

**POLICIES ADOPTED: ICT Policy, Health and Safety Policy**  
**POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None**

### Meeting 4 – Part 1 Minutes

Date/Time	Monday 25 <sup>th</sup> March 2019 at 4.30 p.m.	Location	Meeting Room (HCC)
Attendees	Initials	Attendees	Initials
Matt Burrell	MBU	Tony Smith (Chair)	TS
Mark Gibbs	MGi	Sheran Taylor	ST
Richmal Shorter	RSH	Dave Travers	DT
Glenn Smith	GSM		

Apologies	Initials
Margaret Evans (Vice-Chair)	ME
Kate Smith	KS

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
2	<b>Declarations of Interest</b>	Chair
3	<b>Minutes of the last meeting – 4<sup>th</sup> February 2019</b>	Chair
4	<b>Matters Arising</b> <b><u>Item 4 – Matters Arising</u></b> <ul style="list-style-type: none"> <li><b>Annual approval of Premises Improvement Plan and Decoration Plan – meeting between MBU and ST still to be rescheduled. Copies of both documents will then be circulated to the T&amp;L Committee. ST and MBU to meet. Update.</b></li> <li><b>Emergency Plan (operational document) - annual review of the Emergency Plan to be done by TS who will then report back to the Resources Committee. TS to review document. Update.</b></li> <li><b>Data Dashboard (Survey) – Update by GSM who is currently looking at:</b> <ul style="list-style-type: none"> <li>➤ The inclusion of questions regarding the range of food served and whether it was value for money in the student survey (feedback to this committee).</li> <li>➤ Concerns that some students come to College having had fizzy drinks, crisps etc. on the way to college for breakfast (and the possibility of the College working with local supermarkets to avoid this).</li> <li>➤ Discussing the above issues with the HLC (Honiton Learning Community).</li> <li>➤ The involvement of the CET (College Executive Committee) in these initiatives.</li> </ul> </li> </ul> <p>At a previous meeting, GSM reported that he is currently working with the CET on the structure, membership and plans for the future. Governor involvement was also being discussed through the Teaching and Learning Committee. Once this is all in place he will ask the CET to look at the quality of food etc. <b>Note: KS will now be attending CET meetings.</b></p>	ST/MBU  TS  GSM

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	<b>Item 5 – Policies - Probationary Policy</b> <ul style="list-style-type: none"> <li><b>Action</b> - MBU to circulate policy to unions for information. Confirmation this has been completed.</li> <li><b>To note</b> - At the same time as KS conducts a review of Exit Interviews she will also check to see if new members of associate staff have had their first meeting in their probation period.</li> </ul>	MBU  TS
5	<b>Policy Review</b> <ul style="list-style-type: none"> <li>ICT Policy</li> <li>Health and Safety Policy</li> <li>Whistleblowing Policy</li> </ul>	MBU
6	<b>Working Party Update – Termly review of Risk Register</b>	Chair
7	<b>Director of Finance and Resources Report</b>	MBU
8	<b>Future involvement of College in Community Use Building (CUB)</b>	MBU
9	<b>Letters and correspondence from ESFA to academy trusts</b>	MBU
10	<b>10a Budget Monitor – to include forecast and end of year outturn</b> <b>10b Data Dashboard</b>	MBU
11	<b>Five Year Budget</b>	MBU
12	<b>Aged Debtor Report</b>	TS
13	<b>Receive notification of any funding issues from Teaching and Learning Committee</b>	Chair
14	<b>Related Party Transactions/Employment of Trustees</b>	MBU
15	<b>Gifts and Hospitality, Connected and Related Party Transactions</b>	Chair/MBU
16	<b>Marketing and PR Working Party Update</b>	MBU
17	<b>Comparative Statistics – benchmarking and accounts analysis</b>	MBU
18	<b>Cleaning Provision</b>	MBU
19	<b>Health and Safety Committee update (note: accident update is included within the data dashboard)</b>	MBU
20	<b>Update on staffing structure and staffing needs in light of options process</b>	GSM
21	<b>Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)</b>	GSM
22	<b>Review induction procedures for new governors</b>	Chair
23	<b>Approval – Category B and C Trips</b>	MBU
24	<b>Governor Audit Check</b>	MBU
25	<b>What impact has this meeting had on the outcome of pupils in our College?</b>	Chair
26	<b>Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)</b>	Chair
27	<b>Date and time of next meeting – Monday 13<sup>th</sup> May 2019 at 4.30 p.m.</b>	Chair

