HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources Committee

"Success for All"

POLICIES ADOPTED: Debtors and Debt Recovery Policy, Fraud Policy and Response Plan, Assets and Depreciation Policy, Investment Policy, Offsite Activity Organisation Guidance, Whistleblowing Policy

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: Pay Policy (amendment to appendix only), Redundancy Policy

Meeting 5 – Part 1 Minutes			
Date/Time	Monday 9th May 2016 at 4.34 p.m.	**Location**	H8 (HCC)

Attendees	**Initials**	**Attendees**	**Initials**
Ian Copeman (Chair)	IC	Dave Travers	DT
Mick Clements	MC	Sheran Taylor	ST
Margaret Evans (Vice-Chair)	ME	Andy Holt (part)	AHO
Richmal Shorter	RSH	Matt Burrell	MBU
Glenn Smith (part)	GSM		

Apologies	**Initials**
Lynda Price	LP
Paul Keeling	PK
Rob Robson	RRO

Absent without Apology	**Initials**

In Attendance	**Initials**	
Sarah Matthews	SM	Clerk
Tony Smith	TS	Observer

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	**Led by**
1	**Apologies**	Chair
2	**Declarations of Interest**	Chair
3	**Minutes of the last meeting** – 14th March 2016	Chair
4	**Matters Arising:** **Item 4 - Matters Arising:** • **PTA (To be called 'The Friends of Honiton')** - Update on progress. • **Policy Review (Smoking at Work)** – Update on signage. • **Decorating Programme** – MBU to do a short update on college improvements for the newsletter. Update. • **Induction programme** – any further update from LP having spoken to new governors. • **Responsible Officer (Remit of Programme)** - MBU to find out if schools could get together and negotiate a contract that gives them more benefit. • **Sixth Form** - to be included as topic for annual training – governors to note. **Item 5 – Termly Review of Risk Register** – MBU to confirm all amendments have been made following previous meeting. **Item 7 – Annual approval of Premises Management Plan** - Annual Cycle updated by Clerk to show HT4. **Item 15 – Director of Finance and Resources Report:** • **Responsible Officer Report** – MBU to circulate report from most recent visit. • **Capitation** – confirmation that Teaching and Learning Committee have been informed there can be no increase/MBU to look at possibility of departments 'lending' to other departments.	 ST MBU MBU Clerk (for LP) MBU IC – All to note MBU – completed IC – completed MBU IC
5	**Staffing Update (to include any changes to the Performance Management Tree)**	GSM
6	**Policy Review** • **Debtors and Debt Recovery Policy**	 MBU

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	• **Fraud Policy and Response Plan** • **Assets and Depreciation Policy** • **Investment Policy** • **Offsite Activity Organisation Guidance** • **Redundancy Policy** • **Whistleblowing Policy**	MBU MBU MBU GSM GSM GSM
7	**Complaints**	MBU
8	**Review Asset Management Plan**	MBU
9	**Termly review of Premises Management Plan (and Decoration Programme)**	MBU
10	**Emergency Plan**	MBU
11	**Update on CIF and future premises development**	MBU
12	**Termly report from Health & Safety Link Governor**	MC
13	**Approval – Category B and C Trips**	GSM
14	**Director of Finance and Resources Report**	MBU
15	**Five Year Budget**	MBU
16	**Gifts and Hospitality**	MBU
17	**Part 2 Minutes**	Chair
18	**Date and time of next meeting** – Monday 27th June 2016 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	**Apologies** Apologies were accepted from LP, PK and RRO. It was noted there was a quorum present. IC reported that this would have been the last meeting for PK and he asked for the minutes to note a thank you to PK. It was noted that RRO (Assistant Principal – Pastoral) would no longer be attending the Resources Committee meeting. Apologies were accepted from GSM and AHO who would both need to leave early. It was therefore agreed that item 13 'Staffing Update' would be dealt with after item 4 'Matters Arising'.	**Clerk – to note**	
2	**Declarations of Interest** Staff Governors and the ELT declared an interest in any discussion regarding pay.		
3	**Minutes of the last meeting (14th March 2016)** The minutes of the meeting held on 14th March 2016 had been circulated to all committee members in advance of the meeting. **The minutes were then agreed (proposed ME, seconded RSH) as a true and accurate record of that meeting and signed accordingly by the Chair**	**To file and website**	
4	**Matters Arising** • **PTA (To be called 'The Friends of Honiton')** – ST reported that she had initially delayed organising this meeting due to the Ofsted visit, however she has now spoken with the Clerk and a room has been booked. L1 will be used rather than the Sixth Form Centre as the Head of Sixth Form is keen not to close the centre unnecessarily in the lead up to the exams. All were supportive of this. The meeting will commence at 6.00 p.m. and refreshments will be organised. ST will hand out flyers at both the KS3 (25th May 2016) and the KS4 (26th May 2016) Parent Forums. AHO suggested that flyers should also be handed out at the Y7 Parent's Evening due to take place later in the week (12th May 2016). ST agreed to organise this. • **Policy Review (Smoking at Work)** – MBU reported that work to put up signage around the college is ongoing. • **Decorating Programme** – It was noted that MBU will do a short article for the college newsletter at the appropriate time. There will be no need to follow this up at a later meeting. Any further discussion regarding the actual programme will be dealt with under item 8.	**ST – Action completed 12.05.2016**	

