



HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources Committee

POLICIES TO NOTE: Outdoor Education, Visits and Off-Site Activities Health and Safety Policy
POLICIES ADOPTED: Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide
POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

| Meeting 3 (Virtual Meeting on MICROSOFT TEAMS) – Part 1 Minutes | | | | |
|-----------------------------------------------------------------|------------------------------------------------------|-----------------|-----------------------------------|--|
| Date/Time | Monday 1 st February 2021 at 4.32 p.m. | Location | Virtual Meeting (MICROSOFT TEAMS) | |
| Attendees | | Initials | Attendees | |
| Margaret Evans (Governor) | | ME | Jackie Rock (Governor/Vice-Chair) | |
| Mark Gibbs (Governor) | | MGi | Glenn Smith (Governor/Principal) | |
| Jessie Hay (Director of Finance and Resources) | | JHA | Kate Smith (Governor/Chair) | |
| | | | JRo | |
| | | | GSM | |
| | | | KS | |

| Apologies | Initials |
|---------------------------------|----------|
| Tony Smith (Governor) | TS |
| Duncan Sheridan-Shaw (Governor) | DSs |

| Absent without Apology | Initials |
|------------------------|----------|
| | |
| | |

| In Attendance | Initials | |
|----------------|----------|---------------------|
| Sarah Matthews | SM | Clerk |
| Carol Thomas | CT | Thompson Jenner LLP |
| Dave Tucker | DT | Thompson Jenner LLP |

| Minutes to |
|-------------------------|
| Attendees and Apologies |
| Governors |
| |

| | Agenda | Led by |
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| 1 | Welcome and apologies for absence | Chair |
| 2 | Declarations of Interest | Chair |
| 3 | Internal Audit – feedback from recent audit during week commencing 12th January 2021 | CT/DT and JHA |
| 4 | Minutes of the last meeting (9th November 2020) | Chair |
| 5 | <p>Matters Arising</p> <p>Item 5 – Matters Arising</p> <ul style="list-style-type: none"> • Annual Review of Committee Terms of Reference: KS conducted a review of the Resources Terms of Reference (with a focus on staffing items). She would be contacting the Quality of Education Chair as both committees had 'To oversee that the Principal follows due process leading to staff reductions' on their Terms of Reference. She would be recommending that it remain with the Resources Committee. • Support from an SRMA – JHA will follow up when in post (with a view to this being completed within the first few months of her starting). <i>SMRA (Schools Management Resource Advisor)</i> <p>Item 12 - Related Party Transactions / Employment of Trustees</p> <ul style="list-style-type: none"> • JHA reported that she would follow this up and report back after the meeting. Update: None to report. Action Completed. • <p>Item 16 – Policy Review:</p> <ul style="list-style-type: none"> • Balances and Reserves Policy - ME said she would like to draw everyone's attention to the figure of £240,000 for the reserves. JHA pointed out that they were currently above £400,000 so she would update this. Update: Policy updated. Action completed. | <p>Chair</p> <p>Chair</p> <p>JHA</p> <p>JHA</p> |



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| | Item 20 - Working Party - Termly review of Risk Register <ul style="list-style-type: none"> • It was noted that ME, KS and JHA had met prior to this meeting (apologies were given by TS) to review the resources items on the Risk Register. A couple of the likelihoods had been raised and the existing final item regarding COVID (13f) was agreed covered any further concerns. It was noted details would be included in JHA's Risk Register report for Full Governors. Update: Action completed. | JHA |
| 6 | GDPR Update <i>Note: GDPR - General Data Protection Regulation</i> | JHA |
| 7 | Director of Finance and Resources Report | JHA |
| 8 | Exceptional Costs (associated with coronavirus) | JHA |
| 9 | 9a Management Accounts and 9b Data Dashboard | JHA |
| 10 | Five Year Budget | JHA |
| 11 | Aged Debtor Report | JHA |
| 12 | Related Party Transactions / Employment of Trustees | JHA |
| 13 | Gifts and Hospitality, Connected Party Transactions | Chair |
| 14 | Strategic Plan for Campus | JHA |
| 15 | Review of Security Risk Assessment and Site Checklist | JHA |
| 16 | Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree) | GSM |
| 17 | Review current staffing structure and staffing needs for the next financial year | JHA |
| 18 | Policy Review <ol style="list-style-type: none"> a) Risk Register Policy Statement b) Complaints Procedure Policy c) Flexible Retirement Policy d) Investment Policy will now be annual e) Offsite Activity Organisation Guide (year updated on front cover) – to note f) Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020 now on website – to note | JHA JHA JHA JHA GSM GSM |
| 19 | Pupil Premium – Is the College making effective and efficient use of the Pupil Premium for its Children in Care? And How are we measuring the impact of Pupil Premium Plus funding? | JHA |
| 20 | Letters and correspondence from ESFA to academy trusts <i>Note: ESFA – Education and Skills Funding Agency</i> | JHA |
| 21 | To note Resources Committee Governors have received monthly management accounts | JHA |
| 22 | Governor Audit Check | ME |
| 23 | Approval - Category B and C Trips | JHA |
| 24 | Annual Review of Marketing Plan | JHA |
| 25 | Receive notification of any funding issues from Quality of Education Committee | GSM |
| 26 | Health and Safety Update – any updates from meetings | JHA |
| 27 | Review induction procedures for new governors (feedback to Full Governing Body) | JRo |
| 28 | What impact has this meeting had on the outcome of pupils in our College? | Chair |
| 29 | Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality) | Chair |
| 30 | Date and time of next meeting – Monday 22nd March at 4.30 p.m. | Chair |