Ref	Action or Decision	Action	Date Due
1	<b>Apologies</b> TS welcomed everyone to the meeting. Apologies were noted from KS and ME. It was noted there was a quorum.		
2	<b>Declarations of Interest</b> Staff members declared an interest in any discussions regarding staff.		
3	<b>Minutes of the last meeting (4<sup>th</sup> February 2019)</b> The minutes of the meeting held on the 4 <sup>th</sup> February 2019 had been circulated to all committee members in advance of the meeting. <b>The minutes were then agreed (proposed TS, seconded RSH) as a true and accurate record of that meeting and signed accordingly by the Chair</b>	<b>Clerk - to file and website</b>	<b>Action Completed</b>
4	<b>Matters Arising</b> <b>Item 4 – Matters Arising</b> <ul style="list-style-type: none"> <li><b>Annual approval of Premises Improvement Plan and Decoration Plan</b></li> </ul>		

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	<p>– meeting between MBU and ST still to be rescheduled. Copies of both documents will then be circulated to the T&amp;L Committee. ST and MBU to meet. <u>Update</u> – ST apologised for not having the opportunity to complete this before the meeting. She would be in touch with MBU and would complete before the next meeting.</p> <ul style="list-style-type: none"> <li>• <b>Emergency Plan (operational document) - annual review of the Emergency Plan to be done by TS who will then report back to the Resources Committee.</b> TS to review document. <u>Update</u> – TS reported that he had completed his review. He and MBU had discussed the Brexit situation as the College is a public business. They had not identified anything of concern apart from the possibility of civil unrest.</li> <li>• <b>Data Dashboard (Survey) – Update by GSM who is currently looking at:</b> <ul style="list-style-type: none"> <li>➢ The inclusion of questions regarding the range of food served and whether it was value for money in the student survey (feedback to this committee).</li> <li>➢ Concerns that some students come to College having had fizzy drinks, crisps etc. on the way to college for breakfast (and the possibility of the College working with local supermarkets to avoid this).</li> <li>➢ Discussing the above issues with the HLC (Honiton Learning Community).</li> <li>➢ The involvement of the CET (College Executive Committee) in these initiatives.</li> </ul> </li> </ul> <p>At a previous meeting, GSM reported that he is currently working with the CET on the structure, membership and plans for the future. Governor involvement was also being discussed through the Teaching and Learning Committee. Once this is all in place he will ask the CET to look at the quality of food etc. <b>Note: KS will now be attending CET meetings.</b></p> <p><u>Update</u> – GSM reported that the food was not an issue that the College consulted on in the recent Consultation Week. MBU stated that he is currently looking into providers for the canteen because the Innovate contract is coming to an end and not because of a need for a health drive at the College. GSM said that he had not yet raised the issue of healthy eating at the HLC (Honiton Learning Community) meetings as there has been a lot of change with new Heads being appointed and he wanted to wait until they had had time to settle in. He added that there were new Year 7 students on the CET so he now intended for the CET to look at this issue, however it was not a priority for the College.</p> <p><b><u>Clerk's Note:</u></b> Future updates on the catering contract will be provided by MBU as part of his Director of Finance and Resources report. Future updates on the CET will be provided by GSM/KS at the Full Governing Body (through the 'Feedback from governors on any training/events attended' item and the HLC item under the 'Principal's Report').</p> <p><b><u>Item 5 – Policies - Probationary Policy</u></b></p> <ul style="list-style-type: none"> <li>• <b>Action</b> - MBU to circulate policy to unions for information. Confirmation this has been completed. <u>Update</u> – MBU stated that he is still to do this.</li> <li>• <b>To note</b> - At the same time as KS conducts a review of Exit Interviews she will also check to see if new members of associate staff have had their first meeting in their probation period. <u>Update</u> – the Clerk reported that KS is aware of this and will complete at the same time as her annual review of Exit Interview in the summer term.</li> </ul>	<p><b>ST</b></p> <p><b>Before HT5 Meeting</b></p> <p><b>MBU</b></p> <p><b>After meeting</b></p>	