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	• **Induction programme** – the Clerk reported that LP had sent an email update. It was noted that LP had nothing further to report but will speak to the new governor on completion of his induction programme. • **Responsible Officer (Remit of Programme) - MBU to find out if schools could get together and negotiate a more beneficial contract**. No further update at this stage. An update on the latest Responsible Officer report would be covered under item 14. • **Sixth Form** – Governors noted this would be an item at the Governing Body Annual Training. ME felt this was important as student numbers had fallen. **Item 5 – Termly Review of Risk Register** – MBU confirmed all amendments had been made. **Item 7 – Annual approval of Premises Management Plan** – It was noted that the Annual Cycle had been updated by the Clerk to show HT4. **Item 15 – Director of Finance and Resources Report:** • **Responsible Officer Report** – It was noted that MBU had circulated the report from the most recent visit. This was noted in his report for item 15. • **Capitation** – It was noted that the Teaching and Learning Committee had been informed there can be no increase and that MBU/IC/ME were continuing to meet to discuss next year's budget. MBU noted the request from governors regarding the possibility of departments 'lending' to other departments. This is not possible.	**LP**	
5	**<u>Staffing Update (to include any changes to Performance Management Tree)</u>** **<u>Staffing for 2016/17</u>** GSM reported that there were no issues to report in either Part 1 or Part 2 with regards to staff. AHO has been speaking to a few staff about teaching their second subject next year. A new Head of Science has been appointed, Kelley Knight, and GSM has heard very good reports from her previous school (in addition to great references). Staff have up to half-term to offer their resignation if they wish to do so. There have been some negotiations with 2-3 staff with regards to a reduction in hours in light of the options process. All staff concerned have been given options to consider. Staff could offer to reduce contact time or pick up second subject classes. **<u>Staff Leave Absence Policy</u>** GSM said he wished to bring governors attention to a potential need to update this policy. He referred governors to the table at the end of the policy and the following sections: ***'Reasons for leave with pay - Illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law who lives with the member of staff or lives alone'.*** It was noted that for teachers the policy reads ***'In cases of critical/serious illness of close relatives, up to one week's paid leave. Applications for unpaid leave should be addressed in writing to the Chair of Governors to consider'*** and for Non-Teaching Staff the policy reads ***'In the case of a sick child with a non-critical illness, after the first day it will be assumed that alternative arrangements for childcare will be made. The leave will be unpaid. For serious/critical illness up to 5 working days for all year round staff, half of which will be taken from annual leave or will be unpaid. Up to two and half days for term time only staff. Can include taking children to hospital'.*** ***'Hospital appointments for children where both parents wish to attend.'*** It was noted that for teachers the policy reads ***'1 day at discretion of Head and additional time at the discretion of Governing Body'*** and for Non-Teaching		

