

# Minutes of KEVICC Operations Committee Meeting Tuesday 25<sup>th</sup> June 2019



**Present:** Michael Young (MY) (Chair), Nigel Clark (NC) (Vice-Chair), Jon Rae (JR), Alan Salt (AS) and Julian Carnell (JC)

**In attendance:** Yvette Elliott, Clerk (YE) and Alan Neale, Business & Finance Director (AN)

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 Committee: Jim Lodge (JL)</li> <li>Absent without apology: None.</li> <li>Declarations of interest: None.</li> </ul> MY welcomed JR to the committee.	
2	<b>Minutes of Previous Meetings (1<sup>st</sup> May 2019)</b> Minutes were approved by Governors and signed by NC.	
3	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>AN shared an updated staffing structure with Governors. <i>JC asked why maths and English have faculty directors but science does not?</i> AS stated that these are historic positions, but it is not uncommon for heads of core subjects to be on the SLT or have leadership pay scales.</li> </ul> <b>Governors moved to Part 2 minutes</b>	
4	<b>Finance</b> <u>Budget</u> - AN reported that the local authority have made some changes to ledger codes and as such updates are required to our own reporting so that this is brought in line before it can be shared with Governors. Of the £67k income projected from Element 3 funding (SEND), approximately £7k less is now expected due to a couple of pupils no longer being at the College. There have been some staffing changes since the budget was set so some small amendments will also be needed for this.  <u>Capital Expenditure</u> – A new telephone system has been ordered. Server upgrade work is now being brought forward and this will commence over the summer holidays. Replacement doors will also be fitted over the summer. <i>JC asked if the science block is now complete?</i> Yes, and all rooms are occupied, but a snagging list is in place. Demolition of Room 50 is due to take place over the summer. <i>MY asked if the College is pleased with the work?</i> AS is happy that all science classes can now take place next to each other and the studio lab is a much more user-friendly work space. <i>NC asked about the impact of recent IT issues.</i> AN stated that due to issues of unreliability, consultants were brought in and have resolved the majority of issues and the server upgrade work will continue as planned. There is still old hardware, so some future investment will be required on a rolling programme. <i>JC asked if there is an IT vision for the College?</i> AN stated that there is not currently a coherent IT strategy in place but AN, Keith Price & Ian Wren are working together on IT development plans. AS stated that there was a historic process of replacing teacher laptops over time but this is not happening currently. JC would like the Site Development Committee to consider IT provision in the future, but that may be some way off.	

5	<p><b>Personnel</b>  HR Dashboard Report – AN shared the updated HR Dashboard, which is a cumulative report, building on previous updates, including staff starters and leavers. There are currently no teaching vacancies and the majority of leavers are due to career progression or at the end of fixed-term contracts.</p> <p><u>Recruitment Update</u> – A Personalised Learning Centre Manager has now been appointed. <i>MY asked why there is a reduction in working weeks for a finance position and the impact of this?</i> AN reported that no problems are anticipated as a result of this agreement. Governors requested that the names of staff working as maternity cover be included on the document. <b>AN to update.</b> <i>NC asked if changes to contracts as a result of the flexible working policy are temporary or permanent?</i> These are permanent. Interviews are taking place tomorrow for a new Business Manager.</p> <p><u>Clerk's Annual Appraisal</u> – Booked in for Thursday 27<sup>th</sup> June.</p>	AN
6	<p><b>Premises</b>  Governors moved to Part 2 minutes.</p>	
7	<p><b>Health &amp; Safety</b>  AN shared the updated Health &amp; Safety Dashboard, which is a cumulative report, building on previous updates. There had previously been a significant number of false fire alarms set off by pupils, but CCTV and clear measures in place for the consequences of these actions has reduced this. Spates of break-ins have occurred and damage has been recorded &amp; reported, but the DCC insurance policy does not cover this cost. AN reported that key security has also been tightened up within the College.</p>	
8	<p><b>Marketing</b>  AN shared a first draft of a new Marketing Strategy in order to develop a cohesive approach, with the focus on increasing pupil numbers. It was acknowledged that capacity is required both financially and in manpower in order to deliver this work, as there is no dedicated marketing manager. The Courier was commented on very positively as a current method of marketing. JC felt that with limited resources, the marketing priorities need to be simplified, but also highlighted that the College is full of communication experts with good teachers so a focus and ownership is essential. NC noted that there is a potential new Governor being considered and she brings strategic marketing skills. <i>MY asked if the SLT are able to identify practical marketing priorities?</i> AS confirmed that this work has started already, with consideration of improvements to the delivery of the Courier (e.g. to non-KEVICC parents) and Open Mornings etc.</p> <p>JC proposed that the current marketing priorities are too broad and not focused enough. Vision and branding should be prioritised first – how do we communicate our key evidence (such as recent Good Ofsted judgement) and who will take ownership? Our vision and brand for the school are strong, but they are not yet communicated clearly enough. <i>JC asked if the Ofsted report is being widely shared by the College?</i> AS stated that an article is being published in the Totnes Times. NC highlighted technological opportunities such as Wikipedia updates and Google analysis of web visitors etc to inform our decisions and support the sharing of positive news.</p> <p>JR commented positively on the impressive draft Marketing Strategy and offered appreciation from the Governors for this work.</p>	

<b>9</b>	<b>Policies for Review</b> <ol style="list-style-type: none"> <li>1. Maternity (Alan Neale) – <b><i>Ratified.</i></b></li> <li>2. Paternity (Alan Neale) – <b><i>Ratified.</i></b></li> <li>3. Shared Parental Leave (Alan Neale) – <b><i>Ratified.</i></b></li> <li>4. Adoption (Alan Neale) – <b><i>Ratified.</i></b></li> <li>5. Accessibility Plan (Sarah Winstone/Kirsty Matthews) – <b><i>Ratified.</i></b></li> <li>6. Recruitment &amp; Selection (Alan Neale) - <b><i>Ratified.</i></b></li> </ol>	<b>Gov's</b>
<b>10</b>	<b>Policies for Review at Next Meeting</b> <ol style="list-style-type: none"> <li>1. Appraisal Scheme (Support Staff)</li> <li>2. Lettings Policy</li> <li>3. FOI Publication Scheme</li> <li>4. Charging &amp; Remissions Policy</li> </ol>	<b>JC</b> <b>JR</b> <b>MY</b> <b>JR</b>
<b>11</b>	MY thanked AN for his work and professionalism in his last committee meeting and wished him well for the future. <b>Meeting closed at 7.10pm.</b> The date of the next meeting is Tuesday 15 <sup>th</sup> October, 5.45pm.	

Signed.....

**Michael Young**

**Chair of Operations Committee**

Date:.....