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| 1 | <p><u>Welcome and apologies for absence</u> KS welcomed everyone to the meeting. In particular, KS welcomed CT and DT from Thompson Jenner LLP who would be presenting feedback on the recent internal audit (see item 3). Apologies were accepted from TS. It was noted that there was a quorum present. <i>Clerk's Note: Apologies received from DSs after meeting (Chair notified).</i></p> | | |
| 2 | <p><u>Declarations of Interest</u> Staff members declared an interest in any discussions regarding staff.</p> | | |
| 3 | <p><u>Internal Audit – feedback from recent audit during week commencing 12th January 2021.</u> It was noted that CT and DT from Thompson Jenner LLP were present to provide an update on the recent audit. Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> • Honiton Community College Internal Report January 2021 (Confidential Report) <p>CT shared her screen and took governors through the findings of the audit. CT felt it was important that governors understood why she had come to her decision regarding the overall assurance. The following was noted:</p> <ul style="list-style-type: none"> • CT had found the Finance Team at HCC to be very friendly and very willing to help. In particular, she highlighted the work of the Finance Officer, Mandy White, who had been extremely helpful during this virtual audit. • CT has reviewed the previous internal audit and noted very few issues had been identified. • During this audit, CT found overall a good culture of adherence to contracts. • CT stated that she had found nothing significantly wrong and had found everything she needed, however she would be recommending the tightening up of policies and procedures (in particular the Finance Policy). These are all detailed in the report. Any financial risks were minimal. • CT felt that some of the policies and procedures were not very flexible and therefore minor adjustments would address this. In particular, she felt that if work was specialist and only one company had the expertise/knowledge, it may not be possible to get the number of quotes currently specified in the policy. • It has been difficult to do the audit of payroll remotely and CT explained she had completed a high-level review and would carry out a more detailed review when she visits the school, however, from this audit she could confirm that all of the paperwork was in place and that payroll agrees. However, she would be recommending more work on controls. These again were highlighted in her report. CT recognised the difficulties remote working may have caused for the Finance Team. • CT had found that all of the correct documents were in place with regards to Related Parties (there were no current Related Parties). If any occur in the future CT would recommend tagging the supplier if possible. • CT pointed out that the balance sheet did not agree with the income expenditure sheet. JHA explained that this is because they are completed at different times (the trial balance is run on the 1st month, but the bank statement is at the 8th month). JHA said they would use the 1st month as the date. • JHA found the audit very useful. She was grateful for the flexibility in the working hours of CT (CT appreciated JHA's flexible approach to the working). JHA stated she has already made some changes which are reflected in the | | |

