

# Minutes of KEVICC Operations Committee Meeting Tuesday 22<sup>nd</sup> January 2019



**Present:** Michael Young (MY) (Chair), Kate Wilson (KW), Nigel Clark (NC) and Alan Salt (AS)

**In attendance:** Yvette Elliott, Clerk (YE) and Alan Neale, Business & Finance Director (AN) and Julian Carnell, Parent Governor (JC)

Ref.	<b>FOCUS OF MEETING</b> <b>Overseeing the financial performance of the school and ensuring its money is well spent</b>	Actions
1	<b>Welcome &amp; Apologies</b> <ul style="list-style-type: none"> <li>• Apologies, sanctioned by the FGB: None</li> <li>• Absent without apology: None.</li> <li>• Declarations of interest: None.</li> </ul>	
2	<b>Appoint Vice-Chair of Committee</b> NC was appointed as Vice-Chair of the Operations Committee.	
3	<b>Finance</b> <u>Monitor budget position – FRS budget outturn</u> AN stated that there is a reduction in the end of year forecast for expenditure for Supply. Short-term absences have reduced and new procedures around return-to-work are thought to have contributed to this. The absence insurance should enable to College to recover some cost for long-term absences. Occupancy costs have historically had billing issues, but AN is confident in the accuracy now and this has resulted in reduced forecasted costs and the College has also benefitted from previous expenditure with savings now being seen e.g. for lighting. There are repairs and maintenance allowances for ongoing work, but any unforeseen significant breakdowns would impact on the bottom line. <i>JC asked if there is any major maintenance planned before year end?</i> AN confirmed not, but stated that any budgets unspent on this would roll over for the following year. The additional capital allocation, expected to be C. £52k, will be used to upgrade systems our usual capital allocations could not accommodate. This includes telephone and IT servers. An end of year surplus is forecast at £136,000 with a further carry forward from the previous year totalling £204,000 with further potential savings to be made before the end of the financial year. This money will be used as a 'cushion' for anticipated financially challenging years moving forward. <i>NC questioned the high income detailed from trips.</i> AN confirmed that this nets off against the expenditure. <i>KW asked about the all weather pitch (AWP).</i> AN stated that the income & expenditure show a profit which is ringfenced for the planned 15-year replacement costs.  <u>Budget 2019-20 update</u> AN confirmed the College's previous aim of setting a balanced budget in 3 years, with in-year surpluses over the last and current years, despite a pattern of Year 7 intake dip. The current surplus will be used to support the coming years and the 3-year projection looks at pupil number projections and reduced costs where possible (savings will be seen in future years). The SLT are involved in reviewing financial proposals. <b>The committee moved to Part 2 minutes.</b>	

	<p><i>MY questioned that pupil number projections seem higher than previously predicted. AS stated that he is more confident now that the number selecting KEVICC as first choice for September will actually result in a higher number in total. By the budget setting date the College will be more confident as further details will have been shared with the College.</i></p> <p><b>AN proposed an additional Operations Committee meeting</b> to focus on the 2019-20 budget, prior to recommending this to FGB. The LA will need to see our plans and a 3 year forecast before the budget is set. YE raised Governor training budget as several courses exist at a cost and estimated £500-£1,000 / year. AN confirmed that the CPD line would be appropriate for this. YE to book courses as required.</p> <p><i>JC asked about a budget specifically for Site Development work. AN stated that there is approximately £9,000 in non-grant income (DVLТ transferred funds &amp; ground rent from the dance school) which is potentially available. This would require FGB spending approval.</i></p>	<b>Additional Meeting</b>
4	<p><b>Personnel</b></p> <p><u>HR Dashboard Report</u></p> <p>AN produced a new dashboard report with the intention on now updating this regularly with staff movement and HR changes etc. Analysis for 'reason for leaving' is being undertaken to see if the College may have any control to reduce this in the future.</p> <p><u>Review performance, CPD and induction of new staff and NQTs</u></p> <p>Ben Cotton manages and oversees the NQT programme and CPD. There is currently 1 NQT</p> <p><u>Review staffing structure and needs for coming year</u></p> <p>Covered in Budget discussion above.</p>	
5	<p><b>Premises</b></p> <p><u>AWP Update</u></p> <p>There are operational issues with the pitch surface (installed in 2017), which an independent report records as a failure to comply with the specification. AN is dealing with the Project Manager and Contractor, with Solicitor support in place. <i>MY asked if there is any risk of H&amp;S issues arising from the current surface?</i> There are no significant concerns, but as the surface is not level the flight of balls will be impacted. <i>JC asked if settlement funds have to be used for repair or if these could be kept?</i> AN stated that as an issue has been identified we could be liable if the College decided not to act and it was assumed that KEVICC would want to have the AWP at the correct standard.</p> <p><u>Elmhirst Occupation Update</u></p> <p>TCDS have confirmed that they will use the building and a schedule has been requested from them regarding when it will be occupied. It is hoped that occupation will reduce anti-social behaviour in this area too. TCDS would be happy to meet Governors and NC agreed this would be positive given the length of time since the agreement was signed back in February 2018.</p>	