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5	<p><b><u>Policy Review</u></b></p> <ul style="list-style-type: none"> <li><b>ICT Policy</b> – Governors noted the document in SharePoint. MBU advised that any changes were indicated using 'track changes' on the document. He stated that there was nothing that he wished to highlight. The policy had been checked by both the Network Manager and the Director of ICT. ST stated that, as Link Governor for ICT, she had read the document and was also content. <b><u>As there were no questions, it was therefore agreed that the ICT Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ST.</u></b></li> <li><b>Health and Safety Policy</b> – Governors noted the document in SharePoint. MBU advised that any changes were minimal as a full review was conducted last year. All changes were indicated using 'track changes' on the document. The policy had been reviewed by the Health and Safety Committee. ST stated that, as Link Governor for Health and Safety, she had read the document and was also content. <b><u>As there were no questions, it was therefore agreed that the Health and Safety Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ST.</u></b></li> <li><b>Whistleblowing Policy</b> – it was noted that this policy was not available in SharePoint. MBU requested further time to review this policy. All were content to agree this.</li> </ul>	<p><b>Clerk to file and website</b></p> <p><b>Clerk to file and website</b></p> <p><b>MBU</b></p>	<p><b>Action Completed</b></p> <p><b>Action Completed</b></p> <p><b>Agenda Item HT5</b></p>
6	<p><b><u>Working Party Update – Termly review of Risk Register</u></b></p> <p>TS reported that he and MBU had met to review the Risk Register (apologies from ME and KS had been accepted). There were no changes to note.</p>	<b>MBU</b>	<b>Update FGB 03.04.19</b>
7	<p><b><u>Director of Finance and Resources Report</u></b></p> <p>The committee noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> <li><b>Director of Finance and Resources Report for March 2019</b></li> <li><b>Final HCC Payroll and Fixed Assets Report – February 2019</b></li> <li><b>HCC Lockdown Procedure</b></li> </ul> <p>In particular MBU reported that:</p> <ul style="list-style-type: none"> <li><b>Responsible Officer Report</b> – the Committee had received a copy of this at the previous meeting. There was one minor action but MBU is very pleased with the review.</li> <li><b>Education and Skills Funding Agenda (ESFA) Financial Returns</b> – dates for returns are included within the report.</li> <li><b>HMRS Tax Return</b> – the College is required to complete this. Governors may view this should they wish.</li> <li><b>Letters form ESFA</b> – the letter is in SharePoint detailing deadlines for Financial Returns.</li> <li><b>2019/2020 Condition Improvement Fund Bid (CIF)</b> – MBU will be notified soon as to whether the College had been successful with the 2 bids.</li> <li><b>Catering Contract</b> – this is up for renewal at the end of the year.</li> </ul> <p><b><u>Governor Question: Renovations</u></b> – DT questioned why the College would want to allow Innovate to continue with the contract in return for renovations. He was concerned this could be seen a bribe. MBU assured the Committee that it could not be seen as a bribe because the College do not benefit from the contract and there is nothing wrong in asking them to pay for renovations to the canteen area as this is an</p>		