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| | <p>Data Dashboard (e.g., staff analysis). Changes have also been made to the supply process. A review of how documents are signed will be carried out.</p> <ul style="list-style-type: none"> JHA was pleased that the Microsoft Flow Process has now been finalised as this will mean less paper. CT said that her findings showed that the College were doing everything they needed to be doing, there was some work to be done on documentation, but she found lots of positives in the audit. <p>Governor Question: Credit Card – MGi asked about the point CT had made with regards to the credit card (as detailed in the audit report). JHA clarified what had happened but reassured him that checks were carried out by the Vice-Principal (who was covering her role during the gap between her predecessor leaving and her joining).</p> <p>DT stated that he was very grateful for the help and support provided by JHA during this audit. Normally an audit would be a hybrid of on-site and off-site work but, due to the current circumstances, this audit had all been done remotely. Overall, he felt there was a good level of robust control in place with just a few tweaks to be made. JHA said, as a new member of staff, she felt the systems in place were very good (with just a few tweaks required).</p> <p>GSM thanked Thomson Jenner LLP for their very thorough remote audit.</p> <p>DT said that they had an audit cycle which they would be working through over the year but if anyone had anything they felt should be included to let him or CT know. Testing could be put in place. GSM said in the past audits had looked at Safeguarding and the Single Central Record. CT said that Thomson Jenner LLP could include both if required, (the audit would challenge the processes in place).</p> <p>It was noted that the next audit would be after Easter.</p> <p>CT and DT were thanked for attending the meeting. <i>Both left the meeting at 4.53 p.m.</i></p> | | |
| 4 | <p><u>Minutes of the last meeting (9th November 2020)</u> It was noted that the minutes of the meeting held on the 9th November 2020 had been circulated to all committee members in advance of the meeting.</p> <p><u>The minutes were agreed (proposed KS, seconded ME) as a true and accurate record of that meeting and will be signed accordingly by the Chair at the next face-to-face opportunity.</u></p> | <p>Clerk - to file and website</p> <p>Chair</p> | <p>Action Completed</p> <p>Next face to face opportunity</p> |
| 5 | <p><u>Matters Arising</u> Item 5 – Matters Arising</p> <ul style="list-style-type: none"> Annual Review of Committee Terms of Reference: It was noted that KS had conducted a review of the Resources Terms of Reference (with a focus on staffing items). KS stated she would be contacting the Quality of Education Chair as both committees had ‘<i>To oversee that the Principal follows due process leading to staff reductions</i>’ on their Terms of Reference. She would be recommending that it remain with the Resources Committee. Support from an SRMA – JHA stated she has discussed this with TS and she would like to wait until after she has completed her current round of training (6 finance modules including ICFP), so far she had attended 2 | <p>Chair</p> <p>JHA</p> | <p>After meeting</p> <p>Summer Term</p> |

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| | <p>modules. The training includes information on lots of tools that can be used to assist with financial planning. Therefore, she feels that it would be more appropriate to ask for support from an SRMA in the Summer Term when she will have completed the training and had the opportunity to calculate the ICFP metrics and understand the numbers that feed into them. All were content with this.</p> <p><i>Note: ICFP = Integrated Curriculum Financial Planning</i></p> <p>The following actions were noted as complete:</p> <p>Item 12 - Related Party Transactions / Employment of Trustees</p> <ul style="list-style-type: none"> At the previous meeting, JHA reported that she would follow this up and report back after the meeting. Update: None to report. Action Completed. <p>Item 16 – Policy Review:</p> <ul style="list-style-type: none"> Balances and Reserves Policy – At the previous meeting, ME said she would like to draw everyone’s attention to the figure of £240,000 for the reserves. JHA pointed out that they were currently above £400,000 so she would update this. Update: Policy updated. Action completed. <p>Item 20 - Working Party - Termly review of Risk Register</p> <ul style="list-style-type: none"> At the previous meeting, it was noted that ME, KS and JHA had met prior to the meeting (apologies were given by TS) to review the resources items on the Risk Register. A couple of the likelihoods had been raised and the existing final item regarding COVID (13f) was agreed covered any further concerns. It was noted details would be included in JHA’s Risk Register report for Full Governors. Update: Action completed. | | |
| 6 | <p>GDPR Update</p> <p>JHA reported that this was covered in her report. Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> Director of Finance and Resources Report to Resources – February 2021 (page 4) <p>JHA reported, that the Receptionist had taken on some of the responsibilities for monitoring adherence to GDPR. Her role will include maintaining a ‘breaches’ register and raising awareness. Overall responsibilities will remain with JHA.</p> | | |
| 7 | <p>Director of Finance and Resources Report</p> <p>The Committee noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> Director of Finance and Resources Report to Resources – February 2021 CIF Bid Email JHA to KS dated 08.01.2021 Self-Assessment Tool SRMSAT <p><i>Note: SRMSAT – Schools Resource Management – Self-Assessment Tool</i></p> <p>The report covered:</p> <ul style="list-style-type: none"> Annual Accounts Return Management Accounts and Data Dashboard Five Year Budget COVID-19 Update Internal Audit Visit Members Update Educational and Skills Funding Agency (ESFA) Financial Returns ESFA Agency Update | | |



