

Minutes of KEVICC Operations Committee Meeting Tuesday 15th October 2019



Present: Michael Young (MY) (Chair, Jon Rae (JR), Gillian Healey (GH), Alan Salt (AS) and Julian Carnell (JC)

In attendance: Yvette Elliott, Clerk (YE) and Stephen Corline, Business & Finance Director (SC)

Ref.	FOCUS OF MEETING Overseeing the financial performance of the school and ensuring its money is well spent	Actions
1	Welcome & Apologies <ul style="list-style-type: none"> • Apologies, sanctioned by the Committee: None • Absent without apology: None. • Declarations of interest: None. <p>MY welcomed GH to the committee. Following the resignation of Nigel Clark from the FGB, <i>JR was appointed as new Vice-chair of this committee.</i></p>	
2	Minutes of Previous Meetings (25th June 2019) Part 1 & Part 2 Minutes were approved by Governors and signed by MY.	
3	Matters Arising <ul style="list-style-type: none"> • An updated staffing structure has been shared with Governors. 	
4	Finance <u>Monitor Budget Position</u> – SC reported that there is currently a slightly better in-year deficit position than predicted but it is still a cautious budget. Foundation Governors income & expenditure skews the picture slightly at present, as expenses are incurred but income is received in full at year end. Teachers pay & pension increases will be part-funded by a Government grant, but this will not cover the full cost. Student numbers are slightly lower than those used when the budget was set. <i>JR asked about the transfer of surplus funds from previous years.</i> SC confirmed that there was a significant carry forward and the current 2021/21 projection is for a £258k surplus. <i>JC asked why the supply costs are substantially over the budgeted figure?</i> SC stated that the summer term is often the busiest for supply due to trips and exams etc. so more of the budget can be used in this period but the forecast is for a continued pattern. AS added that long-term sickness has a big impact on supply costs and is hard to predict. <i>JR asked why staff costs have reduced substantially?</i> AS confirmed that reappointments over the summer have been for cheaper staff than those outgoing and couple of teaching assistant posts have not been replaced, although a new Learning Manager post has also been created. There was also a gap between the outgoing and incoming Caretaker, so savings were made in the interim. Governors moved to Part 2 minutes.	

	<p><u>Teacher Pay Decisions</u> – 3 options were presented to Governors for approval, following the DfE announcement that minimum and maximum values of all teacher pay scales will increase by 2.75%. (0.75% of this will be funded, the school needs to cover the remainder of the costs). Governors considered the potential costs to the school against the impact on morale etc. Governors approved Option 2 – to increase ALL pay points in ALL teacher pay scales by 2.75%, backdated to September 2019. SC to notify DCC & AS to notify teachers.</p>	SC & AS
5	<p>Personnel</p> <p><u>HR Dashboard Report</u> – There are minimal staffing changes to report since the last meeting. <i>JR asked if new staff are local or if they've relocated to the area?</i> The majority were local, with one relocation to the area. <i>JC asked if the staff mindfulness course is beneficial?</i> YE reported that there has been positive feedback from colleagues.</p>	
6	<p>Premises</p> <p><u>Elmhirst Occupation Update</u> – There has been a small amount of use by TCDS, but not as much as first anticipated. A lantern parade is planned and the college has been asked to store lanterns for this to take place – at this stage we need more information about this but it seems like something we will be able to support.</p> <p><u>Kennicott access request</u> – A request has been received from a developer asking if the gateway into sheep field could be used for vehicle parking during new housing development works. KEVICC owns the Kennicott driveway and other have a right of access over this. Governors agreed that a temporary use of space could be considered, but nothing more long-term could be agreed to, the developer has been made aware of this and no further correspondence has been received from the developer since this was made known.</p>	
7	<p>Health & Safety</p> <p>Minimal changes have been made to the Dashboard since the last operations Committee meeting and SC reported that there is nothing of concern. Site safety work is ongoing by Gavin Priest and fire risk assessments are being undertaken over the October half-term holiday. JC requested that a copy of the new tree survey should be shared with the Site Development Committee. AWP resurfacing is an ongoing issue.</p>	SC

8	<p>Marketing</p> <p>AS reported that the Draft Strategy has not yet been updated, but visits to all catchment primaries have now been undertaken by himself and the Leadership team, with the Courier being delivered to all year 5 & 6 parents. AS has met with new Headteachers of local primaries and individual school-by-school events are being planned for the Spring term, such as art support at Dartington. There has been a busy marketing period in terms of Open Morning and Parent Evenings in this half-term. Data for Year 6 'destinations' is now in-hand for Devon pupils. Primary sports provision is no longer ongoing for several primaries following their federation and academisation as they now have in-house sports provision.</p> <p>31st October is the deadline for Year 6 secondary school applications & KEVICC should know how many first choices it has received in December. Our Planned Admission Number (PAN) is set at 150 for each year group + 3% and AS is in discussions with the LA regarding this as a result of other local secondary schools raising their PANS without KEVICC being informed.</p> <p>A core marketing group is now established – Steve Sherwood, Ben Cotton, Kirsty Matthews, Denise Wilson, Alan Salt and Stephen Corline. GH will join this group as a volunteer (not in a Governor capacity) as she brings skills and expertise in this area.</p> <p><i>JR asked if a grant towards marketing would be helpful?</i> AS stated that it would need to cover core staffing costs to add value.</p>	
9	<p>Uniform</p> <p>AS reported back on the progress of the Uniform sub-committee in working to reduce the cost of school uniform for parents.</p> <p>Governors moved to Part 2 minutes.</p>	
10	<p>Policies for Review</p> <ol style="list-style-type: none"> 1. Lettings Policy – to be considered at the next meeting. 2. FOI Policy - <i>Ratified.</i> 3. FOI Publication Scheme - <i>Ratified.</i> 4. Charging & Remissions Policy – to be considered at the next meeting. 5. TOIL - <i>Ratified.</i> 6. Parental Leave – to be considered at the next meeting. 	<p>JR</p> <p>JR</p> <p>JC</p>
10	<p>Policies for Review at Next Meeting</p> <ol style="list-style-type: none"> 1. Finance Policy (to be recommended to FGB) 	MY
11	<p>Meeting closed at 7.35pm.</p> <p>The date of the next scheduled meeting is Tuesday 21st January 2020, 5.45pm.</p> <p>An extra interim meeting may be called prior to the December FGB meeting.</p>	

Signed.....

Date:.....

Michael Young

Chair of Operations Committee