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	Staff the policy reads ***'At the discretion of the Governing Body'.*** GSM reported that for non-teaching staff the requests were not made to the Governing Body and non-teaching staff were being paid. GSM pointed out that although the college was trying to ensure greater parity, due to differing contracts, there were different rules for teaching and non-teaching staff (based on the Burgundy and the Green books for teachers and associate staff), however this was not the issue he wished to raise today. GSM explained the issue that he wished to highlight was that, following analysis, it has been noted that 2/3 members of non-teaching staff had taken a day's paid leave to look after a sick child or attend a medical appointment on numerous occasions. In the case of a sick child the college had continued to pay non-teaching staff (although the policy states 'unpaid'). However, in the case of a medical appointment the policy did not state 'unpaid'. Both had a detrimental effect on students/colleagues as cover had to be found elsewhere in the college and over time this affected pupil support and potentially progress. GSM recognised that there was not a financial cost in buying in additional cover in relation to non-teaching staff. GSM reported that he has looked at the UNISON guidance and this is much less accommodating than the college is currently. He stated that clarification needs to be made to the college policy. He also referred to ACAS guidance which specifies a limit on the number of days per year, however, recognised if adopted at the college this could become an issue in what is a very sensitive, and individual, matter. **Governor Questions/Comments:** • **Clarity requested on payment** - ME asked for clarity regarding the payment of teaching and non-teaching staff on the first day. GSM stated that teaching staff are paid but the policy states that non-teaching should not be '*In the case of a sick child with a non-critical illness* …' if the absence was only one or two days then the college aimed to provide parity, however, if the numbers rose then this becomes an issue. • **Clarity regarding reasons for absence** - MC felt that the policy was ambiguous because it implied that you could not have time off if your house was flooded/damaged due to fire (even though this would have an impact on your dependents) but you could have time off if a child was sick or had a medical appointment. • **Issue more for non-teaching staff** - RSH said the issue raised by GSM primarily concerned non-teaching staff. GSM confirmed it did but in the long term he would like to see greater parity for both teaching and non-teaching staff. • **Differing family circumstances** - RSH pointed out that every family's circumstances are different and this should be remembered when reviewing the policy. ST felt greater consideration should be given to staff members with a child with a disability. However, GSM pointed out that the disability should not override the need to provide a first class education for pupils. • **Time limits** - ME said the college should be very wary of introducing a limit on the number of days as she was aware of companies who had experienced problems as a result of doing this. • **View of being treated unfairly** - RSH said it was very important that non-teaching staff did not feel they were being treated unfairly. ME pointed out that unfortunately they were, due to their conditions of employment which were different to those of teachers.		

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	• **Policy consistency/clarity** - IC asked if the issue was that the policy was not consistent or that there was lack of clarity in the policy. GSM explained it was both and that the impact on the students/staff due to these absences was significant enough at the moment for him to raise it with governors. However, he recognised that each case needed to be considered individually. • **Term-time contracts** - RSH pointed out that most of the non-teaching staff had term-time contracts which could make it difficult for them to book appointments outside of their contracted hours. GSM pointed out that not all non-teaching staff were term-time only and that where possible appointments had to be sought outside of contracted hours. • **Use of annual leave** - ME asked whether staff could be allowed time for appointments etc. providing they took annual leave. MC pointed out that if they needed a day off due to an emergency they may have already used their annual leave entitlement. • **Non-teaching staff currently paid (reason for this)** - ME asked for clarification as to who is currently paid for the first day. MBU confirmed it was both teaching and non-teaching staff. ME pointed out that the policy states there is no need to pay non-teaching staff '*In the case of a sick child with a non-critical illness …*'. GSM confirmed this was correct. MC asked why the college were doing this if there was no requirement. GSM explained that it had not been an issue before and the college had wanted parity for teaching and non-teaching staff. ME asked if it would be an option to state that from the new academic year, due to financial constraints the leave would not be paid. • **Difference between teaching/non-teaching** - GSM pointed out that if a teacher is off, the college follows the policy, however for non-teaching staff the college has not done so because of the wording in the policy, as a result they have benefited more. For teachers there was a cost to the college because a supply teacher would need to be bought in but for non-teaching staff the impact was not financial but rather on colleagues who would have to cover. There would also be an impact on pupils. • **Issue due to paid leave** - IC asked if there would be the same issue if it was unpaid. GSM said he would take leave if it was his child and it was a medical issue whether it was paid/unpaid and he would presume it would be the same for all staff. • **Arriving late for work/leaving early** - RSH raised the issue of staff needing to leave early/come in late. GSM pointed out this still had an impact on students/other staff. • **Option of making up time** - TS asked if staff could have the option to make up time. Colleagues could then be asked to cover. GSM said that this was a potential option if non-teaching staff were not employed to be in the classroom (but for Teaching Assistants this would be difficult). He also pointed out that when someone needs to be brought in from another department it impinges on the other department. • **Other schools** - IC asked what other schools did. MBU stated that he was aware of a school which had a limit of 5 days per year at the discretion of the Principal. MC pointed out that some staff may take the 5 days if they know there is a limit. MBU explained that the school concerned monitored this and a policy was in place to deal with issues (an 'unauthorised absence policy'). RSH asked if it would count towards the limit if a member of staff got in late/left early. MBU explained that, with this school, pay was deducted pro-rata. MC felt that this could be very problematic. DT pointed out it would probably be more costly to do this and that if a limit was placed on the number of days most staff would not		

