Minutes of KEVICC Operations Committee Meeting Tuesday 21st January 2020

Present: Michael Young (MY) (Chair), Alan Salt (AS) and Andrew Waterman (AW).

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** • Apologies, sanctioned by the Committee: Jon Rae, Gillian Healey, Jim Lodge and Julian Carnell. • Absent without apology: None. • Declarations of interest: None. MY welcomed AW to the committee.	
2	**Minutes of Previous Meetings (15th Oct & 26th Nov 2019)** Part 1 & Part 2 Minutes were approved by Governors and signed by MY.	
3	**Matters Arising** • SC has notified DCC & AS has notified teachers of pay increases. Pay rises have now taken effect. • Tree survey has been shared with the Governors.	
4	**Finance** Monitor Budget Position – SC reported that we are now forecasting an in-year deficit of £34k, but this is approximately £60k better than we had originally budgeted and gives a projected carry forward of £303k, which is great for future management. Some of these changes were due to increased school budget share income and although teacher on-costs unexpectedly increased, these were largely covered by government grants. *AW asked why there was an overspend on repairs & maintenance?* SC stated that no money had been set aside for certain works, such as tree surveys and this was the most appropriate budget line to allocate this expenditure to. Next year's budget will include an allowance for such work. *MY asked if the foundation Governors' donation is included in these figures?* SC confirmed that it is, but although expenditure is incurred throughout the year, the College only invoices for this at the end of the year. AS explained the Foundation Governors Charitable Trust set-up and objectives, and reiterated that KEVICC students are the sole beneficiaries. SC stated that no expenditure out of the ordinary is expected before the end of the current financial year, but there are still some contingency funds available. Work in the Easter holidays is now being considered, but we are unlikely to be able to actually spend it all before year-end. We are now waiting for DCC to confirm our 2020-21 income. **Governors moved to Part 2 minutes.** SFVS Return – School benchmarking data is complete, but the questionnaire needs to be submitted to DfE, with feedback required from all Operations Committee governors. **MY & SC to meet and complete SFVS forms**.	**MY & SC**

	MY asked if the benchmarking has thrown up any surprises? Our energy contracts have been changed now, but AS highlighted the inefficient temporary classrooms, which benchmark poorly against more modern schools for energy. SC stated that the teacher contact ratio looks low, but we know there were 3 staff on maternity within this period so staff are 'double-counted.' *MY asked for confirmation that our pay rates are in-line with national scales* and this was confirmed by SC. *MY asked if pupil numbers continue to be a 'medium' risk?* SC stated that there are similar sized year groups moving through the college now, following a dip in total numbers from next September.	
5	**Personnel** HR Dashboard Report – SC reported that the process is now well-embedded for managing sickness absence. The Leave of Absence process is also working well, with medical evidence requested in a consistent way. *AW asked if flexible working requests are a challenge for management?* AS stated that these have so far been met without affecting the business of the college and we are lucky to have a very good time-tabler. **Governors moved to Part 2 minutes.** Kirsty Matthews is managing a staff wellbeing programme. Recruitment Update - All recruitment is for replacement positions. The college are mindful of statutory requirements regarding the Science Technician vacancy. AS stated that stability in staffing is positive, but governors should not necessarily see it as a negative when there is staff turnover as this can demonstrate progression and promotion.	
6	**Premises** Elmhirst Update – The college has now served notice on TCDS to end their contract at Elmhirst. TCDS have requested another 12 months on-site and **a briefing paper will come to the Site Development Committee** prior to a decision being made by governors. Kennicott access road enquiry update – Nothing to report.	**SC**
7	**Health & Safety** The number of 1st Aid incidents in the second half-term increased due to mental health issues. In addition to this, there were notifiable cases of Flu, Scarlett Fever, Mumps and Noro Virus at the end of the Autumn Term (resulting in over 200 pupils off on one day). The Site Manager is working through the recommendations in the tree survey. DCC are replacing the old wooden windows in the Old Court area of the school. Work is ongoing with contractors regarding the All Weather Pitch (AWP). A site survey and repair is planned around Easter. Some complaints were received from local residents about the lights being left on during the Christmas holidays – lights operate on an inflexible timer, so this system may need reconsidering. LEDs are being investigated but could be a costly change. **A college Risk Assessment report will come to the next Operations Committee meeting.** A security review (including additional CCTV) are ongoing at Kennicott 6th Form following break-ins.	**Agenda**

8	**Marketing Update** SC reported that the team met recently and are using the marketing strategy to create an annual plan, with scheduling of events etc for forward planning. Kirsty and the SLT have been working with feeder primary schools, following Devon Association of Secondary Heads (DASH) protocols; the admission process is being reviewed following Year 7 family survey feedback; a new parent communication system is being used to link with improved online updates and presence.	
9	**Policies for Review** 1. Lettings Policy – ***Deferred to next Committee meeting*** 2. Charging & Remissions Policy – ***Deferred to next Committee meeting*** 3. Parental Leave – This is a new model policy from DCC ***Ratified following requested changes from JC.*** 4. Finance Policy – ***recommended for approval to FGB following updates to include a corporate credit card spend limit specification.*** 5. Adoption Policy – ***Ratified.*** Thanks were given to Bernice McCance for highlighting new HR policies.	**JR** **JR** **FGB**
10	**Policies for Review at Next Meeting** The Parental Bereavement (Pay and Leave) Act comes into effect in the Spring. If any new DCC policies are created ahead of the next committee meeting, these will be reviewed by AW.	**AW**
11	**Meeting closed at 7.30pm.** The date of the next scheduled meeting is Tuesday 3rd March 2020, 5.45pm.	

Signed……………………………… Date:………………......................

Michael Young

Chair of Operations Committee