



# HONITON COMMUNITY COLLEGE ACADEMY TRUST

## Resources Committee

“Success for All”

**POLICIES ADOPTED:** Capability Policy, Policy for Setting the Standards of Acceptable Behaviour, Conduct Policy, Pay Policy

**POLICES RECOMMENDED TO FULL GOVERNING BODY:** Finance Policy

**PLANS NOTED:** Premises Fire Emergency Plan

Meeting 2 – Part 1 Minutes			
Date/Time	Monday 30 <sup>th</sup> November 2015 at 4.40 p.m.	Location	C19 (HCC)
Attendees	Initials	Attendees	Initials
Ian Copeman	IC	Sheran Taylor	ST
Margaret Evans	ME	Dave Travers	DT
Paul Keeling	PK	Matt Burrell	MBU
Lynda Price	LP	Andy Holt	AHO
Richmal Shorter	RSH	Kevin Grainger (Bishop Fleming) - part	KG
Glenn Smith	GSM		

Apologies	Initials
Mick Clements	MC
Kate Smith	KS
Rob Robson	RRO

Absent without Apology	Initials

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	Led by
1	<b>Apologies</b>	Chair of Governors
2	<b>Declarations of Interest</b>	Chair of Governors
3	<b>Presentation to Finance Committee by Bishop Fleming re: End of Year Accounts</b>	Accountants
4	<b>Minutes of the last meeting – 21<sup>st</sup> September 2015</b>	Chair
5	<b>Matters Arising:</b> <b>Item 3 – Election of Chair/Vice-Chair</b> – Future FGB meeting to consider an election process for committees similar to FGB process. Update. <b>Item 7 – Matters Arising:</b> <ul style="list-style-type: none"> <li>Ideas for Fund-raising (Working Group). Update.</li> <li>Information for this committee to include savings from New Build. Update.</li> </ul> <b>Item 12 - H&amp;S</b> - Annual review of accidents – agree date for annual cycle. <b>Item 15 - Director of Finance &amp; Resources Report (Campus items)</b> – Innovate (KPI's, Percentage of students who use canteen, update on what HCC receives in return for use of kitchen to prepare primary school meals) - see item 11. <b>Item 16 – Approval Category B and C Trips</b> <ul style="list-style-type: none"> <li><b>Overview of Evolve system by GSM</b> – agree date for inclusion on agenda.</li> <li><b>Activities Week</b> – AHO to provide details (booklet attached).</li> </ul> <b>Item 18 - Staffing Update</b> <ul style="list-style-type: none"> <li>MBU to incorporate student numbers into budget.</li> <li>MBU to working out cost of Sixth Form – Update.</li> </ul> <b>Item 25 – Finance Report</b> – Update on Filtering System – see item 11. <b>Item 29 - Receive notification of any funding issues from T&amp;L Committee -</b> Report from AHO on Departmental Capitation	Chair  Chair MBU Chair MBU  GSM AHO  MBU MBU  MBI AHO
6	<b>Termly Review of Risk Register – also HT4 and HT6</b>	Chair



