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HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources Committee

POLICIES ADOPTED: Whistleblowing Policy, Debtors and Debt Recovery Policy, TOIL Policy, Complaints Policy
POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Meeting 5 – Part 1 Minutes						
Date/Time	Monday 13 th May 2019 at 4.30 p.m.		Location	Meeting Room (HCC)		
Attendees		Initials		Attendees		Initials
Matt Burrell		MBU		Richmal Shorter		RSH
Mark Gibbs		MGi		Tony Smith (Chair)		TS
Margaret Evans (Vice-Chair)		ME		Sheran Taylor		ST
Apologies		Initials	Absent without Apology		Initials	
Glenn Smith		GSM				
Kate Smith		KS				
Dave Travers		DT				
In Attendance	Initials		Minutes to		Initials	
Sarah Matthews	SM	Clerk	Attendees and Apologies			
			Governors			
			Website			

	Agenda	Led by
1	Apologies	Chair
2	Declarations of Interest	Chair
3	Minutes of the last meeting – 25th March 2019	Chair
4	<p>Matters Arising</p> <p>Item 4 – Matters Arising</p> <ul style="list-style-type: none"> 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&L Committee. ST and MBU to meet. Update. Policies - Probationary Policy: MBU to circulate policy to unions for information. Confirmation this has been completed. <p>Item 17 – Comparative Statistics – benchmarking and accounts analysis: MBU and 2/3 governors to meet to review and ensure governors understood the information. Update on any planned meeting.</p>	ST/MBU MBU MBU
5	Policy Review	MBU
	<ul style="list-style-type: none"> Whistleblowing Policy Debtors and Debt Recovery Policy Offsite Activity Organisation Guidance TOIL Policy for Associate Staff Complaints Policy (Page 8) 	
6	Emergency Plan – Review 2019 and then annually	Chair
7	Director of Finance and Resources Report	MBU
8	Future involvement of College in Community Use Building (CUB)	MBU
9	Letters and correspondence from ESFA to academy trusts	MBU
10	10a Budget Monitor – to include forecast and end of year outturn 10b Data Dashboard	MBU



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11	Five Year Budget	MBU
12	ESFA Budget Forecast Return Outturn (BFRO) submission approval	MBU
13	Aged Debtor Report	Chair/MBU
14	Receive notification of any funding issues from Teaching and Learning Committee	Chair
15	Related Party Transactions/Employment of Trustees	MBU
16	Gifts and Hospitality, Connected and Related Party Transactions	Chair/MBU
17	To receive recommendation from the Teaching & Learning Committee following a review of staffing structures directly linked to the delivery of the curriculum (to aid in the budget setting process)	Clerk (for T&L)
18	Governor Audit Check	ME
19	Marketing and PR Working Party Update	MBU
20	Cleaning Provision	MBU
21	Health and Safety Committee update (note: accident update is included within the data dashboard)	MBU
22	Safety First Newsletter	MBU
23	Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)	MBU
24	Trips – Feedback and Forthcoming	MBU
25	Approval – Category B and C Trips	MBU
26	What impact has this meeting had on the outcome of pupils in our College?	Chair
27	Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)	Chair
28	Date and time of next meeting – Monday 8 th July 2019 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	Apologies TS welcomed everyone to the meeting. Apologies were noted from KS, GSM and CT. It was noted there was a quorum present.		
2	Declarations of Interest Staff members declared an interest in any discussions regarding staff.		
3	Minutes of the last meeting (25th March 2019) The minutes of the meeting held on the 25 th March 2019 had been circulated to all committee members in advance of the meeting. The minutes were then agreed (proposed TS, seconded RSH) as a true and accurate record of that meeting and signed accordingly by the Chair	Clerk - to file and website	Action Completed
4	Matters Arising Item 4 – Matters Arising: <ul style="list-style-type: none"> 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&L Committee. Update: It was noted that ST and MBU were still to meet. Policies - Probationary Policy: MBU to circulate policy to unions for information. Confirmation this has been completed. Update: MBU reported that he is still to do this. Item 17 – Comparative Statistics – benchmarking and accounts analysis: MBU and 2/3 governors to meet to review and ensure governors understood the information. Update: TS stated that there were so many differences and anomalies with benchmarking that it was difficult to know how much time to spend analysing information that is significantly different. MBU said he would bring it the document back to a future meeting for governors to look at rather than have a separate meeting.	ST/MBU MBU MBU	ASAP ASAP Agenda item – future meeting