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	abuse it (particularly if it was at the discretion of the Principal). MBU said he was aware of a school where absence was linked to the MAMSA (Maximising Attendance and Managing Sickness Absence Policy). IC/GSM pointed out that at this college this is not the case. • **Annual Leave/Non-teaching staff** - RSH pointed out that a lot of non-teaching staff do not get annual leave so it would be difficult to ask this. • **Cap** - IC felt that zero days would not be appropriate and that a cap, for example, of 5 days may be a way forward but that it should be linked to the MAMSA policy. GSM reminded governors that the issue was that of a small number of staff having repeated days. Governors discussed the option of introducing a cap and felt that if this was necessary 3 may be an appropriate number. • **Doctors Certificates** - MC pointed out that the college could ask for a doctor's certificate at the expense of the college. However, GSM felt this could make a situation fractious. • **Morale** - ST pointed out that there was no financial cost to the college in having to buy in cover for non-teaching staff but that there was a danger in damaging morale if a limit was introduced. TS said he could see no argument for stating that there was a financial cost to the college when cover staff did not have to be brought in. GSM said the argument was the impact of the absence on pupil performance. **The way forward** - IC said that governors had heard GSM concerns/views and that he would like GSM to come back to the committee at a later date with a proposal. This proposal should include the effect on pay, a possible cap and whether this should be linked to the MAMSA policy. ME requested greater clarity with regards to the effect for both teaching and non-teaching staff. **Performance Management Tree** The committee noted that an updated Performance Management Tree will be added to the Pay Policy. This is due to a member of the English Department /Head of Learning leaving. *GSM and AHO left the meeting at 5.20 p.m.*	**GSM** **Clerk/ To FGB to note**	
6	**Policy Review** • **Debtors and Debt Recovery Policy** - MBU reported that there were no changes to the policy. IC asked if there were any comments, there were none. IC asked if all were in agreement, all were. **It was therefore agreed that the Debtors and Debt Recovery Policy had been approved by the Resources Committee. Proposed RSH, Seconded by DT.** • **Fraud Policy and Response Plan -** MBU reported that the policy had been updated in line with the Academies Financial Handbook and changes were indicated in red. IC asked if there were any comments, there were none. IC asked if all were in agreement, all were. **It was therefore agreed that the Fraud Policy and Response Plan had been approved by the Resources Committee. Proposed RSH, Seconded by DT.** • **Assets and Depreciation Policy -** MBU reported that there were no changes to the policy. IC asked if there was a list of assets. ME noted there was a minimum of £1,000 for capitalisation and that MBU signs off items for disposal. She asked MBU about the process and how he was reassured that he sees all items. MBU said that budget holder would contact him if there was an item for disposal but there have been no	**FGB to note/Policy to file and website** **FGB to note/Policy to file and website**	

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	instances of this since he has started. MBU is confident that due to the limits in place there is nothing of significant value in departments. Usually assets over this value would be managed by Director of Finance and Resources, the ICT or the Premises Manager and would be on the Asset Register. ME asked if there were serial numbers for all items. MBU said that this was in progress but had not yet been finished. ME noted that it states in the policy that this had been done and asked for this to be checked. MBU said that this is being worked on and serial numbers are logged but there is no separate asset number. MC reported that he has checked this previously. IC asked if there were any further comments, there were none. IC asked if all were in agreement. All were, subject to the above check being carried out. **It was therefore agreed that the Assets and Depreciation Policy had been approved by the Resources Committee, subject to the above check. Proposed DT, Seconded by ME.** • **Investment Policy -** MBU reported that there were no changes to the policy. ME queried the figure £500,000 on Page 1 for March 2014 and asked if this needed to be updated to the figure for March 2016. MBU confirmed that it did and the figure would be lower. The figure has now been removed from the policy. IC asked if there were any further comments, there were none. IC asked if all were in agreement, all were. **It was therefore agreed that the Investment Policy had been approved by the Resources Committee, subject to the amendment above. Proposed ME, Seconded by DT.** • **Offsite Activity Organisation Guidance** – it was noted that there were no changes to the guidance document. IC asked if there were any comments, there were none. IC asked if all were in agreement, all were. **It was therefore agreed that the Offsite Activity Organisation Guidance Document had been approved by the Resources Committee. Proposed RSH, Seconded by MC.** • **Redundancy Policy –** it was noted that there were no changes to the policy. IC asked if there were any comments, there were none. IC asked if all were in agreement, all were. **It was therefore agreed that the Redundancy Policy would go to the Full Governing Body for approval. Proposed ST, Seconded by DT.** • **Whistleblowing Policy** – it was noted that this policy had been approved at the last meeting subject to it going to the JCC (Joint Consultative Committee) and unions for consideration. However, due to the Ofsted visit, the JCC meeting was postponed. The JCC has now met and reviewed the policy, as have the unions. There have been no comments received. IC asked if all present were content with this. All were. **It was therefore agreed that the Whistleblowing Policy had been approved by the Resources Committee. Proposed IC, Seconded by DT.**	**MBU** **FGB to note/Policy to file and website** **MBU** **FGB to note/Policy to file and website** **FGB to note/ Document to file and website** **FGB to note/Policy to file and website** **FGB to note/Policy to file and website**	
7	**Complaints** It was noted that GSM had dealt with the following issues since the previous meeting: • **Lockers for students** – GSM had met with the parent concerned and given her a tour of the college. As a result the parent could see that the college did not have adequate space to provide lockers. Governors discussed this further, including: space, the amount of books students		