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7	<b>Comparative Statistics – benchmarking prepare report for FGB</b>	MBU
8	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Capability Policy</li> <li>• Policy for Setting the Standards of Acceptable Behaviour</li> <li>• Conduct Policy</li> <li>• Finance Policy</li> <li>• Fire Emergency Plan (to note)</li> </ul>	GSM GSM GSM MBU MBU
9	<b>Annual approval of Premises Management Plan</b>	Chair/MBU
10	<b>Director of Finance and Resources Report – Campus items</b>	MBU
11	<b>Campus (major build and long-term planning including new build)</b>	MBU
12	<b>Pay Policy/Award (inc. new TLR structure)</b>	GSM
13	<b>Staffing Update</b>	GSM
14	<b>Complaints – Termly (any transient complaints) – also HT4/6</b>	AHO
15	<b>Campus (repairs, improvements and maintenance)</b>	MBU
16	<b>Termly report from Health &amp; Safety Link Governor</b>	MBU
17	<b>Health &amp; Safety (to include accident report/comparisons and check of book by H&amp;S Link Governor)</b>	MBU
18	<b>Approval – Category B and C Trips</b>	GSM
19	<b>Finance Report</b>	MBU
20	<b>Five Year Budget</b>	MBU
21	<b>Aged Debtor Report</b>	MBU
22	<b>Receive notification of any funding issues from T&amp;L Committee</b>	AHO
23	<b>Draft Report October 2015 and Approve agenda for Responsible Officer visits</b>	MBU
24	<b>Gifts and Hospitality</b>	MBU
25	<b>Any other business</b> <ul style="list-style-type: none"> <li>• F40 – to note regular updates from GSM</li> <li>• Academies Financial Handbook – to note new links</li> <li>• South West Academies Conference – October 6<sup>th</sup> 2015 (Recruitment Issues)</li> </ul>	GSM MBU LP
26	<b>Part 2 Minutes</b>	
27	<b>Date and time of next meeting – Monday 25<sup>th</sup> January 2016 at 4.30 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	<b>Apologies</b> Apologies were accepted from MC, KS, and RRO. It was noted there was a quorum present. IC welcomed DT and ST to their first meeting of the Resources Committee.		
2	<b>Declarations of Interest</b> Staff members declared an interest in item 8 and item 12.		
3	<b>Presentation to Finance Committee by Bishop Fleming re: End of Year Accounts – Committee to then present to FGB</b> <ul style="list-style-type: none"> <li>• <b>Welcome</b> - IC welcomed Kevin Granger (KG) from Bishop Fleming to the meeting. Governors noted that the draft accounts had been circulated prior to the meeting. Paper copies were also circulated at the meeting.</li> <li>• <b>Role of KG and process</b> - KG said that his role today would be to talk the committee through the accounts. Following this the Resources Committee would propose the accounts to the Full Governing Body for approval. These would then go to the AGM for acceptance. Once this had been completed the accounts would be submitted to the EFA (Education Funding Agency).</li> </ul>		





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	<p>government).</p> <ul style="list-style-type: none"> <li>• <b>Fixed Assets</b> – KG stated that you have to keep fixed assets if you want the academy to operate, so it has been shown separately.</li> <li>• <b>Available for carry forward (16-19 Bursary)</b> - KG stated that this is shown as a creditor because whilst the academy has the money to spend the EFA say it is not the academy’s money.</li> <li>• <b>Retention for New Build</b> – KG said that he has allowed for the retention in the new build in the accounts.</li> <li>• <b>Combined total</b> - KG said taking this all into account there is a combined total of £290,000.</li> <li>• <b>16-19 Bursary Fund</b> – LP stated that these figures did not match up with what has been included in the note. MBU said that the 16-19 Bursary Fund is part of the reserve. However, GSM pointed out that it does not get clawed back.</li> <li>• <b>Reconciliation of Adjustments</b> – this was circulated by KG. There were no questions.</li> <li>• <b>True Deficit</b> - IC asked what the true deficit was if the college stripped out the non-mandatory items. KG referred to Page 40 and said the figure was £414,000 or £464,000 depending on whether you included the £50,000 of GAG. The net deficit is about £170,000.</li> <li>• <b>£32,000 (closing balances from last year’s accounts not recorded in this finance package)</b> - IC said he was concerned about the figure of £32,000. He asked if it was related to the year-end adjustments and needs to be reversed so the deficit increases by £32,000.</li> <li>• <b>Reserve</b> - IC asked about the reserve of £231,000. KG said this allowed for the retention of £37,000 plus the 16-19 Bursary Fund which takes you to the figure of approximately £290,000. ME asked what the figure for the reserve into the new accounting period would be after all the adjustments. KG said this would be approximately £290,000 including the retention and the 16-19 Bursary Fund.</li> <li>• <b>Liabilities</b> - ME asked for confirmation that there would be no other liabilities against this. KG stated that there would be a potential of £22,000 if paid in full on the final invoice for the new build.</li> <li>• <b>Balance Sheet</b> – KG referred to Page 28 and said the carry forward was £232,000. He said that the 16-19 Bursary Fund is not included in this and is additional.</li> <li>• <b>Cash flow Movement</b> – KG pointed out that this is shown on Page 29.</li> <li>• <b>Notes to the Financial Statements</b> – KG provided a summary of the notes. He added that much of the wording is standard. The only new note is 1.10 (Agency Arrangement).</li> </ul>	<p><b>MBU/KG</b></p>	