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5	<p>Policy Review</p> <ul style="list-style-type: none">• Whistleblowing Policy – governors noted the new updated policy in SharePoint. MBU stated that any changes were indicated by track changes. MBU said he had reviewed the policy and was content with the changes he had made but a more in-depth review may be beneficial at a later date. <p>Governor Question: Best Practice – TS asked if the policy was a best practice policy. MBU said he believed it to be, as it was a Devon County Council policy and therefore in his opinion the policy was adequate.</p> <p>TS stated that the Committee and the Governing Body welcomed whistleblowing from whatever sources it came from. As there were no further questions, <u>it was therefore agreed that the Whistleblowing Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ME.</u></p> <ul style="list-style-type: none">• Debtors and Debt Recovery Policy – governors noted the policy in SharePoint. All suggested amendments were indicated by track changes. MBU referred governors to Point 3 'Reporting of outstanding debt levels' and said this should have a timescale (e.g. monthly). All were in support of this so MBU updated the document. <p>Governor Question: Outstanding Debt Levels – TS asked if there should be a level at which the governors were notified. ME stated that governors already see the 'aged debtor report' and in her experience the amounts on there were very small. MBU pointed out that at the last meeting the Committee had agreed that they only wanted to be notified if the outstanding debt was more than £500 or more than two months old and he had updated the policy to reflect this. MBU added that the Finance Office does monitor the outstanding debt at least monthly. ME agreed that it was sufficient to do this at least one per month.</p> <p><i>ST joined the meeting at 4.40 p.m.</i></p> <p>MBU stated it would be very rare for there to be an amount above that specified in the policy. He added that he would continue to look at the outstanding debts on a monthly basis and where necessary bring items to the attention of this committee (as per the policy).</p> <p>Governor Question: Government Funding – TS asked if the College invoices for this. MBU advised that the College never receive an invoice and it would not be on the aged debtor report. Funding is received as per the payment schedule, available upon request.</p> <p>As there were no further questions, <u>it was therefore agreed that the Debtors and Debt Recovery Policy had been approved by the Resources Committee. Proposed: ME, Seconded: MGi.</u></p> <ul style="list-style-type: none">• Offsite Activity Organisation Guidance – it was noted that this item had been postponed until the next meeting.• TOIL Policy for Associate Staff – MBU reported that he had reviewed the policy. Any changes were indicated by track changes on the document in SharePoint. MBU added that there were some minor amendments to the terminology of lunch and break duties i.e. had changed all references to just break. <p>As there were no questions, <u>it was therefore agreed that the TOIL Policy had been approved by the Resources Committee. Proposed: RSH, Seconded: MGi.</u></p>	Clerk to file and website	Action Completed
		GSM	Agenda Item HT6
		Clerk to file and website	Action Completed