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	carried, lockers for the younger students, lockers for specific students, the use of suitcases for some students and current storage areas (e.g. front office). IC requested that MBU include a review of this as part of his Finance Report for the next meeting. The committee also requested that the issue was referred to the Teaching & Learning Committee for their views. • **Y7 Trips – three concerns raised by parents with regards to the trips:** 1. There were a number of trips put onto ParentPay with a short timescale for all to be paid. It was noted that the college had reviewed their policy on this and in future every attempt would be made to spread the trips and payments out. Parents had been written to. 2. Some parents did not know about the trips as they were not on ParentMail. It was noted that the college continues to encourage parents to sign up to ParentMail, however for those who have not done so the college continues to send letters home with students. MBU pointed out that this system relies on the student passing on the letter, in addition the delay in the parent receiving the letter may mean places have gone. 3. Insufficient places on a number of the trips. It was noted that for some trips a second visit had since been run (e.g. Cheddar Gorge). <u>IC felt the issues with regards to trips should be referred to the Teaching & Learning Committee. All were in agreement.</u> IC said that these were not complaints but comments/suggestions from parents. He said that he would like the committee to continue to be updated but recommended that the heading be amended to 'comments/suggestions'. All were in agreement. Clerk to update annual cycle. It was noted that an annual review of complaints would still be carried out by governors.	**MBU** **Teaching & Learning** **Teaching & Learning** **Clerk to update annual cycle**	
8	**<u>Review Asset Management Plan</u>** It was noted that this had been postponed to the HT6 meeting.	**Agenda item HT6**	
9	**<u>Termly Review of Premises Improvement Plan (and Decoration Programme)</u>** Governors noted the 2 documents circulated with the agenda. MBU reported that the documents had been updated with this term's work. IC asked governors if they had seen the impact of the decorating. All had and felt that it had made an improvement to the college. IC asked if there had been any feedback from staff/students. MBU said that all feedback had been positive.		
10	**<u>Emergency Plan</u>** Governors noted the lengthy document. **<u>Governor Questions/Comments:</u>** • **Background** - IC asked if this was a new plan for the college. MBU confirmed it was and that he had based it on 2/3 policies including Devon County Council's policy. • **Practice** - RSH asked if the college would now need to carry out a practice to ensure the plan worked. MBU reported that there would be a desktop exercise. • **Expertise** - ST offered her expertise as she had been involved in emergency planning in the past. • **Staff aware?** - IC asked if staff were aware. MBU stated that the plan had not yet been communicated to staff as it was a lengthy document and		

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	would need summarising before this could be done. Areas still being discussed were what type of sound should be used to alert staff etc. to an intruder on site. • **Use of current fire bell** – MBU stated that in time it was hoped that the internal bell system could be replaced with an electronic system but in the meantime agreement had to be reached as to how the current fire bell could be used. Governors briefly discussed this including the possibility that teachers may misinterpret the fire bell signal and send students out into danger. However, MBU felt that with training staff would not do this. He added that the fire bell system was currently the only way that staff/students could be alerted so it had to be used in the absence of another system. IC added that teachers would soon realise that if the bell for lesson change over rang more than twice there was an issue but MC felt it was wrong to put the onus on the teacher and a decent warning system should be put in place as soon as possible. MBU, however felt that the class teacher must have control over what happens to the students. MC said staff must be reliably informed and that in some lessons the additional noise (e.g. product design, drama) may mean that the teachers do not always hear the bells. MBU pointed out that the bells would be a prolonged sound. • **Emergencies prior to plan being implemented** - TS pointed out that the college must have a plan in place to deal with any emergencies prior to the new emergency plan being implemented. He asked if there was one individual on site at all times who was responsible for making decisions such as these. MBU stated that there was (usually the Principal) but if the Principal was off site there was a clear hierarchy within the ELT as to who was responsible. He added that there is an on duty ELT member on site every day. IC asked for reassurance that there was never a point when it was not clear who was in charge. MBU reassured the committee that it was always clear and a person would be nominated. • **Communicating plan to staff** - MC reiterated that a test of the new emergency plan would be needed. MBU confirmed that a lockdown drill would be conducted but this first needed to be communicated to staff. IC said he could see that the plan was set out in more detail than staff would need and that the current equipment (fire bell system) was not perfect. MBU explained an abridged version would be produced for staff. DT said that the college must make sure that all staff have the confidence to deal with any issues, such as a student with a gun. • **Recording near misses** - TS stated that staff must be encouraged to report near misses. MBU reported that this was included within the Health and Safety Policy. • **Factual information** - MBU pointed out that the plan included a lot of factual information, such as telephone numbers, and requested that governors allow him to update information such as this throughout the year. However, he would continue to bring the plan to governors on an annual basis for review. All felt this was acceptable. IC asked if there were any further comments, there were none. IC asked if all were happy to agree the emergency plan, all were. IC said he felt the plan was very thorough, ST agreed. **<u>It was therefore agreed that the Emergency Plan had been approved by the Resources Committee. MBU would make any factual changes to the plan throughout the year but governors would continue to review the plan on an annual basis. Proposed ST, Seconded IC. IC to update Full</u>**	**MBU** **MBU – to note/Clerk – to update annual cycle IC - To FGB**	