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	<ul style="list-style-type: none"> <li>➤ <b>Note 5</b> – KG stated that this is a small amount for this year due the dip in the GAG and the new build.</li> <li>➤ <b>Note 6</b> – LP asked what ‘fundraising expenses’ referred to. KG said this was linked to trips and was part of the costs of running trips.</li> <li>➤ <b>Note 8</b> – KG pointed out that maintenance was down quite a bit and that wages and salaries had dipped slightly.</li> <li>➤ <b>Note 11</b> – KG pointed out that staff severance payments have to be shown separately. He added that where redundancy is concerned the payments must show individual amounts but not names.</li> <li>➤ <b>Note 15</b> – KG stated that the ‘asset under construction’ was the new build.</li> <li>➤ <b>Note 16</b> – KG stated that it was pleasing to see this was up to date.</li> <li>➤ <b>Notes 25 and 29 (Agency Arrangements)</b> – LP noted that the figures were different. KG agreed to look into these.</li> <li>➤ <b>Note 26</b> – AHO asked about the ‘Expected Return at 31 August 2015’ which was 6% for this year (a flat rate) but last year was variable. KG said that it has changed this year (details are set out in the actuary report, a copy of which can be provided to anyone at the meeting should they wish to see it). AHO was happy with KG’s explanation.</li>   <li>• <b>Pupil Premium Money</b> – LP said that the accountants said to spend, but there is £14,866 outstanding from last year. KG said the view is that it moves each year. The EFA interpretation is that this year you assume that July/August is not spent as payments goes through later.</li>   <li>• <b>Fixed Asset Fund</b> – KS said you would hold cash within fund to pay retention.</li>   <li>• <b>16-19 Bursary</b> - KG said that wording for this is standard. It is shown as a creditor. It could be paid back to the EFA but if it is spent it is does not get paid back.</li>   <li>• <b>Audit Adjustments</b> – KG stated that there were no such items this year as everything went through.</li>   <li>• <b>Letter – report to management (from Bishop Fleming to HCC and EFA)</b> – KG stated that this is a standard letter and there is nothing unusual in it.</li>   <li>• <b>Appendix I</b> – KG stated that this followed a traffic light system and that, as they were all green, there was nothing to be concerned about.</li>   <li>• <b>Depreciation</b> - KG said that depreciation needs to be put through on a monthly basis to keep system up to date. MBU said he would be doing this.</li>   <li>• <b>College trips</b> - KG said that the EFA have changed the ways in which trips are accounted for. To make this easier there are separate ledger codes.</li>   <li><b>Final Questions/Comments from Bishop Fleming</b> <ul style="list-style-type: none"> <li>• KG said that all matters from previous years have been updated and there are no particular new issues.</li>   <li>• KG asked all present if they were aware of any liabilities, legal claims,</li> </ul> </li> </ul>		