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	<ul style="list-style-type: none">Complaints Policy (Page 8 updated) – MBU reported that the policy was not yet due for review but he had updated page 8 to reflect current practice (as noted by track changes on the document in SharePoint). In summary this was amending how the Governing Body would fulfil its responsibility to publicise the policy and this would be done through the prospectus and on the Academy website. All present were content with this. <p><u>As there were no questions, it was therefore agreed that the Complaints Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ST.</u></p>	Clerk to file and website	Action Completed
6	<p>Emergency Plan – Review 2019 and then annually</p> <p>TS stated that his view was that Emergency Plans looked at events/incidents that have happened in the past but he felt that a plan should also include events/incidents that were not known about. MGi said that the plan did not need to include a lot about what happened but more about what the College would do.</p> <p>Governor Question: Contact Details – TS asked how governors would contact the ELT and other governors out of College hours should they need to in an emergency. The Clerk stated, that for governors there was a contact list which used to be shared however, when governors changed to college email addresses, it had been agreed this should stop as governors could contact each other by email. It would be an individual's decision if a governor wished to share their details with other governors. A contact list was still retained by the Clerk. MBU said that if the ELT needed to contact governors in an emergency they would do so through the Chair or the Clerk. There was a brief discussion about which contact details should be shared. It was agreed this was more of a discussion for the Governing Body but the Committee felt the Chair, the Principal and the Clerk should have a contact list with all governor telephone numbers on it. TS agreed to raise this at the next Full Governing Body meeting.</p> <p>Governor Comment: Press – MGi pointed out that in any event where the press were requesting a comment from the College this must be handled by the ELT and not individual governors.</p>	TS	To FGB for discussion 22.05.19
7	<p>Director of Finance and Resources Report</p> <p>The Committee noted the following document in SharePoint:</p> <ul style="list-style-type: none">Director of Finance and Resources Report for May 2019 <p>The following was highlighted by MBU:</p> <ul style="list-style-type: none">Teachers' Pension – MBU reminded governors that the employer's contribution would be increasing in September 2019 and that there had been uncertainty with regards to how this would be funded. He advised governors that confirmation has now been received and increases will be funded for 2019-20 through a Department for Education (DfE) grant. This will be based on student numbers. MBU said his view was that this was not the best way for the DfE to do this. RSH and ME agreed with him. There will be a further pot that schools can bid into if the grant did not cover the actual cost of the rises. <p>Governor Question: Past Employees – TS asked if the College would be expected to pay for past employees once they are entitled to their pension. ME and MBU both stated that this would not be the case. TS stated that this would then make it relatively easy to look at staff numbers.</p> <p>MBU advised that he has completed a forecast for HCC and he believes the College will be fine with what has been awarded. However, the figure is based on the current workforce so if there are any changes to this or pupil numbers this will change.</p>		



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	<ul style="list-style-type: none">• Benchmarking – MBU advised governors that the new data is on the website should anyone wish to view it.• Annual Reviews - MBU said that updates on the following reviews were in his report:<ul style="list-style-type: none">➢ Annual Review of Insurance Policy➢ Annual Review of Appointment of Auditors➢ Annual Review of Appointment of Responsible Officer/Internal Audit➢ Annual Review of Legal Services <p>MBU stated that, with regards to insurance, academies are being pushed into the RPA (Risk Protection Arrangements) but HCC is with Zurich who will try and match the RPA. The policy is due for review at the end of June and MBU will need to do this before the next meeting.</p> <p>Governor Question: Increase in price – ME asked if Zurich generally put the price up. MBU stated that they did not but the RPA was cheaper.</p> <p>Governor Comment: Claims – Both ME and MBU pointed out that there were a number of insurance claims in at the moment (e.g. water).</p> <p>Governor Question: Other Policies – TS asked if the other policies MBU had looked at were 'like for like'. MBU said that the policy from Zurich was slightly better than the RPA. He added that, with the RPA, the College would still need to obtain insurance for some items which would not be covered.</p> <p>Governor Question: Cost – ME asked what MBU expected the annual cost to be. MBU said it would be approximately £20,000 under the RPA.</p> <p>Governor Question: Current Claims - ME asked what the current level of claims were. MBU stated that this was approximately £15,000 for the water leak. Other unknown at this point.</p> <p>As there were no further questions, <u>it was agreed that MBU should go ahead and renew the College Insurance Policy for 2019-20 and his decision should be based on what he considered to be the best policy at that time. Proposed: TS, Seconded: MGi</u></p> <p>MBU stated that with regards to other annual contracts that required renewing he was not proposing any changes. All were content with this.</p> <p><u>Letter from Lord Agnew to Academy Trust Auditors</u></p> <p>Governor Question: ME referred to this letter and said she had noted that there were a lot more points for auditors. MBU agreed but said these would be picked up by the Responsible Officer. ME asked if the points in the letter were recommendations or requirements. MBU stated that, as it was a letter from Lord Agnew, it was most likely a requirement. ME pointed out that there was a lot more about requirements for governors at the moment. MBU agreed and said that academies are under more scrutiny than maintained schools.</p> <ul style="list-style-type: none">• CIF (College Improvement Fund) Appeals – MBU stated that he had appealed against one of the bid decisions, not both.• Catering – MBU said that he was proposing that the current contract is extended. <p>Governor Question: Renewal – MGi said that in MBU's report it suggests that it would be easy to renew the current contact for a further 3 years. MBU said that the current contract does allow for an extension.</p>		