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	Governing Body at the next meeting.		
11	**Update on CIF (Condition Improvement Fund) and future premises development** MBU explained that the CIF was capital money from the DfE which academies could bid for. HCC had recently bid for 2 projects: 1. **A new gym (costing £1.8 million)** – this was not successful. 2. **The refurbishment (roof and new windows) for the English Block** – this was successful. Work will be carried out from the 13th June and throughout the summer holidays. **Gym** - MBU reported that this was the second time HCC had been unsuccessful with the bid for the new gym. The college were 1% off the pass rate. MBU is currently preparing an appeal. He felt there were material errors in the feedback (including not acknowledging that planning approval had been secured and evidence provided with the bid). Also assessors had not fully taken into account the evidence provided in the bid which demonstrated the 'imminent closure' of the building. Feedback also indicated that if the funding that HCC was prepared to put forward had been greater the bid may have been successful, however MBU pointed out that the funding had been what HCC could afford and the assessment criteria should have reflected the affordability of this contribution. MBU reported that GSM would be contacting the Honiton & Tiverton MP (Member of Parliament) to seek his assistance in supporting the College's appeal to the EFA. **Governor Questions/Comments:** • **Focus** - ME asked if the bid had been unsuccessful because the focus of the CIF funding was on refurbishment rather than replacement. MBU stated that the EFA had made it very clear that the condition of a building was very important and that some bids for new builds have been successful. However, the majority of the successful projects were low-value condition related refurbishment works. • **Sponsor** – MC raised this as a possible way forward. MBU said this was an option, as was putting the college's own funds forward. MC and MBU agreed to discuss the issue of a sponsor further outside of the meeting. • **Recent P.E. Health & Safety Report** – DT asked if the recent report (circulated with the agenda) could have been attached to the bid. MBU advised that it could not as no further evidence is allowed to be submitted as part of the appeal. However, another report had been included from the Devon H&S team. • **Appeal (timescales)** - Governors asked for an update. MBU stated that the deadline is 12 noon tomorrow but he had already submitted it. The outcome will be known mid-July. • **MP (Member of Parliament)** – TS asked about the information provided to the MP regarding the unsuccessful bid. MBU confirmed that all the necessary information would be provided. TS asked if all students were from the one constituency. After a short discussion, all present were confident they were. **Site Masterplan** – Governors noted the document which set out the proposed phases for new buildings if bids were successful. MBU said he is currently working on the next bid which is due in December. It may be a new build or it may be a refurbishment as the college cannot afford to wait another year without funding.	**MC/MBU**	