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	<p>investment in the area.</p> <p><b>Governor Comment: Quality</b> – TS stated (if we were to proceed with a tender) that when the bids are assessed it is as important to look at quality rather than just the cheapest. MBU stated that the College did not have the capital to invest in renovations.</p> <p><b>Governor Question: Nutrition</b> - ST asked if there were guidelines in place. MBU stated there were, although as an academy, HCC did not have to follow them. ST said this was therefore more reason why it was essential to get the nutrition right.</p> <ul style="list-style-type: none"> <li>• <b>Roof Leaks</b> – this is quite a problematic issue due to the bad weather. Details of which parts of the College are affected are detailed within the report. MBU has paid to have the Sixth Form common room fixed. Some of the costs will add up substantially. If there are further CIF bids it may be that the Humanities or the ROSLA blocks could be included.</li> <li>• <b>Water Leaks</b> – a substantial water leak occurred near the ROSLA block. This was not visible and had only been picked up through the water bills. The cost of the repair was £2,500. This means the revised water bill is likely to be around £8-9,000. MBU is currently in discussion with South West Water and he is hoping the cost will be reduced though the leak allowance. MBU thinks there may be another leak at the top end of the site. He is mindful of the restrictions on reporting the leak and the restrictions on using the leak allowance.</li> </ul> <p><b>Governor Question: Meter</b> – TS questioned whether South West Water always read the meter and stated that, if they have said they don't feel the need to, it is something the College should insist on. MBU said that the College have been checking the meters weekly at the moment and will return to monthly checks when this is resolved.</p> <ul style="list-style-type: none"> <li>• <b>Fire Safety Visit</b> – a check has been carried out with one issue being identified.</li> <li>• <b>ICT Equipment</b> – the age of the ICT equipment and the impact this is having on the classroom needs to be flagged up. This could with mean a significant cost at one stage or a continuing detrimental effect in the classroom. A line has been included in the budget year (2020/21) for computer equipment to ensure that the College/Committee remain aware of this issue.</li> <li>• <b>Lockdown System/Procedure</b> – the draft document is available in SharePoint. Governors noted this.</li> <li>• <b>Staff Absence Insurance</b> – in the past the College has bought into a package for teachers. MBU is considering not renewing this.</li> </ul> <p><b>Governor Question: Time</b> – RSH asked if the College could only claim through the insurance policy if a teacher was off for a particular length of time. MBU confirmed this was the case. MBU shared a paper with the Committee which had not previously been circulated. He explained the background to the insurance policy to governors including the current situation and the number of claims. He also shared with governors, details of the quotes received to date, as well as a breakdown of supply costs and income back from the insurance policy since 2011.</p> <ul style="list-style-type: none"> <li>• <b>Governor Question: Expenditure</b> – TS asked if this figure included what the College could not claim back through the insurance policy (i.e. what is not covered). MBU confirmed it did.</li> <li>• <b>Governor Question: Decrease in Claims</b> – DT asked if the number of claims had fallen because of higher clauses. MBU said it depends on what you claim for as some absences are not covered.</li> <li>• <b>Governor Question: Timescales</b> – RSH asked, if the College had to wait ten days, could they still claim. MBU confirmed they could.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• <b>Governor Question: What does it cover?</b> – DT asked if the insurance covered the majority of absence. MBU stated only teachers.</li> <li>• <b>Governor Comment: Maternity</b> – ST said her understanding was that it did not cover maternity.</li> <li>• <b>Governor Comment: Stress/Anxiety</b> – GSM stated it would cover long term absence due to stress/anxiety.</li> <li>• <b>Governor Question: Premium Rate</b> – TS asked what the College could claim on this. GSM said that after 6 months teachers would go on half pay. MBU said that as soon as a teacher starts maternity leave the College cannot claim.</li> </ul> <p>MBU reported that he has spoken to other secondary schools and has had responses from a number of them. Only 3 buy into an insurance policy. MBU stated that he would prefer not to buy in a policy but to put the money in savings as the College are only getting back somewhere near what they pay in.</p> <ul style="list-style-type: none"> <li>• <b>Governor Question: Savings</b> – TS asked, if the College could use any of the savings made by not buying into the policy, to provide specialist help/support for those who are off. This may help them to return to work at an earlier stage. MBU stated that the College already buys into a service to assist with this. GSM explained this is 'Wellbeing@Work' and includes support such as 6 sessions of counselling. In addition, the College offer the flu jab free of charge, although he did not think many members of staff took up the offer. GSM felt the College could not do much more to support staff. The Development Plan focusses on wellbeing and a member of staff has offered staff well-being sessions.</li> <li>• <b>Governor Question: Break-even</b> – DT stated that whilst the College were breaking even with the insurance policy would it not be better to continue and encourage staff to take the time they need to recuperate. MBU said that this support is provided through the MAMSA (Maximising Attendance and Managing Sickness Absence) process.</li> <li>• <b>Governor Comment: Reserves</b> – MG said, if the College did not have an insurance policy and had a bad year with regards to absence, the costs could be covered from the reserves. However, he would not want to see this happen.</li> <li>• <b>Governor Comment: Cover Supervisors</b> – GSM said that the money saved could maybe be put into funding Cover Supervisors. MBU stated he would prefer not to do this and would rather it went into the cover budget as currently the planned amount in the budget is low.</li> <li>• <b>Governor Comment: Private Appointment</b> – TS said that he felt it would be beneficial to isolate the money so that it could be used, maybe, to pay for private appointments which could then make the length of time a member of staff has to wait for an appointment much shorter, this in turn could shorten the amount of time someone was off. MBU said his concern was that you would exhaust the funds quickly, although it may work if each case was considered independently. ST added that this could improve morale.</li> </ul> <p><b>Summary and Further Discussion</b>  TS said, having listened to all of the views, his understanding was that the Committee would prefer not to have an insurance policy but to put the money to one side. MBU questioned whether the Committee were intending for this to be in a separate budget line or in the cover budget line. TS said he felt a separate budget line would be better. However, MBU advised that if he did not put the money into the cover budget line the deficit would be increased as more would be needed in this budget. TS suggested that maybe putting half in each line would be more sensible as this would enable the College to pay for consultants if this would assist with a member of staff's recovery. MG pointed out that if this was done it would be very difficult to know where to draw the line with regards to paying for consultants. MBU added that when the budget is set he</p>		