6	<p><b>Health &amp; Safety</b>  <u>Health &amp; Safety Dashboard</u>  AN shared the new dashboard. Absence data as a result of first aid have been included for review, although there were no severe incidents. <i>JC asked about the recorded accident at work which resulted in absence.</i> AN confirmed that this is being managed through a formal process and HR have confirmed that the College acted appropriately and are following the due process. <i>MY questioned the high category of 'other' as reason for first aid.</i> It was confirmed that pupils go for a variety of reasons and all must be recorded. There is no cause for concern.</p> <p><u>Confirm Systems in place for Risk Assessments</u>  The Site Manager is responsible for managing risk assessments.</p> <p><u>Ensure annual fire risk assessment takes place</u>  As above.</p> <p><u>Review road safety (verbal report)</u>  AS reported that as the College is a split site over the main road, movement of students is supervised to ensure the bridge crossing is used and any pupils with mobility issues are supported.</p>	
7	<p><b>Lead Governor Reports</b>  Potential Lead Governor roles were discussed, including HR &amp; Personnel and H&amp;S to provide a way for Governors to make visits to school to meet with staff counterparts and feed back to Committee / FGB. It was agreed that the FGB should make a decision regarding the introduction of new roles and how this would sit with Faculty Links. KW highlighted that some Faculty Links are now held by Governors that do not sit on the Standards Committee. <b>AS, JL and YE to discuss during fortnightly meeting and feed back.</b></p>	JL, AS, YE
8	<p><b>Keele Survey – agree dates</b>  KW suggested that this needs to be undertaken in March in order to catch Year 11 and 13 pupils before they leave. It costs the College around £2,500 for staff, parent and pupil surveys and analysis to be completed. These are very detailed and provide benchmarking against national data however the length of the survey can be off-putting and national data tends not to change much. A discussion took place around the possibility for undertaking shorter surveys in-house or encouraging increased use of the Ofsted parent survey. <i>MY asked if the College has capacity to conduct its own surveys?</i> AN felt it does, giving the example of a recent catering survey. It was agreed that the follow-up work (i.e. evaluation and resulting College changes) is the essential piece of work and this has been lacking. NC suggested that respondents need to be incentivised to complete the surveys. Staff, parents and pupils all need to be surveyed in order to make this a useful piece of work. <b>AN &amp; AS to make proposals for an alternative to the Keele survey work.</b></p>	AN, AS
9	<p><b>CIP</b>  Resource management is constantly reviewed.</p>	

<b>10</b>	<b>Discuss planned TLC activities for the year</b> This was discussed at the December FGB meeting. There has been no recent activity.	
<b>11</b>	<b>Policies for Approval</b> <ol style="list-style-type: none"> <li>1. Accessibility Plan (Sarah Winstone) – This will be brought to the June meeting following an update due to new pupil with additional needs.</li> <li>2. Code of Conduct for Staff – ratified at FGB.</li> <li>3. Recruitment &amp; Selection (Alan Neale) – two contradictory sections were highlighted, and Governing <b>Board</b> needs to be used throughout. AN to update and bring to June meeting.</li> <li>4. Finance Policy (Alan Neale) – MY has suggested some changes regarding accountability for finances and Governing <b>Board</b> needs to be used throughout. <b>AN to update and bring to next meeting.</b></li> </ol>	<b>NC</b>  <b>AN, NC</b>  <b>AN, MY</b>
<b>12</b>	<b>Policies for Review at June Meeting</b> <ol style="list-style-type: none"> <li>1. Maternity (Alan Neale) – NC</li> <li>2. Paternity (Alan Neale) – MY</li> <li>3. Shared Parental Leave (Alan Neale) – NC</li> <li>4. Adoption (Alan Neale) – MY</li> </ol>	<b>Gov's</b>
<b>6</b>	<b>Meeting closed at 8.05pm.</b> An additional meeting was scheduled for a focus on the 2019/20 budget – Monday 4 <sup>th</sup> March, 5.45pm.	

Signed.....

**Michael Young**

**Chair of Operations Committee**

Date:.....