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	Governors Questions/Comments: • **Dual Use** - MC suggested that, as HCC is a business, other avenues should be considered such as a dual use building (i.e. part used by another business and part by the college). • **Modular** – IC noted that the plans were modular over the next 2/3 years. MBU said he will be discussing this further with the ELT as although their preference is for a new build the way forward may be refurbishment of existing buildings. MBU made it quite clear that refurbishment of the gym is not an option due to the very poor state of the building. • **Re-location of students** – RSH pointed out that with a new build you can re-locate students to the new build and then demolish the old building, however with a refurbishment this is not an option (unless the work was carried out during holidays). MBU said the cost of re-housing students was an area he would be discussing further with TFQ. • **ROSLA (Raising of School Leaving Age) Block** – MBU said the windows in this building are in a terrible state. He would be looking at this further with TFQ and considering whether or not to submit a bid for funding. • **Criteria for next bid** – IC asked if this would be similar to the criteria for the current bid. MBU said he hoped it would be but there was nothing to stop the EFA releasing new criteria. IC stated that further discussion was required regarding which part of the modular plan would come next. IC asked if there was enough time before the next meeting for MBU to come back with a 'route map'. MBU said he needs to allow TFQ time to go through the phases to see what the next bid should be and MBU needs time to discuss with ELT. IC asked for confirmation that in June a decision needed to be reached as to what the type of bid the next one should be. MBU confirmed this was the case. • **Strategy** – TS asked if the projects fitted into the college strategy and what the college was trying to achieve in the next 2/3 years. MBU confirmed it did. • **Right decisions** – IC said it was critical that the college makes the right decisions and asked for governors to be involved. MBU confirmed this would be beneficial. IC asked MBU to give some consideration as to whose he would like to look at the bids. • **Governors viewing gym** – ME said that she was pleased that she had been on a tour of the gym otherwise she would not have realised how bad it was. IC asked if those responsible for making the decision regarding the gym had seen the state of the building. MBU explained they had not, only pictures through the bid. However, MBU believed a representative had been to the College a number of years previously. DT stated that he had seen the pictures which clearly showed the poor state of the building. IC felt that it would be good for governors who wished to be involved to have a walk around the site. MBU said that his next step would be to speak to TFQ about the second bid. **English Block** – MBU showed governors the plan for the refurbishment of the English Block. <u>MC asked for the minutes to note a 'thank you' to MBU for all his hard work in securing this bid.</u>	**MBU** **Governors/ MBU** **MBU – to note**	
12	**<u>Termly report from Health & Safety Link Governor</u>** MC stated that he was now in a position to restart his work as Link Governor.	**MC**	
13	**<u>Approval – Category B and C Trips</u>** It was noted that there were no new trips to approve. Governors were made aware		

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	of a possible World Challenge trip in 2018, overseen by the Head of Sixth Form.		
14	**Director of Finance and Resources Report** Governors noted the Budget Monitor and Director of Finance and Resources Report which had been circulated with the agenda. **Budget Monitor** – the following was noted: • **In-year deficit** – this is £95,000 and is a considerable sum. MBU has assumed all budget lines will spend and he will be looking at all lines in detail. • **Exceptional Arrangements** – ME noted this was down. MBU explained that this was due to SEND funding and was the reason the deficit was so large. He explained funding for this is variable and it depends on the number of statements and DAFs (Devon Assessment Framework) in college. The budget for last year was aspirational and MBU said that the College was never realistically going to get £198,000 (this was set before MBU joined the College). However, he felt £140,000 was more realistic due to an additional request for funding. The college may receive a bit more but this will not close the £58,000 gap. MBU said that next year he will need to ensure there is an accurate prediction. • **Budgets overspending** – ME said this needed to be looked at more closely towards the end of the year as she was concerned that some budget holders may wait until the end of the financial year to spend what they still have. She asked if budget holders could be told they could not spend further unless there was a good reason, this would allow some money to be clawed back. MBU said that £24,000 was left in terms of capitation and he would be looking at plans to take a % back but this would need to be done very carefully as some departments will keep funds back for a particular project or because they need to purchase equipment at a set time. RSH explained that for the new A' levels and GCSE some departments are still waiting for the exam board's approval before they can purchase resources for courses which started last September. ME said that she could see that this was good budget management. • **Maintenance Budget** – ME pointed out that this had been underfunded. MBU said that he felt the Premises Team had done well with what they had been given. **Summary of budget situation** - IC said the budget was not in the position that governors would want it to be. It was recognised there was an issue with SEND funding and that this must not happen again. Governors and in particular the Resources Committee would do whatever they could to reduce the budget. **Youth Centre** – the following was noted: • **Young Devon** – MBU reported that this was used by Young Devon, however they have given one months' notice (due to poor numbers on courses) so the only income will now come from lettings. • **Liability** – IC asked if the college has liability. MBU confirmed it does and that it has a lease from Devon County Council (although this is yet to be signed). The agreement is that HCC can hand the building back at any time and walk away. • **Youth Club** - RSH pointed out that the Youth Club use the building and this was one of the main reasons the college took the building on (i.e. to support students out of school hours). MBU said that he has spoken to the Youth Club and told them that they will need to eventually run the club financially without the support of the college. MC reminded governors that the college had also taken on the building as a public relations exercise.		

