

Minutes of KEVICC Operations Committee Meeting Tuesday 3rd March 2020



Present: Michael Young (MY) (Chair), Alan Salt (AS) and Andrew Waterman (AW – left at 7.05pm) and Gillian Healey (GH).

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: Jim Lodge and Julian Carnell. Absent without apology: Jon Rae (JR) Declarations of interest: None. 	
2	Minutes of Previous Meetings (21st January 2020) Part 1 & Part 2 Minutes were approved by Governors and signed by MY.	
3	Matters Arising <ul style="list-style-type: none"> MY & SC have met to finalise the SFVS Form. Coronavirus – AS updated Governors on the current situation: KEVICC is acting on the advice of the DfE & Public Health England (PHE) and is sharing this information with parents. Following the Cobra meeting, advice is that even if the school has a confirmed case, it won't necessarily result in school closure. School management includes promoting hand hygiene, contact letter to parents regarding 'at risk' areas and proactive contact to families who are known to have visited these areas over half-term. There is also a contingency plan for closure. The school is open as usual currently, so pupils should be attending. <i>GH asked if pupils who stay away from school will have unauthorised absence recorded?</i> AS confirmed this is the case. <i>GH noted that the Totnes School of Dance (which is based on the KEVICC site) is closed.</i> AS stated that KEVICC asked them not to allow any pupils from closed schools to attend and their decision was to close. The financial audit has been completed but we are still awaiting a draft report. Verbal feedback was positive, with only minor action points raised and details will be shared at the next Operations Committee meeting when the report is available to share. 	Agenda
4	Finance Monitor Budget Position – SC reported that there has been a small reduction in spending and income is mainly unchanged (income appears to have increased by £116k, but this is the pay & pensions grant). There are more pupils with EHCPs this year and Foundation Governor income is still to be spent. Teaching staff spending is higher than budgeted (pay & pension increase), reduced Education Support Staff due to staff leaving & not being replaced. Most recent prediction is a carry forward of £349k, which is a massive improvement of the predicted sum of £248k and helpful for next year with a deficit budget. Governors commented positively on the current position. <i>GH asked if KEVICC has received any Section 106 money from the new Totnes developments?</i> AS confirmed that money was received in 2017 for the All Weather Pitch, but the Site Development Committee could investigate any new Section 106 opportunities.	Site Dev agenda

5	<p>Draft Budget 2020-21</p> <p>SC reported DCC have now confirmed that 150 places have been requested at KEVICC for September 2020. Staff costs make up the majority of the school budget and a prediction of 2.5% salary increase has been included although the actual figure won't be confirmed until later the budget is set. <i>MY asked if this will be applied to Support Staff too?</i> SC confirmed this is the school's assumption. SC to provide 2019 predicted spend for comparison.</p> <p>There is currently a predicted in-year deficit of £135k, but with a carry-forward of £300k we predict carrying forward C. £165k at the end of 2020-21. The deficit forecast does not paint a positive picture, but it has been anticipated for some time and preparations have been made by building reserves.</p> <p><i>GH asked if the Primary Sports work generates a profit?</i> It does not, and it is complicated by being part of the South Dartmoor Sports Partnership but it is an excellent marketing opportunity for KEVICC.</p> <p><i>MY questioned the increase in energy costs.</i> AS stated that prices have risen generally, but we need to review our energy use and how we can make reductions. Operating out of old buildings and across a split site do increase costs.</p> <p><i>GH asked if the school can access any grants?</i> SC stated that funders typically look at paying for 'new' things so there is a possibility that the new reading project may be eligible. AS reminded Governors of the Foundation Governor grants and his work in trying to bring this in-line with the CIP aims and strategic objectives of the school as this will make it much easier to demonstrate impact. There is also expected to be an additional £100k one-off donation this year. This income (& related expenditure) is not shown in the budget.</p> <p>Governors moved to Part 2 minutes.</p> <p>Governors agreed to recommend the Budget for approval to FGB</p>	<p>SC</p> <p>FGB agenda</p>
6	<p>School Financial Value Standards (SFVS)</p> <p>SC & MY reported that the checklist questions have been answered and most areas are fine. Only three areas are considered to be 'in-part' complete: Budget holders need to complete declaration of interest forms; A contract list should be created and brought to Operations Committee for ongoing scrutiny; Whistleblowing procedures could be revisited with staff during their employment. These will be dealt with over the coming 6 months. An Employees Assistance Programme is also offered, but it is known that this is not being accessed by staff so better promotion is required. <i>GH asked if this is a free service?</i> SC confirmed it is free at the point of access.</p> <p>Governors agreed that the SFVS Return be recommended for approval and submission by the FGB.</p>	<p>FGB agenda</p>
7	<p>Aspens Proposal</p> <p>Governors moved to Part 2 minutes.</p> <p>AW left the meeting at 7.05pm</p>	

8	Policies for Review <ol style="list-style-type: none"> 1. Lettings Policy – <i>Ratified with minor correction to date in appendix 1</i> GH asked if the College has capacity for more lettings? AS agreed that it does, but the issue is staff capacity, particularly for the Theatre Technician. 2. Charging & Remissions Policy – <i>Deferred to next meeting</i> 	Agenda
9	Policies for Review at June Meeting <ul style="list-style-type: none"> • 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. • Accessibility Plan (Sarah Winstone) • Data Protection Policy (Steve Sherwood) • Health & Safety Policy (Stephen Corline) 	AW JR GH MY
10	Meeting closed at 7.15pm. As the Budget has been recommended for approval, the scheduled meeting on Tuesday 21 st April 2020 should be assumed to be no longer required. As such, the next meeting will take place on Tuesday 30 th June 2020 at 5.45pm.	

Signed.....

Date:.....

Michael Young

Chair of Operations Committee