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	<p>did not think that the College would be able to afford to pay for consultants. TS stated that he would like MBU to use the money to reduce absence, however he did not mind how this was utilised. RSH felt it would be difficult to decide, without knowing the history of why someone was absent, what the College would be dealing with. GSM's view was that it would be better to invest the money back into the cover budget. He added that when a member of staff is absent 'Wellbeing@Work' is contacted to find out if they can come back. If they suggested other support would be beneficial which they did not cover than maybe paying for a consultant etc. could be considered. TS said that having listened to the views, he would recommend putting the savings in to the cover budget but he wanted the ELT to be proactive and spend it if there as a need. GSM advised that 'Wellbeing@Work' are asked if a member of staff will ever be fit enough to come back to work, so if their advice is they would be, the College could maybe help to make this sooner by paying for appointments etc.. <b><u>Having discussed this thoroughly, all agreed that they were content for the money saved (by not having an insurance policy) to be put into the cover budget. However, consideration must be given to providing support to staff on a case by case basis and if funding a medical appointment (for example) would shorten the length of time a member of staff was absent this would be considered. Proposed: TS, Seconded: GSM.</u></b></p> <p><b><u>General Data Protection Regulation (GDPR)</u></b></p> <ul style="list-style-type: none"> <li><b><u>Governor Question: Reporting Standards</u></b> – MGi asked what these were. MBU stated that the College must risk assess any occurrence and report it if appropriate. This was MBU's decision.</li> </ul>		
8	<p><b><u>Future involvement of College in Community Use Building (CUB)</u></b></p> <p>The Committee noted the document in SharePoint (CUB Proposal to Honiton Town Council 18<sup>th</sup> March 2019), to be filed with the Part 2 Minutes. In summary, MBU reported that the College were looking to be part of a Charitable Incorporated Organisation (CIO) to be known as Honiton Community Spaces (HCS). Although HCC would be part of the CIO they would not have overall responsibility.</p> <ul style="list-style-type: none"> <li><b><u>Governor Question: Funding</u></b> – RSH asked if HCS would be able to secure funding. MBU stated they would.</li> </ul> <p>MBU reminded governors that it has taken so long for this issue to be resolved (not the fault of HCC) that it has had a major impact on lettings. GSM said he felt it was a shame this had happened. ST said that this could be built up again. TS added he would hope that the Town Council would be able to top up the funding for the HCS.</p>		
9	<p><b><u>Letters and correspondence from ESFA to academy trusts</u></b></p> <p>The Committee noted the document in SharePoint (ESFA letter to Chairs of Trustees, Chief Executives/Accounting Officer and Chief Financial Officer in academy trusts – Financial returns requirements for 2019, dated 15<sup>th</sup> March 2019). MBU pointed out that this covered financial returns requirements for 2019 and related party transactions. <i>Note: ESFA (Education and Skills Funding Agency).</i></p>		
10	<p><b><u>10a Budget Monitor and 10b Data Dashboard</u></b></p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> <li><b>Budget Monitor January 2019</b></li> <li><b>Budget Monitor February 2019</b></li> <li><b>HCC Data Dashboard (January 2019)</b></li> <li><b>HCC Data Dashboard (February 2019)</b></li> <li><b>Science Refurbishment Budget Tracker</b></li> </ul> <p><b><u>Budget Monitor Reports</u></b></p> <p>MBU reported that for February there was a relatively small deficit. Reserves were at</p>		