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	<p>related parties transactions, fraud or significant events. All stated they were not.</p> <ul style="list-style-type: none"> <li>• KG asked about future plans. MBU said these were no different to the position of other schools. IC asked if HCC's situation was typical. KG said that the college is probably near the norm for a secondary school. Money is tight but there are reserves, some schools are down to nothing.</li> <li>• KG said that there will be a new accounting standard next year and the format will be different.</li> <li>• <b>'Financial Statements for the Year Ended 31 August 2015 of Honiton Community College'</b> - KG circulated a copy of the letter and said the college needs to send this to Bishop Fleming. All the wording is standard.</li> </ul> <p>IC thanked KG and MBU for all their work on the accounts. IC asked if the committee were happy to recommend the accounts for approval to the Full Governing Body and for the accounts to be taken to the AGM. All agreed.</p> <p><b><u>The committee considered and noted the draft accounts as presented and recommended the accounts for approval by the Full Governing Body and to the AGM for accepting. Proposed by RSH and Seconded by PK.</u></b> <i>KG left the meeting at 5.25 p.m.</i></p> <p>IC thanked MBU again for his hard work. IC asked for clarification on the approximate £30,000 opening balance corrections. MBU said these corrections were needed from the 2014 set of accounts. IC and ME will be meeting with MBU to look at the 5 year budget. MBU will report back regularly on this.</p>	MBU	
4	<p><b><u>Minutes of the last meeting (21<sup>st</sup> September 2015)</u></b> The minutes of the meeting held on 21st September 2015 had been circulated to all committee members in advance of the meeting. <b><u>The minutes were then agreed (proposed ME, seconded GSM) as a true and accurate record of that meeting and signed accordingly by the Chair</u></b></p>	To file and website	
5	<p><b><u>Matters Arising</u></b> <b>Item 3 – Election of Chair/Vice-Chair – Future FGB meeting to consider an election process for committees similar to FGB process.</b> IC said that LP had explained to him outside of the meeting that due to timing this was not possible. IC accepted this. There were no further questions.</p> <p><b>Item 7 – Matters Arising:</b></p> <ul style="list-style-type: none"> <li>• <b>Ideas for Fund-raising (Working Group).</b> IC said he had not had the time to work on this and due to other commitments a new lead was now needed.</li> <li>• <b>Information for this committee to include savings from New Build.</b> MBU confirmed that this would be done.</li> </ul> <p><b>Item 12 - H&amp;S - Annual review of accidents – agree date for annual cycle.</b> IC asked if all present were happy for him to speak to the Clerk outside of the meeting to agree this. All were.</p>	<p>Governors to contact IC</p> <p>IC/Clerk</p>	



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	<p><b>Item 15 - Director of Finance &amp; Resources Report (Campus items) – Innovate (KPI’s, Percentage of students who use canteen, update on what HCC receives in return for use of kitchen to prepare primary school meals) - see item 11.</b></p> <p><b>Item 16 – Approval Category B and C Trips</b></p> <ul style="list-style-type: none"> <li>• <b>Overview of Evolve system by GSM – agree date for inclusion on agenda.</b> GSM said that he felt this was particularly important for new governors. After further discussion it was agreed this would be done at the HT4 meeting.</li> <li>• <b>Activities Week – AHO to provide details</b> - governors noted the booklet circulated with the agenda. AHO said that the Teaching and Learning Committee had considered and approved the trips 12 to 16 from an educational point of view. AHO said he would like this committee to approve the trips from a Health and Safety point of view. The committee discussed the trips and GSM pointed out that all costs will be covered. ME felt the trips were very good and asked if the uptake was good. AHO confirmed it was. GSM updated governors on the French Exchange which was cancelled due to the incident in Paris. He said that having sought guidance from the gov.uk website he felt it was unsafe for students to go. The trip is run by HCC but students from the Kings School in Ottery St Mary also take part (HCC/Kings also share the Spanish Exchange trip). GSM said that the college were unlikely to get back the 50% loss on the Eurostar, however the college may now be able to get the other 50% back from the insurance company. GSM said that he has spoken with the French school and they felt that HCC/Kings had made the right decision and thanked GSM for the college’s support. IC asked if the gov.uk advice had said not to go. GSM said he had been checking this regularly and this advice was put on the site today.</li> </ul> <p><b><u>It was therefore noted that items 12-16 (Isles of Scilly Camp, London Stage and Screen, Ardeche, Mountain Biking and Germany) had all been approved by the Resources Committee. Proposed: LP, Seconded: ME.</u></b></p> <p><b>Item 18 - Staffing Update</b></p> <ul style="list-style-type: none"> <li>• <b>MBU to incorporate student numbers into budget</b> – this has already been done.</li> <li>• <b>MBU to working out cost of Sixth Form – Update.</b> MBU stated that he is working with the Head of Sixth Form on this.</li> </ul> <p><b>Item 25 – Finance Report – Update on Filtering System</b> – see item 11.</p> <p><b>Item 29 - Receive notification of any funding issues from T&amp;L Committee - Report from AHO on Departmental Capitation.</b> AHO stated that there are still difficulties with departments and capitation. Various Link Governors have received feedback regarding the difficulties. AHO said he is currently supporting the PE Department through his twilight budget (to cover transport).</p> <p>IC suggested that this issue (i.e. departments having insufficient money) should be picked up through the 5 year budget. MBU agreed that the money in departments would need to be reviewed but that the reduction with photocopying costs should</p>	<p><b>Agenda item for HT4</b></p>	