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	<p>Governor Question: Extra's – RSH asked if the company would honour what they have said they would do to improve the canteen (e.g. decoration, new furniture, repairs). MBU said that he is currently negotiating with them regarding this. MBU shared the list with governors outlining proposed improvements.</p> <p>Governor Question: Quality of Food - ST asked what this was like. MBU said that there it was okay but could be improved.</p> <p>Governor Comment: Healthy Eating – RSH stated that the push on healthy eating did change what was being served but there did not seem to be as much pressure on this at the moment.</p> <p>Governor Question: Contract Period – ME said that when you renew a contract you would normally have a contract period end of one year and not 3 years. MBU advised that you could do 3 years, however if the company did not want to renegotiate he would look elsewhere.</p> <ul style="list-style-type: none">• College Boundary Wall – MBU said he wished to highlight to governors that this issue was still on-going. He reminded those present that it was the wall in the playground.• Leak – MBU reported that a claim has been made to South West Water as the water leak has caused damage to the building. <p>Governor Question: Amount – TS asked how much the claim was for. MBU reported that he has completed a leak allowance form. South West Water are yet to come back to him.</p> <p>Capital Funding</p> <p>Governor Question – ME noted the item in MBU's report on Capital Funding and asked for further information on the amount that would be received in May. MBU stated that the College receives funding in May every year. ME noted that there were 2 tranches ear marked for projects and it seemed as if the funding would be used to repay this. MBU advised that with Devolved Formula Capital it could be used for certain 'replacements' which could be seen as repairs. He has spoken to the accountants and this has all gone through the auditors so it was fine. A check is also completed at year end as part of the audit.</p> <p>Floor Covering Replacement</p> <p>Governor Question: CreATE Flooring - ME asked if there was insurance to cover the repairs to the flooring. MBU stated that there was not.</p>		
8	<p>Future involvement of College in Community Use Building (CUB)</p> <p>MBU reported that there was no further update. As governors were aware, the Town Council had stepped back. A new group had been formed and a request has been made to Devon County Council to officially take on the building. There is a process that must be followed but the group will need to look at any discount that will be offered.</p>		
9	<p>Letters and correspondence from ESFA to academy trusts</p> <p>Governors noted the letter from Lord Agnew to Academy Trust Auditors (discussed under item 7). It was noted that there were no new letters from the ESFA.</p> <p><i>Note: ESFA (Education and Skills Funding Agency).</i></p>		
10	<p>10a Budget Monitor and 10b Data Dashboard</p> <p>Governors noted the following documents in SharePoint:</p> <ul style="list-style-type: none">• Budget Monitor March 2019• Budget Monitor April 2019• HCC Data Dashboard (March 2019)• HCC Data Dashboard (April 2019) <p>It was noted that the March documents had been available in advance of the meeting</p>		