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| | <ul style="list-style-type: none"> • ICFP Planning • Aged Debtor Report • Write Offs • Pupil Premium Funding • Disposals • Accident Statistics • GDPR • Health and Safety Group and Audits • Community Use Building and Honiton Community Spaces • Decoration Works • Roofing Project Update • 2020/21 Condition Improvement Fund Bid (CIF) • Complaints • Wellbeing • Laptop leases <p>Governor Question: Reserves – ME noted the shortfall of £14,500 which may need to come from the reserve if potential COVID funding is not received. She asked how likely it was that the College would receive the full £38,000 of COVID funding.</p> <p>JHA stated that she was very hopeful that the College would receive this, although there was no date. JHA has sought advice from the accountants who have said to leave this out of the Management Accounts until a date is given. She is not sure about the £13,000 for testing and is awaiting more information on how to apply. At the moment she is doing everything she can to make it happen but there have been a lot of U-turns (which are out of the College’s control).</p> <p>ME said she wished to highlight to governors that £100,000 of funding may need to come out of the reserves if the £13,000 for testing and the £38,000 COVID funding is not received. JHA said this did concern her but she has spoken to College budget holders and asked them not to spend money unless they need to (e.g., IT have a budget of £5,000 which she has requested they do not spend as money will be needed to for the Wifi and server at a later date). She is hopeful that the little pots of money, if can be saved, will help the situation. JHA is optimistic the money can be clawed back. She was pleased with the outcome of the laptops (as detailed in her report)</p> <p>JHA reported that some of the reserves will need to be used for the roofing project work. She explained that when her predecessor had set the budget, the College had been turned down for the CIF roofing bid hence the cost of a contribution was not included.</p> <p>Governor Question: CUB - ME highlighted again that, although unlikely, £100,000 could be required from the reserves. She pointed out that JHA’s report indicated that the College will have lost £8,354 in costs this year, due to the current situation with the CUB. She asked if this as factored in. JHA confirmed it was. JHA is working with Honiton Learning Spaces but as the College is an exempt charity they cannot seek funding. JHA is hopeful that Honiton Learning Spaces will fund some of the shortfall.</p> <p>Governor Question: CIF Bid – ME pointed out that the College had committed to a contribution of £26,000 towards the CIF Bid and that this could impact the reserves.</p> | | |

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| | <p>JHA said that she hoped to be able to build this into the budget next year, but it may need to come from reserves. <u>ME highlighted that the worst-case scenario could be £126,000 from reserves. JHA confirmed this. ME stated that governors must be aware of this.</u> The College had worked hard to build up the reserves. JHA said that because of COVID some things planned for last year (e.g., the flooring in maths) has been delayed and would now be done this year. The unused funds had been added to reserves but were now needed to complete the work. MGi understood the concerns but pointed out that the reserves were there to cover situations such as this.</p> <p>Governor Question: Automated Accounts – KS asked if this would be done this year and whether there was a deadline. JHA said she had attended a Finance Manager’s meeting which had been very useful and had covered this and the spending review. There is no requirement to move to the Academies Chart of Accounts but it would be necessary to automate the submission of college accounts to the DoE. JHA has spoken to the HCC accountants who have advised her that the College should hold on until next year before moving to automated accounts to allow time for problems to be ironed out.</p> | | |
| 8 | <p>Exceptional Costs (associated with coronavirus) JHA reported that she continues to monitor this. Further detail is in her <i>'Director of Finance and Resources Report to Resources – February 2021 (pages 1-2)'</i>. JHA expects this to be about £31,000 due to costs and loss of lettings. She pointed out that the CUB would be additional to this.</p> <p>JHA explained that the COVID catch-up funding is different to the exceptional costs and is managed by Marie-Claire Jefferies (Vice-Principal Quality of Learning).</p> <p>JHA stated that as the College has over 4% in the reserves they will have to absorb the exceptional costs. This will have an impact on the 'In Year' deficit.</p> | | |
| 9 | <p>9a Management Accounts and 9b Data Dashboard Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none"> • Management Accounts – November 2020 and December 2020 • Data Dashboard – December with staff costs <p>JHA reported that the dashboard includes analysis of staff costs. She stated that the College will see an increase because of inflation and back dated pay.</p> <ul style="list-style-type: none"> • Governor Comment: Staff Costs - Both KS and MGi said they found this useful. MGi requested a change in colours just to make it easier to view on screen. | JHA | For next Data Dashboard |
| 10 | <p>Five Year Budget JHA reported that she has not produced the normal numerical detail as she is waiting on the staffing figures. There will be an increase in lessons for the Sixth Form. Numbers are positive. Demographics should start improving for the main school from 2022/23. JHA expects the figure for Year 7 students in 2021/21 to be around 130.</p> <p>JHA stated that there is likely to be a pay freeze, but she would leave in the assumptions that there will be an increase. Unions will be involved in this.</p> <p>JHA pointed out to governors that there are many unknowns, so it is difficult to set a budget at this stage. However, she would do so for the next meeting. She is currently</p> | | |