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	help. ME referred to MBU’s report and questioned whether there needed to be as many phones. MBU said that the figure was not finalised but it was felt that phones needed to stay where they were.	IC/ME/ MB	
6	<p><b><u>Termly Review of the Risk Register (also HT4 and HT6)</u></b></p> <p>LP reported that she had met with MBU prior to the meeting and identified a number of changes:</p> <ul style="list-style-type: none"> <li>• <b>Health and Safety Link Governor</b> - Some changes would need to be made now there was a Link Governor for Health and Safety. All were in agreement that LP/MBU should make any relevant changes.</li> <li>• <b>2g (Development of ideas without reference to funding and financial viability)</b> – LP felt that the ELT were very aware of funding and that the likelihood should only be a ‘1’. All were in agreement. MBU agreed to update the register.</li> <li>• <b>4c (Roles and responsibilities of ELT are undefined)</b> – LP said that as a very clear list of ELT roles and responsibilities had been circulated to governors the likelihood should be reduced to ‘1’. All were in agreement. MBU agreed to update the register.</li> <li>• <b>4d (Not adhering to employment law)</b> – LP said that as the solicitors are consulted on all aspects of employment law she felt that the likelihood should be reduced to ‘1’. All were in agreement. MBU agreed to update the register.</li> <li>• <b>12c (Lack of expertise in running a limited company and registered charity leads to over-reliance on individuals).</b> LP said she felt that this should be reviewed by the Full Governing Body rather than the Teaching and Learning Committee and that responsibility for this should be changed from Chair of Resources to Chair of Governors. <i>Note: This has been raised at the Teaching and Learning Committee.</i> All were in agreement. MBU agreed to update the register.</li> <li>• <b>Priorities</b> – IC said he had looked at the priorities and he felt the three identified as the highest were correct (i.e. budget, Ofsted and maintenance).</li> </ul> <p>JB asked if all present were content with the changes. All were. It was therefore noted that these changes had been approved.</p>	MBU	
7	<p><b><u>Comparative Statistics – benchmarking prepare report for FGB</u></b></p> <p>Governors noted the document circulated prior to the meeting. IC asked for confirmation that the figures in brackets were for secondary schools. MBU confirmed this (the figures not in brackets are for HCC). MBU said that there is a website for academy benchmarking and once this has been populated there will be a lot more detail available. He added that the information supplied to governors was from Bishop Fleming.</p> <p>IC referred to the data for income and expenditure per student and asked for clarification as to whether the comparison figure was for Devon only. MBU said he would check with Bishop Fleming.</p> <p>IC said that the committee would need to decide if the information supplied by Bishop Fleming was sufficient for their needs. MBU reminded governors that the academy benchmarking website would provide data in much better detail but this was not yet publicised.</p>		
8	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li>• <b>Capability Policy</b></li> <li>• <b>Policy for Setting the Standards of Acceptable Behaviour</b></li> </ul>		