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	<p>£154,432 (26.09.18) and if the Budget Monitor works as expected the reserves at the Year End should be £142,253. MBU stated that a deficit is being shown at the moment but reminded governors he has put £40,000 away as a contingent amount (shown as spent although it has not been). As we go further through the year and get closer the year end, the £40,000 will need to be reflected in the in-year deficit/surplus figure.</p> <p>MBU drew governors' attention to the supply line (103). He stated that at the end of the year this could possibly be approximately £48,000 spent. The figure is based on the absences that MBU is aware of and what he believes he will get back from the insurance company. This is subject to change.</p> <p>MBU referred to line 309 (Repairs and Improvements). He informed the Committee that there had been quite a lot of heating and roof repairs.</p> <ul style="list-style-type: none"> <li><b>Governor Comment: Well Done</b> - TS said he would like the minutes to record a 'well done' to MBU and his staff for keeping the College where they currently are with regards to the budget.</li> <li><b>Governor Question: Neil Parish (MP)</b> – TS asked if GSM had received a response to his letter. GSM stated that he had and this would be shared with all governors (Clerk to action). He said this had been very positive. Mr Parish had stated he would follow the issues up with Nick Gibbs and Damian Hinds. TS asked if the College (i.e. Principal/Governors) could do more to highlight the issue, e.g. by speaking to Mr Parish (maybe inviting him to the College or by booking an appointment). TS said he had spoken with Mr Parish and his understanding was that he was on the side of schools with regards to the funding issues. GSM said that he had been very happy with the suggestions that Mr Parish made in his letter. TS said that he felt that to personally speak to Mr Parish would be good for the marketing and also raising the profile of the College.</li> </ul> <p><b>Data Dashboards</b> Governors noted the documents in SharePoint. There were no questions.</p> <p><b>Science Refurbishment Budget Tracker</b> Governors noted the document which showed the original expected and actual spend. MBU reported that instead of the £40,000 College contribution coming from the reserves, the College contribution (now £39,160) has been funded through the capital fund, donations, 'the just giving page' and the DFC contribution, this makes the college contribution over £40,000. The project had been slightly over what was originally planned but the contract was £15,000 under budget so the fees have been reduced. MBU was able to fund the furniture from the project and therefore the project was approximately £6,000 overspent. MBU is really pleased with this as the furniture was never included in the original amount.</p> <ul style="list-style-type: none"> <li><b>Governor Comment: Successful Project</b> – TS said that his view was that this had been a very successful project.</li> </ul>	Clerk	Action Completed
11	<p><b>Five Year Budget</b> Governors noted the report in SharePoint (5 Year Budget Highlights – HT4). MBU reported that the funding consultations were what he thought. He drew governors attention to:</p> <ul style="list-style-type: none"> <li>a 2% forecasted support staff pay increase from April 2020 onwards.</li> <li>a forecasted increase to 16.4% in the budget for the support staff Devon Pension Fund. Results of the re-valuation will not be known until after the budget has been set.</li> </ul>		