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| | working with GSM on the number of lessons required next year (there is a very good team in place, and they are looking at how to make best use of the staff already in place). | JHA | For next meeting |
| 11 | <p><u>Aged Debtor Report</u> <i>To note: Only to be brought to the attention of the Resources Committee should there be any items of the value of more than £500 or more than 2 months old.</i> Governors noted the document in SharePoint:</p> <ul style="list-style-type: none"> • Aged Debtor Report 25.01.2021 <p>JHA stated there was nothing to report.</p> | | |
| 12 | <p><u>Related Party Transactions / Employment of Trustees</u> It was noted there were none to report.</p> | | |
| 13 | <p><u>Gifts and Hospitality, Connected Party Transactions</u> It was noted there were none to report.</p> | | |
| 14 | <p><u>Strategic Plan for Campus</u> At the previous meeting it was noted that the new Director of Finance and Resources would conduct a full strategic review of the campus. KS asked JHA when she anticipated this to be completed.</p> <p>JHA advised that, having looked back through minutes and her predecessor's records, the Strategic Plan was made up of:</p> <ul style="list-style-type: none"> • CIF bids • The Premises Improvement Plan • The Decoration Plan <p>JHA stated the Strategic Plan was under review. An IT Plan is also under review and SCOMIS will come in to assist with this. JHA is looking to set up an IT Network to support IT Managers and has already had some interest/support. She and the HCC Network Manager are currently looking at the next 5 years. In particular they are focussing on Wifi, the servers and computers. These need replacing but there must be a strategic plan in place first to ensure the infrastructure is suitable for the IT requirements of the school</p> <p>JHA reminded governors that there was a CIF bid in for the ROSLA block but added that there are wider site needs such as the redecoration of the Maths block. A survey of all the lights has been undertaken but JHA will need to speak to governors about costs. The non-LED lights will need to be replaced with LED lights. JHA intends to look at a government loan over a 4-8 year period which would be cost neutral. This would improve the lighting as in some parts of the College as it is very dull and lights are flickering.</p> <p>JHA stated that work needs to be done to the Humanities Block now the roof has been fixed but first JHA needs to find out why there is so much water damage to the walls downstairs.</p> <p>JHA reported that the ICFP work continues.</p> <p>JHA updated governors on the Astro Turf (3G). She said that she was aware that the building company contributing to the Section 106 funding had requested a delay in making this contribution to this (for 12 months) due to COVID. Unfortunately, the College would not be able to apply for funding until this money was available. However, JHA has been provided with a number of contacts and she would be following this up. The cost of the Astro Turf would be £350,000. Some of the finance would come from the section 106 funding, some from the Football Association, some</p> | | |