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	<ul style="list-style-type: none"> <li> <b>Conduct Policy</b>            IC reminded governors that they had all received copies of the above policies prior to the meeting. It was noted that the policies had been reviewed by the ELT and considered by both the JCC and the Unions prior to being circulated to the Resources Committee. He asked if there were any comments. There were none. He then asked if all were in agreement with the above policies. All were.   <u><b>It was therefore agreed that the Capability Policy, the Policy for Setting the Standards of Acceptable Behaviour and the Conduct Policy had been approved by the Personnel Committee. Proposed RSH, Seconded by PK.</b></u> </li> <li> <b>Finance Policy</b>            It was noted that the Finance Policy had been updated to reflect the new committee structure (agreed in the previous academic year) as recommended by the Responsible Officer. The policy had also been updated to include the proposed new Pay and Performance Committee. LP updated the committee on this. Governors were in agreement with this.   <u><b>It was therefore agreed that the Finance Policy had been reviewed by the Resources Committee and was being recommended to the Full Governing Body for approval. Proposed RSH, Seconded by PK</b></u> </li> <li> <b>Premises Fire Emergency Plan (to note) - <u>Governors noted the plan</u></b> which had circulated with the agenda.         </li> </ul>		
9	<p><b><u>Annual approval of Premises Management Plan – review HT3/5</u></b></p> <p>Governors noted the plan which had been circulated prior to the meeting. MBU reported that the Premises Team had looked at all areas of the campus and were now in the process of tidying it with limited resources (e.g. doors are being painted in corridor in the main block and railings have been painted in the playground). MBU explained that the plan was not yet finished for this reason and he would like to propose that the plan is brought back to the next meeting. He pointed out to governors that the plan is a work in progress and that the spreadsheet includes a scoring system.</p> <p>LP asked about the replacement of the picnic benches. MBU stated the wooden benches had not been replaced just moved from other areas of the campus.</p> <p>LP asked about the additional caretaker who was still working at the college and whether tasking him to do this work was in fact cheaper than contracting it out. MBU said that he has discussed with GSM employing an additional caretaker as this is more cost effective (i.e. spend to save).</p> <p>ME asked if the maintenance budget should be reduced due to the work being carried out by the caretaker (i.e. show it as a cost saving). MBU said that the maintenance budget could not be reduced any further and that there would be other additional expenditure.</p> <p>ME suggested that the 5 year plan should consider whether it would be more beneficial to keep on the additional caretaker. It was noted that this was currently a temporary contract.</p>	<p><b>Agenda item for January meeting (MBU)</b></p>	



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	RSH questioned whether, by painting and making the old Science block look better, future bids would be affected. MBU said that the bid was for work above the maintenance budget and that the purpose of decorating was improve the way the campus looked now (i.e. low cost, high impact).		
10	<b><u>Director of Finance and Resources Report – Campus items</u></b> Governors noted the report which was circulated prior to the meeting. It was noted that MBU would now produce one report to cover both campus and finance items. MBU said in particular he wished to draw governors’ attention to the section on the Condition Improvement Fund Bids. He added that the report also included information on the Dining Hall and Key Performance Indicators (as requested by governors).		
11	<b><u>Campus (major build and long-term planning including new build)</u></b> IC asked if MBU required any input from this committee on the bids. MBU said he would like individual governors to look at the bids but he would like this to be done by governors who have had experience of doing this before. MBU said that this would need to be done by the 16 <sup>th</sup> December and he would ask for governor assistance. Following a further discussion it was agreed that the governors who would be asked to review the bid document would be LP, PK and IC.	<b>MBU</b>	
13	<b><u>Pay Policy/Award – update (including new TLR structure)</u></b> Governors noted the Pay Policy (including the new TLR structure) circulated prior to the meeting (which included information on the Pay Award). ME asked for reassurance that the policy was not stepping outside of any national framework. GSM stated that when HCC converted to academy status it was agreed that staff would not be at a disadvantage from their maintained colleagues. IC asked if there were any further questions. There were none. IC asked if all were in agreement. All were. He added that the report on changes to the STPCD was shared and consulted with the JCC.  <b><u>It was therefore agreed that the Pay Policy had been approved by the Resources Committee. Proposed LP, Seconded by DT.</u></b>	<b>To file and website</b>	
14	<b><u>Staffing Update</u></b> GSM reported that there had been 37 applications for the post of Student Well-being Co-ordinator. An advert is currently out for the post of Personal Health Care Assistant. The new Product Design Teacher will join the college permanently from January. There is one member of staff absent in one of the core subjects.		
15	<b><u>Complaints – Termly (any transient complaints) – also HT4/6</u></b> AHO (Complaints Officer) said that there are no complaints to report that fall within the jurisdiction of the Complaints Procedure. <i>AHO and GSM left the meeting at 6.10 p.m.</i>		
16	<b><u>Campus (repairs, improvements and maintenance)</u></b> The committee noted the report from the Premises Manager which was circulated at the meeting. ME asked how this was factored into the Premises Improvement Plan. MBU said it would be included within the plan unless it was statutory. Governors found the report useful but requested in future that it was added as an appendix to MBU’s report.	<b>MBU</b>	
17	<b><u>Termly report from Health &amp; Safety Link Governor</u></b> IC reported that as MC was unable to attend the meeting tonight there would be no	<b>Agenda item for January</b>	