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	• **Core Business** - TS asked if the building was core business for the college. MBU stated that it was not but it was of benefit to the local community. TS asked if it was empty now would the college take it on. MBU said only if it was going to pay for itself or make a profit. • **Advertising** - MC asked if it has been advertised sufficiently. MBU said he had done so through the Children's Centre and word of mouth. • **Lettings** – MBU reported that lettings are up but he needs a company/business to go in there full-time. ST said she may be able to help with this and would speak to MBU outside of the meeting. MC asked who the contract would be with. MBU explained it would be with the college and would be a short term let. **Primary School Meals** (**Rebate)** - MBU reported that the college will receive a rebate of £3,000 per year from the college's catering supplier for primary school meals being prepared in the college kitchen. ME asked if this had been accounted for yet. MBU stated that it had not yet been. **Free School Meals** - ME noted that the Free School Meals budget had been overspent and asked if any of the overspend could be got back. MBU said that it could not be and was already in the budget. **Character Education Grant** – ME asked how much this would be. MBU said he could not give a definite figure but expected it to be in the region of £15,000. **Additional money for new build** – ME noted that an additional £14,000 costs had been incurred for the new build. MBU stated that he had discussed this with the committee in November (it was initially £21,000 but had been reduced to £14,000) and unfortunately there was nothing he could do about this. **Fire Alarm** – RSH asked for reassurance that this was now all working. MBU confirmed it was. **Budget next year** – ME said that due to a reduction in numbers there had been a loss in funding for the Sixth Form and this must be taken into account when considering the budget next year. **Aged Debtor Report** – Governors noted the report circulated at the meeting. MBU reported that the figure was very low and he was confident the money would be paid. **Next meeting** – IC stated that by the next meeting a proposed budget for 2016-17 would be ready for the committee to consider. He said that the deficit must be managed and the college must live within its means. MBU stated that, with regards to the reserves, the college was much better off than most, however he felt that IC's point was very valid and that if the college does not manage the in-year deficit the college would not have reserves. MBU highlighted the issues with the budget further with a PowerPoint presentation. • **SEND** – ME asked MBU if he felt more confident with this figure now. MBU said almost. • **Staffing Percentage** – ME said she understood that the college should not have more than 80% of its budget allocated to staffing (for HCC, the figure is 88%). MBU said it is difficult for this to be lower if you have a high number of UPS3 teachers. He added that if you have good teachers they will move up the pay scale and this will affect the budget. It was noted that not all staff leaving were replaced this year.	**ST/MBU**	

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	Service Contracts – MBU stated that he continues to challenge all service contracts particularly when up for renewal. ME pointed out that the new photocopier contract figures should factor into this. **Pay Rates** – MC asked if the College paid rates. MBU said that these are claimed back via the EFA. MLO fills out a form. *DT left the meeting at 6.45 p.m.* **Budget Deficit** - MBU said he will be discussing this further with the ELT. IC stated that the college would not be able to start next year with a deficit. • **Student Numbers** - TS asked if the budget was driven by the number of students. IC explained that a 5 year budget is in place which shows the number of students HCC could expect, however the college needs to attract more students. • **More housing** - RSH pointed out that the new houses built in both Honiton and Feniton may have an impact on numbers. If there are too many students in the King's School catchment area there may be a change to the catchment area. • **Marketing -** MBU said it was essential that the buildings were made to look attractive so that it would help with marketing. MC said that other schools advertised at the Devon Show and HCC should consider this. He also said that the college needs to push more with regards to what is in the press as he feels this has decreased. RSH pointed out that the college used to employ staff to do this but this is no longer the case. She also pointed out that most parents are interested in exam results and the Ofsted grading so it is important this is marketed. • **Courses** – RSH and ST both felt that the college had lost students from the Sixth Form as they did not offer the courses that students wanted to do. However ME pointed out that some students do drift back to the Sixth Form. • **Y6** - it was noted that the number of students joining HCC in September 2017 was 143 out of a possible 176. The recent Ofsted visit and grading may encourage more students to join HCC in September. **Marketing Plan** –. He asked MBU to prepare a draft outline marketing plan for the June meeting. Governors re-iterated the importance of good marketing. ME stated that the newsletter was excellent way of marketing what goes on at the college. MBU said the college have good links with the press so he would promote the English Block refurbishment as it was important to improve the learning environment for students and staff.	**MBU**	
15	**Five Year Budget** MBU showed the committee the start of his 5 year plan. It was noted that further information regarding the Five Year Budget is contained within the Director of Finance and Resources report circulated prior to the meeting.		
16	**Gifts and Hospitality** IC checked the book. It was noted there were no new entries to report.		
17	**Part 2 Minutes** It was noted that there were no Part 2 minutes from the previous meeting and no new business.		
18	**Date of next meeting** Monday 27th June 2016 at 4.30 p.m. Location to be advised. *Meeting ended at 6.55 p.m.*		

Signature of Chair