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	<p>but the April documents had been added just prior to the meeting (due to timescales). MBU asked if governors would prefer to discuss the March or April reports. Governors agreed to focus on the more recent reports.</p> <p>Budget Monitor Reports</p> <p>MBU highlighted the figures at the top of the report to the Committee and in particular the surplus of £19,887 (in March there had been a deficit of £12,490). He reminded governors that at the last meeting he had spoken about the contingency of £40,000 which he had previously assumed would be spent. This had now been brought into the new budget monitor and if the budget goes to plan the figure at the end of the year should be £168,402. MBU reminded governors that £34,000 was the Bursary Fund.</p> <p>Governor Comment: Improvement – ME noted that this was an improvement on last year but that the bids were included.</p> <p>MBU referred to the items in red on the report and stated they were there to bring to the attention of governors. He highlighted the following:</p> <ul style="list-style-type: none">• Supply Staff (Line 103) – this was the risk. A forecast has been put in until the end of the year to cover long term absences but this was quite a substantial amount.• Electricity and Gas (Lines 302 and 303) – these had been topped up as the rates had increased. <p>Governor Question: Consumption – MG asked if this had increased. MBU stated that he had adjusted the consumption but the issue was being compounded by people not turning off lights and projectors etc. RSH pointed out that the consumption was not helped by the fact that there were now many more electrical items.</p> <p>Governor Question: Heating – ME noted that it was very hot in the College and in particular in the Meeting Room. She asked about thermostats. MBU said that the College did have these in place but it was an old system and some of the thermostats were not in the right place.</p> <p>Governor Question: Survey – ME asked whether a company could be asked to do a survey of energy efficiency etc. MBU said that the difficulty would be that the College would then need to fund any changes and there were lots of buildings with fairly poor heating systems. ME said however, that if a survey was completed, this could be used to bid for funding and the basis for the bid could be the savings that could be made if funding was available to make changes. MBU said he could look into this but his view as that the cost would outweigh any bid and the initial costs would need to be funded from the reserves.</p> <p>Governor Question: Solar Panels – ST asked if MBU had considered these. MBU stated that they were already in place on the English Block.</p> <p>Governor Comment/Question: Size of Site – RSH pointed out that the College site was huge and there were many different buildings which could make it difficult to work out savings. ME asked if each building could be looked at individually but MBU advised that it would not be that simple due to meters etc.</p> <p>Governor Comment: Environmental Benefits – ST suggested that a bid could be put in based on environmental benefits. MBU questioned whether governors would want reserves directed into this. In addition, he pointed out how time consuming it would be to work out any savings.</p>		



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	<p>Governor Question: Bills – ME asked if the College were billed monthly for electricity etc. MBU stated that it depended on which contract it was. ME suggested that notices could be put up in key places such as the staff room reminding staff about how much electricity etc. was costing the College. MBU stated that staff were aware as emails had been sent out. RSH confirmed this and said that as with any workplace, some people turned them off and some did not. MBU said signage had been done.</p> <p>Governor Comment: New installations – TS stated that the key was new installations (e.g. lights that would turn themselves off etc.).</p> <p>As there were no further questions/comments, MBU stated that he would continue to look at what he could do to reduce expenditure on utilities.</p> <ul style="list-style-type: none">• Repairs (Line 309) – MBU reported that he would need to increase the amount. There had been a lot of heating repairs and some roof repairs.• Administration Costs (Line 201) <p>Governor Question – ME asked what these included. MBU said that it was for general administration including photocopying, toner cartridges and Parent Pay service charges.</p> <ul style="list-style-type: none">• Exam Supervision (Line 109) <p>Governor Question: ME noted that an additional £4,000 had been included to cover forecasted costs. MBU said that this was due to an increase in costs (e.g. the NJC Award and more invigilation than previously budgeted).</p> <ul style="list-style-type: none">• Mini Bus (Line 208) <p>Governor Question: ME noted that the cost of this was more. MBU stated that this was due to commitments for the year. He explained that as trips take place money will be put back.</p> <p>Data Dashboards</p> <p>There were no questions.</p>		
11	<p>Five Year Budget</p> <p>Governors noted the report in SharePoint (5 Year Budget Highlights – HT5). MBU reported that the:</p> <ul style="list-style-type: none">• Focus was on the next budget.• The College was now 4 months away from the start of the next financial year.• The GAG (General Annual Grant) will stay flat.• Pupil numbers have been budgeted based on current known numbers.• The number of Year 7 students joining the College in September will be slightly down.• The staffing model is based on current plus known changes. There are a number of recent changes which are now unknown until appointments are made.• Support Staff pay is based on information provided in January 2019.• The Teachers Pay Grant is partially funded.• Governors should focus on the conclusion in his report and he hoped to set a balanced budget. <p>Governors Comments/Questions:</p> <p>Summary by Chair - TS said that he could see that MBU was aiming for a balanced budget with something in reserve. He said that the Committee needed to be sure that</p>		



