></p> <p>It was noted that this had been postponed until JHA was in post. TS said feedback from parents and other stakeholders during lockdown was very positive regarding the action the College had taken. He felt this could be built on.</p>	JHA	After 02.11.20
26	<p><u>Annual review of Casual Employment of Governors</u></p> <p>SMN reported that there was casual employment of governors during the last year.</p>		
27	<p><u>Strategic Plan for Campus – Annual Review</u></p> <p>It was noted that JHA would conduct a full strategic view of the campus when in post. <i>GSM joined the meeting at 5.13 p.m.</i></p>	JHA	After 02.11.20
28	<p><u>Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)</u></p> <p>GSM reported that:</p> <ul style="list-style-type: none"> • the College were just about where they should be with staffing, • a role linked to the catch-up funding would be advertised, • a temporary appointment would need to be made after Christmas to cover a period of maternity leave, • the Attendance Officer has just started, • staff are under an 'unprecedented challenge' with regards to the return to school, • staff who are anxious continue to be supported, • staff continue to do a fabulous job. 		



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Ref	Action or Decision	Action	Date Due
	GSM stated that he will arrange for the Inspector to speak with the union representatives. He has already been directed to the Risk Assessment which is on the website.		
32	<p><u>What impact has this meeting had on the outcomes of pupils in our College?</u></p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Governors discussed nominations for the Chair and Vice-Chair of the Resources Committee in order to ensure succession and election of candidates. This ensures clear oversight and leadership for the future. • Received assurances that the budget and funding is secure for the coming year with (hopefully) additional funding from the government to meet the extra costs incurred by COVID 19. • Were updated on the roofing contract and how this is being managed to ensure minimal disruption to students. • Received confirmation that the College is fully staffed and ready to meet student needs. • Were reassured with regards to ensuring students/staff safety with COVID procedures and expenditure. 		
33	<p><u>Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)</u></p> <p>It was noted that there were no Part 2 minutes.</p>		
34	<p><u>Election of Chair of Resources Committee 2020-21</u></p> <p>It was noted that no nominations were received in advance of the meeting. The Clerk asked if anyone would be willing to stand as Chair of Resources for 2020-21. KS said she would be willing to so if no-one else wished to do so. No-one did. All were in support of this. The Clerk said she would send out a SurveyMonkey after the meeting so that governors could vote.</p>	Clerk	Action Completed
35	<p><u>Election of Vice-Chair of Resources Committee 2020-21</u></p> <p>It was noted that no nominations were received in advance of the meeting. The Chair asked if anyone would be willing to stand as Chair of Resources for 2020-21. MG said he would be happy to carry on as Vice-Chair if no-one else wished to stand. JRo said she would be willing to stand with the intention of putting herself forward as Chair next year. MG said he would be happy for her to do this. All were in support of this. The Clerk said she would send out a SurveyMonkey after the meeting so that governors could vote.</p>	Clerk	Action Completed
36	<p><u>Date and time of next meeting</u></p> <p>Monday 9th November 2020 at 4.30 p.m. Either in the meeting room or virtually. <i>Meeting ended at 5.34 p.m.</i></p>		