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	update.	<b>Meeting</b>	
18	<b><u>Health &amp; Safety (to include accident report/comparisons)</u></b> MBU reported that there was nothing to bring to the attention of the committee.		
19	<b><u>Approval – Category B and C Trips</u></b> It was noted that this had been covered under item 4 ‘matters arising’.		
20	<p><b><u>Finance Report</u></b></p> <p>Governors noted the report, budget monitor and ‘budget versus actuals’ chart which were circulated prior to the meeting. MBU said he would like to bring to the following to the attention of governors:</p> <ul style="list-style-type: none"> <li>The repairs and maintenance budget is not realistic (reduced by £35,000 from last year). There used to be a separate budget before for dining room and grounds maintenance.</li> <li>Capitation is an issue (as already highlighted).</li> <li>The ‘budget versus actuals’ chart will be included each time. Blue indicates what is budgeted for each period and green will indicate what is spent.</li> </ul> <p><b><u>Governor Questions/Comments</u></b></p> <ul style="list-style-type: none"> <li><b>Innovate Rebate</b> - ME referred to the previous minutes and asked about the rebate from Innovate ‘benefit in kind’. MBU said this is still under discussion as the Area Manager is new in post. MBU said he has asked for it back in costs and this is currently being calculated. ME asked if this was factored into income. MBU said it is not yet but he does not expect the figure to be high. ME asked if this could be monitored. MBU advised that it could not as the costs are not kept separately. ME asked about wear and tear of machinery. MBU said he could take this back to the Area Manager but the college is responsible for maintaining the machinery (stated in the contract). LP suggested there should be a percentage of usage for the primary school meals.</li> <li><b>Costs Saving (New Build)</b> - ME said she would like to see the costs saving for the new build so that comparisons can be seen. MBU said he could try to do this in terms of utility costs but that he would like to do this over a year. He pointed out that whilst the building was constructed costs would have gone up. ME said she would still like to see comparisons to other colleges. MBU agreed to look into this.</li> </ul> <p><b><u>Business Case for Photocopier</u></b></p> <p>MBU circulated this to governors at the meeting. He stated that photocopying at HCC was generally unmanaged. Governors read the document. MBU said he would prefer option one (7 new photocopiers plus printers in strategic places). This would allow the removal of many of the existing 70 printers. Photocopying and printing will then be monitored. MBU said he recognised that there was a need to keep some of the printers as some staff needed to print confidential documents. He pointed out to governors that the contract would include cartridges, staples etc. which at the moment was very costly. ME recognised that this would be a bigger saving than expected. MBU said that he is unable to quantify what is spent on the 70 plus printers but he is able to on the photocopiers.</p>	<b>MBU – to note</b>	



“Success for All”

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**POLICES RECOMMENDED TO FULL GOVERNING BODY:** Finance Policy