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	<p>they could feel confident with the work that MBU had done. They did. He said that his view was that the College must aim for a balanced budget but they must also fulfil the needs of students. MBU referred governors to Bullet Point 2 in his conclusion</p> <p>MBU also referred governors to Page 3 of the Five Year Forecast and said that the figure for 2019-20 increased quite a bit but this was if pensions and pay grants are not funded. He added that the College would be in deficit if they had to find this.</p> <p>Governor Comment: Government Funding – TS stated that in reality if the government did not fund the pensions/pay grants the College could not afford to pay these. MBU stated that the government do need to fund these as well as increase money for schools. MBU said that pensions/pay awards for Support Staff have not been discussed, however he wanted to make governors aware that there would be no grants for these and the College would just have to find the money.</p> <p>Governor Comment: Efficiency Savings – ME pointed out that there comes a point where you can no longer make these. MBU said if the ESFA were to suggest that the College had not managed its budget he would be able to show them that the College had done so. MBU added that the ESFA stated that no more than 80% of the budget should be spent on staffing costs but every time there is a pay increase it puts up the staffing costs and you would end up looking at redundancies if you had to get back down to 80%.</p> <p>Governor Comment: Significant deficit – TS said he could see that there would be a significant deficit if the College was not funded properly in the future. <u>In summary, he felt that the Committee could be confident for this year and next year but after that they could not be.</u></p>		
12	<p>ESFA Budget Forecast Return Outturn (BFRO) submission approval</p> <p>The Committee noted the report in SharePoint. MBU stated that governors must approve or not approve this and the deadline for submitting the return was the 21st May 2019. It was noted that MBU had checked the Academies Financial Handbook and this approval could be done by this committee as the handbook referred to 'trustees' and not 'board of trustees'.</p> <p><i>The Clerk left the meeting between 5.47 and 5.53 p.m. to deal with a query from a parent who had come into reception.</i></p> <p>MBU explained how the report and documents linked into the Budget Monitor for each month. Committee members could see this.</p> <p>Governor Question: Presentation – ME said that some governors may feel uncomfortable about the way in which the information presented as it was a different format to that previously seen, although she did not, and asked if there was a better way. MBU said this would be very time-consuming for him. All were content with the presentation. All agreed that they did trust MBU and the information he was providing but it was still essential that they checked it.</p> <p><u>Having been satisfied that they were content with the work of MBU, the Committee approved the BFRO submission. Proposed: ME, Seconded: ST. It was agreed that TS would notify the Governing Body at the next meeting.</u></p>	Chair	To FGB 22.05.19
13	<p>Aged Debtor Report</p> <p>The Aged Debtor Report was available for governors to view and was discussed. A copy</p>		