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	<ul style="list-style-type: none"> <li>the rise in the Teachers’ Pension Employer contributions from September 2019 (he pointed out that that at the moment guidance is that this will be funded but at this stage no-one knows what funded will be so he has not included any figures in the budget).</li> <li>the revised SEND funding (which will mean a shortfall of funding again from previous years).</li> <li>his conclusions regarding the in-year deficit (reduced from £67,000 to £34,505), however MBU’s intention is to shrink this further.</li> </ul> <p>MBU reported that the 2020/21 budget is looking unpalatable at the moment. It assumes no increase in funding, pupil numbers will be as predicted and staffing costs will increase (for various reasons). At the moment, forecasted increase of £130,000 in staffing costs between the 19-20 and 20-21. This is just due to incremental rises and forecasted cost of living increased.</p> <p>MBU shared information regarding funding per student between 2015/16 and 2019/20. He added it would be a similar picture for the Sixth Form.</p> <ul style="list-style-type: none"> <li><b>Governor Comment: Overall Picture</b> - TS said he could see this was not a good picture and it shows the impact. He added that this would be good to share this with Mr Parish.</li> </ul>		
12	<p><b><u>Aged Debtor Report</u></b></p> <p>This was noted. There were no items of concern. Report signed by Chair. TS said going forward he felt there was no need for MBU to bring this to the attention of the Resources Committee unless there were items of more than £500 or more than 2 months old. All were in agreement.</p> <p><b><u>It was therefore agreed that MBU would only notify the Resources Committee should there be items on the Aged Debtor Report of the value of more than £500 or more than 2 months old. He would do this first through the pre-agenda setting meeting with the Chair and Vice-Chair. Proposed: TS, Seconded: DT.</u></b></p>	MBU	Next Pre-Resources Agenda Setting Meeting 03.05.19
13	<p><b><u>Receive notification of any funding issues from Teaching and Learning</u></b></p> <p>It was noted that the Teaching and Learning Committee were still concerned about the lack of funding for the departments.</p> <p>In addition, the Teaching and Learning Committee had discussed how beneficial it would be to have a second Food Technology teacher given the high interest in Food Technology from Year 8 students. GSM explained that there were only 23 places for Food Technology for students going into Year 9. There should have only been 20 but the College have managed to squeeze in an additional 3 places. However, there will be disappointed students as 59 applied. GSM stated it is a very popular subject and the Vice-Principal Curriculum and Achievement has had to make some very difficult choices. This year the Vice Principal Curriculum and Achievement along with the Head of Learning for Year 8/9 have interviewed every Year 8 student. The number of applications for Food Technology this year is unprecedented. Some of this is due to the College having a very good Food Technology teacher and also a very good cover teacher. GSM stated that if the College could afford a second teacher and the facilities to offer the subject to this many students it would be fantastic but the College do not have the funding to do this. Even if they could employ a teacher with Food Technology as their second subject this would still financially not be an option. There are some unhappy parents but the College do not have the surplus to offer spaces to all students. He added that at Key Stage 4 students have a fairly good choice of CreATE subjects but the College are unable to offer these in the Sixth Form due to numbers and funding.</p>		

**POLICIES ADOPTED: ICT Policy, Health and Safety Policy**  
**POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None**

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	<p>GSM reported that the Vice Principal Teaching and Learning had been successful in her application for a post at another school and would be leaving at the end of term. This will leave the College short of a teacher for some of the photography classes. The ELT will try to fill this.</p> <p><b>Governor Question: Other Choices</b> – RSH asked, if students were unable to do Food Technology, what other choices they would have. GSM stated that all 137 Year 8 students were interviewed by either Vice-Principal Curriculum and Achievement or the Head of Learning for Year 8/9 so they had discussed other options. Some students had expressed an interest in other subjects but some had not, however it was simply not possible to run an additional group. Some parents have been very understanding.</p> <p><b>Governor Comment: Issue for this year only</b> – RSH pointed out that this may be an issue for this year group only. GSM agreed and said that the interest had been unprecedented, even though Food Technology is always popular.</p>		
14	<b>Related Party Transactions/Employment of Trustees</b> MBU stated that there was nothing to report.		
15	<b>Gifts and Hospitality, Connected and Related Party Transactions</b> TS checked the books. There were no new items.		
16	<b>Marketing Working Party Update AND Review of Marketing Plan (Annual)</b> Governors noted the plan in SharePoint. Those on the Working Party felt that their last meeting had been very positive. TS stated that a lot of effort had been put into the plan. Going forward it will be monitored by a regular update to the Resources Committee but TS would like all governors to be aware of it. <b>It was therefore agreed that TS would raise under the Resources Committee item.</b>	TS	FGB 03.04.19
17	<p><b>Comparative Statistics – benchmarking and accounts analysis</b></p> <p>Governors noted the document in SharePoint (Schools’ Buying Hub South West). TS stated that the document was useful as a point of interest but there were so many differences between the organisations included that it was important to remember this when looking at the data.</p> <p>MBU showed the Committee ‘the School Resource Management Self-Assessment Tool’ which he had access to. This is run by the ISBL (Institute of School Business Leadership) on behalf of the Department for Education. MBU reported that although he had completed it, it has been laborious and time consuming, and needed more work as it was not easy to pull all the information together as they were in different areas of the budget.</p> <ul style="list-style-type: none"> <li><b>Governor Comment: Review by Governors</b> – TS said he felt it would be beneficial if 2/3 governors could look at this when MBU has had more time to digest it so that governors could understand it. For example; site costs are higher than some other schools because HCC was originally built for more students but the College cannot sell off parts of the site. TS said he felt this was a really good document that governors could learn from.</li> </ul>	MBU/TS	Next Meeting 13.05.19
18	<b>Cleaning Provision</b> MBU reported that he is still pleased with how the contract is working. There are some staffing changes that may need to be addressed.		
19	<b>Health and Safety Committee update (note: accident update is included within data dashboard)</b> MBU reported that the Health and Safety Committee have met. There was nothing to note. The minutes will be typed up and shared with governors at the next Resources Committee meeting.	MBU	Next Meeting 13.05.19
20	<b>Update on staffing structure and staffing needs in light of the options process</b> GSM reported that most of this was covered under item 13 (Receive notification of any		