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| | <p>from Leisure East Devon (LED) and some from the community. It is expected that the arrangement with LED will be a profit share agreement. JHA said, having looked into this further, she considers a Rubber Crumb (4G) pitch may be better.</p> <p>Governor Comment: Thank You – KS stated that this all sounded very sensible and very promising. She thanked JHA for her work.</p> | | |
| 15 | <p>Review of Security Risk Assessment and Site Checklist Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> RAA24B Security Risk Assessment <p>JHA reported that the boundary wall issue was still on-going. MGi noted that this had been an issue for 12-18 months. JHA said it may be that the College have to wait until the developer takes over the site before the issue is resolved.</p> | | |
| 16 | <p>Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree) GSM reported that:</p> <ul style="list-style-type: none"> Numerous meetings have taken place regarding timetabling for 2021/22 (including the Sixth Form). Those involved have included GSM, the Vice-Principal Curriculum and Achievement, the Data Manager, the Director of Post-16 and JHA. One of the members of staff who currently works 0.5 as a teacher and 0.5 as a Cover Supervisor will move to a full-time teaching post. Another member of staff covering maternity leave will stay on and work part teacher and part cover supervisor (on a one-year temporary contract). One teacher will reduce their hours to 0.8 when they return from maternity leave. There will be a change to the Head of Pastoral roles. There are currently 3 covering a period of maternity leave. Two will remain in post when the member of staff on maternity leave returns. GSM and the Vice-Principal Pastoral will make the decision regarding this. Both are happy that one of the Heads of Pastoral will be part-time as they are very experienced in this role and it would benefit the students. Posts have been advertised for: one temporary full-time (maternity cover) Food Technology teacher, one temporary full-time History teacher and one permanent full-time second in charge in Humanities. <p>It was noted there were no changes to the Performance Management Tree.</p> | | |
| 17 | <p>Review current staffing structure and staffing needs for the next financial year GSM said with all of the uncertainty it has been difficult to plan. The College had put together a recovery plan to support the Year 11 students with their move into Year 12 which would have involved them starting their Sixth Form experience half a term early, but this was if the Government had intended to use Centre Assessed Grades. As this is not the case, and there will be some sort of assessment required, this plan will not be practical. Instead, the plan is to increase the number of teaching hours per Sixth Form subject by one hour for all students joining Year 12 in September 2021. This will mean an additional 14 hours of teaching will be required but GSM considers this to be money well spent. This will have a staffing implication but will be for one year only.</p> | | |
| 18 | <p>Policy Review Governors noted the following documents in SharePoint</p> <ol style="list-style-type: none"> Risk Register Policy Statement Complaints Procedure Policy | | |

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| | <p>c) Flexible Retirement Policy d) Investment Policy will now be annual e) Offsite Activity Organisation Guide (year updated on front cover) – to note f) Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020 now on website – to note</p> <p>Governors were content to approve the Risk Register Policy Statement, the Complaints Procedure Policy and the Flexible Retirement Policy (no changes being recommended). <u>It was therefore noted that the Risk Register Policy Statement, the Complaints Procedure Policy and the Flexible Retirement Policy had been approved by the Resources Committee. Proposed: KS, Seconded: MG.</u></p> <p>Governors noted that comment on the agenda regarding the Investment Policy: <i>"This Investment Policy Statement shall be reviewed annually to determine if modifications are necessary or desirable. If modifications are made, they shall be promptly communicated to the Resources Committee."</i> and that it differed from the review cycle on the front of the policy of 2 years. All felt that 2 years would be more appropriate unless there was a reason why it should not be. The Clerk was asked to follow this up.</p> <p>Governors noted the new date on the front of the Offsite Activity Organisation Guide. All noted the comment on the agenda recommending that the Committee requests that the Full Governing Body gives delegated authority for this guidance to the Principal (as is the case with the Outdoor Education, Visits and Off-Site Activities Health and Safety Policy). <u>All were content with this minor change and the recommendation to the Full Governing Body. Proposed: JRo, Seconded: KS.</u></p> <p>All noted that the Outdoor Education, Visits and Off-Site Activities Health and Safety Policy 2020 had been approved by the Principal (as he had delegated authority to do so) and was now on website.</p> | <p>Clerk – to file and website</p> <p>Clerk</p> <p>Chair</p> | <p>After FGB Meeting 10.02.21</p> <p>After Meeting</p> <p>To FGB to note approval and request 10.02.21</p> |
| 19 | <p><u>Pupil Premium – Is the College making effective and efficient use of the Pupil Premium for its Children in Care? And How are we measuring the impact of Pupil Premium Plus funding?</u></p> <p>JHA stated that this fund is carefully managed. The SENDco (Special Educational Needs and Disabilities Co-ordinator) has to apply for this funding and demonstrate how it has been spent. JHA said she was not sure this was the most appropriate committee to review this, but she suggested it remain with this committee until she had the opportunity to review this further. All were content with this. JHA said that it was important that the wider Pupil Premium is reviewed. This is currently looked at by the Curriculum Working Party. GSM stated that the Vice-Principal Curriculum and Achievement and the SENDCo have written a Pupil Premium Strategy Statement. JHA pointed out to governors that the Pupil Premium for Children in Care/Pupil Premium Plus funding is separate to the other Pupil Premium funding.</p> <p>Governors noted the following document in SharePoint:</p> <ul style="list-style-type: none"> Devon Policy for Pupil Premium – March 2020 | | |
| 20 | <p><u>Letters and correspondence from ESFA to academy trusts</u></p> <p>Governors noted the letter in SharePoint (included as a reminder)</p> <ul style="list-style-type: none"> ESFA letter to Accounting Officers, copied to Chairs (dated 26 August 2020). <p>There were no new letters.</p> | | |