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	will be filed with the Part 2 minutes. MBU brought to the Committees attention a debt for more than £19,000 which has been outstanding for more than 2 months. This is being chased by the Finance Office. An invoice has been raised so that a paper trail is in place should the money not be transferred back to the College by the other party. Governors were content that the appropriate action was being taken.	Clerk	Action Completed
14	<u>Receive notification of any funding issues from Teaching and Learning</u> There were no new issues to bring to the attention of the Resources Committee.		
15	<u>Related Party Transactions/Employment of Trustees</u> MBU stated that there was nothing to report.		
16	<u>Gifts and Hospitality, Connected and Related Party Transactions</u> TS checked the booked. There was one new item. TS signed the book.		
17	<u>To receive recommendation from the Teaching & Learning Committee following a review of staffing structures directly linked to the delivery of the curriculum (to aid in the budget setting process)</u> <i>MBU left the meeting at 6.07 p.m.</i> The Clerk reported that the Teaching and Learning Committee had discussed the most appropriate meeting at which to review and recommend the staffing structure, (it was currently on the agenda for both meetings 4 and 5). They had agreed that it should just be meeting 4. The Resources Committee were supportive of this and asked the Clerk to amend the Annual Cycle to complement the Teaching and Learning Annual Cycle.	Chair Clerk	To FGB 22.05.19 Action Completed
18	<u>Governor Audit Check</u> ME reported that she had carried out an audit on 18.03.2019 and she was content with her findings. The next audit will be on the 10.06.2019. <i>MBU re-joined the meeting at 6.08 p.m.</i>		
19	<u>Marketing Working Party Update</u> MBU reported that there was nothing to update the Committee on.		
20	<u>Cleaning Provision</u> MBU reported that he is still pleased with how the contract is working but still work to be done. The Committee noted that at the last meeting they had suggested that a review should take place at the end of the Summer Term. They reconsidered this and were content with the way the contract was working. Instead they agreed that this item could be removed from the agenda and MBU must make them aware instead of any exceptional issues through his report. Clerk to update future agendas.	Clerk	Action Completed
21	<u>Health and Safety Committee update (note: accident update is included within data dashboard)</u> MBU reported that a meeting was scheduled for 15.05.2019. He referred governors to the 2 documents in SharePoint which showed comparisons for accidents statistics over the last 2 years. Governors noted these. MBU stated that he was concerned that people were not reporting accidents so he had therefore had a push on this. This had worked as more are now being reported. <u>Governor Question: Near Misses</u> – ME asked if these were recorded. MBU stated that they were sometimes but there was more work to be done on this.		
22	<u>Safety First Newsletter</u> Governors noted the newsletter in SharePoint.		
23	<u>Staffing Update (Clerk will update Pay Policy if there are any amendments to the Performance Management Tree)</u> MBU reported that: <ul style="list-style-type: none">• A new receptionist had been appointed and this was working well. Governors		



"Success for All"

HONITON COMMUNITY COLLEGE ACADEMY TRUST

Resources Committee

POLICIES ADOPTED: Whistleblowing Policy, Debtors and Debt Recovery Policy, TOIL Policy, Complaints Policy
POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>agreed with this and had been impressed.</p> <ul style="list-style-type: none">• An advert is out for a new Religious Studies/Psychology Teacher.• An advert is also out for a new English Teacher. <p>Governor Question: Senior Vice-Principal – ME asked when the secondment was due to end. MBU advised that it would end, as planned, at the end of the Summer Term and the Senior Vice-Principal would return for the start of the next academic year. MBU reminded governors that the Vice-Principal Teaching and Learning would be leaving at the end of term. The member of staff covering the Senior Vice-Principal's role would remain at the College.</p> <p>Governor Concern: Staff Changes – ST said she felt that governors should be kept more up to date on staffing changes/absences etc. as she was quite often asked by parents and she did not always know that there was a vacancy/long-term absence etc. She did not feel it was sufficient for governors to have to wait until a Committee meeting for an update. She was also concerned that because she was on the Resources Committee she would not know as much about vacancies/absences as governors on Teaching and Learning. TS said his view was that managing absences and filling vacancies was a management issue and not a strategic issue, however he accepted ST's concerns and said he would raise them at the Full Governing Body.</p> <p>Performance Management Tree – Governors noted that there was no new Performance Management Tree.</p>		
24	<p>Trips – Feedback and Forthcoming - also HT1/3</p> <p>It was noted that in the absence of GSM there was nothing to update the Committee on. The next update for this item will be at HT1.</p>		
25	<p>Approval – Category B and C Trips</p> <p>It was noted there were no new trips to bring to the attention of the Committee.</p>		
26	<p>What impact has this meeting had on the outcomes of pupils in our College?</p> <p>It was noted that the governors have:</p> <ul style="list-style-type: none">• Followed up on the outcome of the CIF bids to ensure funding is secured where possible.• Discussed the catering contract and plans for the future to ensure that the best possible contract is in place.• Thoroughly reviewed the budget monitor ensuring that funds are properly spent.	Chair	To raise at FGB 22.05.19
27	<p>Part 2 Minutes</p> <p>The meeting went into Part 2 at 6.20 p.m. Proposed: TS, Seconded: RSH. The meeting came out of Part 2 at 6.21 p.m. Proposed: TS, Seconded: ST.</p>		
28	<p>Date and time of next meeting</p> <p>Monday 8th July 2019 at 4.30 p.m. HCC Meeting Room. Meeting ended at 6.21 p.m.</p>		