**PLANS NOTED:** Premises Fire Emergency Plan

Ref	Action or Decision	Action	Date Due
	<p>ME asked why MBU was opting for a 3 year contact instead of a 5 year contact which would be more cost effective. MBU said that he felt that 5 years was too long to be tied into the contract but would value governors’ opinions. LP said that the college did not have much money at the moment but she hoped that would change in a few years due to f40. ME asked if the college would own the printers. MBU said they would be leased but all maintenance would be included. ME asked if it would be viable to purchase 2/3 printers instead of leasing. MBU said that this would involve putting more money up front and the college would then be responsible for maintaining these. He added that the 70 plus printers currently owned by the college will be used to replace the few that are retained by some staff as and when they break down. LP asked MBU if he had discussed the 5 year contract as opposed to the 3 year contract with the ELT. He stated that he had and their view was the same as governors. He added that if governors wished to sign up to the 5 year contact he was happy with this. His preference had been 3 years because everything would be included within the 5 year plan. ME said that if it was over 5 years it would still tie in with the plan. DT said that as it will be monitored there will be no risk. He asked if MBU would be able to negotiate a lower cost with the company. MBU said that he would not as he has already been told this is the lowest they will go.</p> <p>IC asked if the consensus of the committee was that the college should opt for the 5 year contract. All agreed it was. <b><u>It was therefore noted that the Resources Committee had approved Supplier 1 in the business case by MBU for a new photocopier contract.</u></b> MBU said that he considered this to be a good option because Supplier 1 is the current supplier, this will means the transition will be quite quick and printing costs will be cheaper. He added that Supplier 1 had reduced their original quote by quite a lot.</p>		
20	<p><b><u>Five Year Budget</u></b></p> <p>It was noted that IC, ME and MBU had met to discuss this. MBU is currently working on this and will present to the Resources Committee at the January meeting. IC said he felt that apart from the accounts this was the most important piece of work this committee would do.</p> <p>ME said she would like to see the budget reflect the need in certain areas. This may be painful for particular areas but here was a need to fund areas such as maintenance.</p> <p>It was noted that IC, ME and MBU will be meeting in January to discuss the Five Year Budget further. Sixth Form costs will be included. MBU reported that he has met with the Head of Sixth Form to look at costs for next year. He added that this would not be worth doing for this year. The costs will be subjective until the timetable is finalised. Once this is done he will then look at the rest of the college,</p>	<p>IC/ME/ MBU – to note</p>	
21	<p><b><u>Aged Debtor Report</u></b></p> <p>Governors noted the report and the update on two of the entries.</p>		
22	<p><b><u>Receive notification of any funding issues from Teaching and Learning Committee</u></b></p> <p>There were no funding issues to receive.</p>		
23	<p><b><u>Draft Report October 2015 and Approve agenda for Responsible Officer</u></b></p>		



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	<p><b>Visits</b></p> <p>Governors noted the report which was circulated in advance of the meeting. It was noted that there was a high standard achieved. MBU said that the RO (Responsible Officer) will next visit the college on the 8<sup>th</sup> March 2016. The areas to be focussed on are included in the Director of Finance and Resources report.</p> <p>LP said that the consideration needs to be given to looking at other areas, as to date all audits have been finance based. MBU said he would raise this with the RO. IC said he would appreciate MBU finding out what other schools are looking at.</p> <p><i>Clerk's Note: MBU has sought advice from the RO who has advised that 'The audit programme for academies that we use has been written using the guidance from the Academies Financial Handbook and the Charities Commission Financial Controls. It therefore covers everything that it needs to with regards to the standards detailed in these two documents. We can provide audit coverage in other areas for example, in areas that were covered in a maintained school audit programme but are not covered in an academy programme e.g. safeguarding, security, school trips and minibus and approved drivers to name just a few areas. To cover these such areas would be additional to the audit programme that Honiton has bought in to and we would charge by the day rate of £250. Therefore, the Academy is free to choose as many days as it wishes of additional audit work from Devon Audit Partnership.'</i></p>		
24	<p><b>Gifts and Hospitality</b></p> <p>IC (as Chair of Committee) checked the book and informed the committee that there were no new entries to report.</p>		
25	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• <b>F40</b> – governors noted the regular updates from GSM. IC asked MBU if there was any update. MBU said that the f40 group was about fairer funding so the governors should watch this space. ME suggested that the college may still receive the same amount; it would just be shown in a different way. IC asked MBU to include a brief update in his next report.</li> <li>• <b>Academies Financial Handbook</b> – governors noted the new links</li> <li>• <b>South West Academies Conference – October 6<sup>th</sup> 2015 (Recruitment Issues)</b> – governors noted the report from LP. LP asked the Clerk to circulate this to the Teaching and Learning Committee as well. IC asked if the recruitment issue was with a particular subject. MBU said that English is a difficult subject to recruit for. LP said history was also difficult to recruit for.</li> </ul>		
26	<p><b>Part 2 Minutes</b></p> <p><b>The meeting went into Part 2 at 6.45 p.m. Proposed by IC, Seconded by LP.</b> The minutes of the meeting held on 21<sup>st</sup> September 2015 were agreed as being a correct and true record. Accordingly, they were signed by the Chair. There was no further business. <b>The meeting came out of Part 2 at 6.47 p.m. Proposed by LP, Seconded by PK.</b></p>		
27	<p><b>Date of next meeting</b></p> <p>Monday 25<sup>th</sup> January 2016 at 4.30 p.m. Location to be advised. <i>Meeting ended at 6.50 p.m.</i></p>		