POLICIES TO NOTE: Outdoor Education, Visits and Off-Site Activities Health and Safety Policy

POLICIES ADOPTED: Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

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| | JHA reported that the new date for the SRMSAT to be returned was the 15 th April 2021. A copy was included in SharePoint. Moving forward, governors would start looking at this in the Autumn Term. JHA would draft this year's return and share with governors. Within the SRMSAT are links to notes which JHA recommended governors have a look at. | All | Before next meeting |
| 21 | <u>To note Resources Committee Governors have received Monthly Management Accounts</u> It was noted that Governors have received these (there is a folder in SharePoint for the Management Accounts). The Chair of Governors is emailed by the Director of Finance and Resources on a monthly basis informing him they are available. | | |
| 22 | <u>Governor Audit Check</u> Both ME and JHA agreed that this was not a priority as an internal audit had recently been completed. Therefore, this would be put 'on hold' until COVID restrictions lift and it was acceptable for governors to return to College. | ME/JHA | Postponed until further notice |
| 23 | <u>Approval - Category B and C Trips</u> GSM stated that, due to the current situation, there was nothing to report. | | |
| 24 | <u>Annual review of Marketing Plan</u> It was noted this was 'on hold' until it was appropriate for the Marketing Working Party to meet again. Due to COVID19 this had not been considered a priority. | JHA | Postponed until further notice |
| 25 | <u>Receive notification of any funding issues from Quality of Education Committee</u> GSM reported that any funding issues had been covered within his update for item 17. <u>Governor Question: Director of Finance and Resources</u> – KS asked for confirmation that JHA was aware of the plan to increase the number of teaching hours per Sixth Form subject by one hour for all students joining Year 12 in September 2021 and the implications. JHA stated she was working on this. | | |
| 26 | <u>Health and Safety Update – any update from meetings</u> JHA reported that: <ul style="list-style-type: none"> • There is a Health and Safety meeting tomorrow. • An audit of technology (Design and Technology/Food Technology) will be carried out remotely in March. For the last Design and Technology Audit the College score was 60%. There is a fairly new team in place. There was no real handover, but the team have made a lot of progress with support from JHA. | | |
| 27 | <u>Review induction procedures for new governors (feedback to Full Governing Body)</u> It was noted this had been postponed until a later meeting. | Clerk/JRo | Agenda item HT6 |
| 28 | <u>What impact has this meeting had on the outcomes of pupils in our College?</u> <ul style="list-style-type: none"> • Full budget update provided and discussion/agreement on a number of planned improvements for the college campus. • External Auditors feedback provided assurances that the financial processes employed within the college are healthy giving governors' confidence that funding is accounted for and being used to benefit students. • The internal audit gave governors reassurance that the financial systems were effective and well implemented. • A slight glitch in the credit card process was revealed and enabled the College to tighten up the system. | | |
| 29 | <u>Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)</u> | | |



HONITON COMMUNITY COLLEGE ACADEMY TRUST
Resources Committee

POLICIES TO NOTE: Outdoor Education, Visits and Off-Site Activities Health and Safety Policy
POLICIES ADOPTED: Risk Register Policy Statement, Complaints Procedure Policy, Flexible Retirement Policy, Offsite Activity Organisation Guide
POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

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| | <p>The meeting went into Part 2 at 5.40 p.m. Proposed: KS, Seconded: ME. The meeting came out of Part 2 at 5.48 p.m. Proposed: KS, Seconded: MGi.</p> | | |
| 30 | <p>KS asked JRo if she would like to chair the next meeting. JRo was content to do so. This was as a result of the recognised need to give all Vice-Chairs the opportunity to Chair a meeting.</p> <p><u>Date and time of next meeting</u> Monday 22nd March 2021 at 4.30 p.m. Either in the meeting room or virtually. <i>Meeting ended at 5.50 p.m.</i></p> | JRo | 22.03.21 |