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**POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None**

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	funding issues from Teaching and Learning Committee). However, he was aware that the Teaching and Learning Committee had discussed the options at both Key Stage 4 and Key Stage 5 and were content with these. The Resources Committee had no concerns to raise and were content with the update from Teaching and Learning.	<b>TS</b>	<b>To FGB</b>
21	<p><b><u>Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)</u></b></p> <p>GSM reported that:</p> <ul style="list-style-type: none"> <li>The ELT had been looking at how they will fill the vacancy that will be left when the current Vice Principal Teaching and Learning leaves.</li> <li>There are a number of long-term absences. Governors were reassured by the information provided by GSM.</li> <li>Other than the points mentioned the College has a full complement of staff.</li> </ul> <p><b>Performance Management Tree</b> – Governors noted that there was no new Performance Management Tree.</p>		
22	<p><b><u>Review induction procedures for new governors</u></b></p> <p>This was conducted by Gill Donne-Davis (Chair of Governors). She was satisfied that there was a thorough process in place and had emailed TS and ST to confirm this.</p>		
23	<p><b><u>Approval – Category B and C Trips</u></b></p> <p>GSM reported that there were no new trips to bring to the attention of governors. The Disneyland Paris trip had been very successful as had the Geography A Level Trip and the Year 10 Berlin Trip. Ten Tors will run again this year. An external company will be used for the Duke of Edinburgh expeditions. This will mean an increase to the cost of the programme to parents but this is the only option for the College know if they are to deliver the programme. GSM is looking at how to provide support to those who cannot afford to pay for their son/daughter to be involved.</p> <ul style="list-style-type: none"> <li><b><u>Governor Question: Pupil Premium</u></b> – ST asked if this could be used. GSM said that Pupil Premium funding is kept separate but at the moment it is used to pay for additional maths lessons. GSM added that the College has a very small hardship fund which he may consider using.</li> </ul>		
24	<p><b><u>Governor Audit Check</u></b></p> <p>MBU reported that ME had been in to complete her check. She had not reported any concerns to him.</p>		
25	<p><b><u>What impact has this meeting had on the outcomes of pupils in our College?</u></b></p> <p>It was noted that the governors have:</p> <ul style="list-style-type: none"> <li>ensured value for money with regards to the refurbishment of the science block.</li> <li>as a result of regular review ensured a positive outcome for the CUB (allowing it to continue for the community).</li> </ul>		
25	<p><b><u>Part 2 Minutes</u></b></p> <p><b>The meeting went into Part 2 at 5.59 p.m. Proposed: TS, Seconded: RSH.</b></p> <ul style="list-style-type: none"> <li><b>Minutes of the previous meeting</b> - The minutes of the meeting on the 4<sup>th</sup> February 2019 were agreed (proposed TS, seconded RSH) as a true and accurate record of that meeting and were signed accordingly by the Chair</li> <li><b>Matters Arising/New Business</b> - There were no matters arising or new business.</li> </ul> <p><b>The meeting came out of Part 2 at 6.00 p.m. Proposed: TS, Seconded: RSH.</b></p>		
27	<p><b><u>Date and time of next meeting</u></b></p> <p>Monday 13<sup>th</sup> May 2019 at 4.30 p.m. HCC Meeting Room. <i>Meeting ended at 6.00 p.m.</i></p>		