

# Minutes of KEVICC Operations Committee Meeting Tuesday 13<sup>th</sup> October 2020, 5.45pm



*The meeting was held remotely, due to Coronavirus restrictions and Government advice*

**Present:** Michael Young (MY) (Chair), Alan Salt (AS), Gillian Healey (GH), Jim Lodge (JL), Andrew Waterman (AW), Andrew Otty (AO) and Jon Rae (JR).

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

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: Karen Sewell (KS) and Julian Carnell (JC).</li> <li>• Absent without apology: None</li> <li>• Declarations of interest: None.</li> </ul>	
2	<b>Minutes of Previous Meetings (30<sup>th</sup> June 2020)</b> Part 1 Minutes were approved by Governors and will be signed by MY as soon as possible.	
3	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• <u>Provide 2019 predicted spend for staffing for comparison</u> – <b>SC to provide a breakdown with Governors by email.</b></li> </ul>	SC
4	<b>Business Director's Report</b> <b>Finance</b> <u>Monitor Budget Position</u> – SC reported that the predicted annual overspend of £134k is now £121k, which is particularly positive following additional Covid-19 spending. Savings include insurance premiums, Pupil Premium income increase and reprographics savings. FSM Voucher costs of £31k now confirmed for reimbursement. <i>JR questioned the increase of £30k for teacher salary.</i> SC stated that this has been included as an assumption on pay increases (approx. 1% of total teacher salary budget). <i>AO asked if there have been any savings on Supply?</i> SC confirmed that there have been savings but AS added that the summer term is not typically when the bulk of sickness absence occurs.  <u>Teacher pay uplift</u> – 2.75% is a nationally agreed figure for most teachers and this is recommended to Governors and has been forecast in the budget for the year. <i>JL asked if this is a funded increase?</i> SC confirmed that it is not, but allowances have been made in the budget to cover this increase. <b>Governors approved this pay uplift.</b> <i>JL asked if there has been an update on pensions?</i> SC confirmed that this has been funded, but will come out of main school budgets from now on. <i>AO asked for the ratio of MPS to UPS teachers?</i> SC stated that roughly 2/3 are UPS – exact <b>figures to be shared with Governors.</b>  <u>Contract reviews</u> - Churchill are offering a better price on our cleaning contract if we sign up for 2 years and SC recommends this approach, as detailed in the shared review document.	SC

	<p><i>JL asked if the potential changes in site needs over this period have been considered? SC confirmed that they have and a renegotiation is also possible if necessary in the future. <b>Contract approved by Governors.</b></i></p> <p>Aspens have changed the way that catering occurs in the college as a result of the new Covid-secure bubbles, which will impact their sales. A new proposal has been shared, but looks to be a fairly large increase on current costs. <i>Governors asked about other supplier and the potential for using local suppliers and produce. SC stated that consistency of supply is not always possible locally but these could be considered under normal circumstances. AS added that Aspens do use local produce where possible. <b>SC to continue discussions with Aspens.</b></i></p> <p><b><u>COVID-19 Update</u></b>  <b>Covid catch-up funding should be an agenda item either at the upcoming Standards Committee or next Operations Committee meeting as appropriate.</b></p> <p><b><u>Personnel</u></b>  HR Dashboard shared with Governors.</p> <p><b>It was agreed that ‘Marketing’ and ‘Contract updates’ are standing agenda items from now on.</b></p>	<p style="text-align: center;"><b>SC</b></p> <p style="text-align: center;"><b>Agenda</b></p> <p style="text-align: center;"><b>Agenda</b></p>
5	<p><b>Financial Audit</b>  This will be a standing agenda item for the review of outstanding actions.  SC confirmed that the school is working through the action points raised at audit. Outstanding items are: Business interest forms for finance staff and budget holders; Financial skills matrix for finance staff; Contract register to be brought to Governors; Check that all lettings follow the policy.</p>	
6	<p><b>Health &amp; Safety Update</b>  Elmhirst has been subject to vandalism over the summer and a DCC survey has advised fencing the building off and boarding smashed windows to make it more secure. Following this, access can be managed for assessment inside the building. AS reminded Governors that due to lock-down, the site handover did not occur in March as planned, but KEVICC staff worked quickly to make changes in the summer when taking back occupancy. SC was thanked for all his work on this and in preparing for a Covid-safe return to school when the Site Manger has been off on long-term sickness.  <b>A Health &amp; Safety audit</b> has now been completed around the college and this will be shared at the next Operations Committee meeting. SC reported that there are no significant concerns raised.  Regarding lettings, there were none in the period of lockdown, March–August. There are still no school-night lettings indoors due to the cleaning requirements. External space is available for hire (with new QR code for NHS Covid-19 app) and risk assessments are shared. Indoor lettings for music and dance occur on Saturday mornings, allowing sufficient time for cleaning prior to Monday morning lessons and these lettings provide a positive link to the local community.</p>	<p style="text-align: center;"><b>Agenda</b></p>
7	<p><b>Bequest to the College</b>  A letter has been received detailing ringfenced funds for an annual prize for the most promising scholar athlete from the late Dr Orme. The PE Department are to consider how this is best spent. <i>JR noted this wonderful gift and asked</i></p>	

	<p><i>if there is a history of legacies?</i> AS explained the Marry Lidstone Trust, which enables approximately 6 students every year to receive C. £15,000 each – this is an investment policy managed by the Trust, externally from KEVICC.</p> <p><i>JL suggested that decisions on how to invest and distribute funds be delegated to AS and the SLT. <b>Governors agreed.</b></i> GH asked for the Marketing Team to consider how best to <b>publicise this information</b> when details are confirmed.</p>	<b>Marketing</b>
<b>8</b>	<p><b>Contingency Plan</b></p> <p>This is a live document (current version shared with Governors) managed by the SLT covering Remote Learning, Vulnerable Groups, Finance &amp; Resources and Wellbeing. <b>AS to share latest updates.</b></p> <p>AS detailed an Emergency Funding Plan and the current bid to the Foundation Governors for a significant grant, which includes 300 new Google Chromebooks and subsidised tutoring.</p>	<b>AS</b>
<b>9</b>	<p><b>Policies for Review</b></p> <ol style="list-style-type: none"> <li>1. Data Protection Policy – <b>Recommended to the FGB</b></li> <li>2. Freedom of Information Publication Scheme – <b>Ratified.</b></li> <li>3. Freedom of Information Policy – <b>Ratified.</b></li> <li>4. TOIL Policy – <b>Ratified.</b></li> </ol> <p><b>YE to update and save all ratified policies.</b></p>	<b>FGB</b>  <b>YE</b>
<b>10</b>	<p><b>Policies for Review at next Meeting</b></p> <ul style="list-style-type: none"> <li>• Finance Policy (<i>rec. to FGB</i>)</li> <li>• Lettings Policy, inc. COVID Appendix</li> <li>• Adoption Policy</li> <li>• Parental Leave Policy</li> </ul>	<b>MY</b> <b>JR</b> <b>AW</b> <b>AW</b>
<b>11</b>	<p>SC has requested an additional Operations Committee meeting prior to Christmas to discuss the budget when figures are confirmed by DCC. <b>SC &amp; YE to liaise over dates and inform Governors.</b></p> <p><b>Meeting closed at 6.55pm.</b> The next scheduled meeting will take place on Tuesday 19<sup>th</sup> January 2021 at 5.45pm.</p>	<b>SC &amp; YE</b>

Signed.....

Date:.....

**Michael Young**

**Chair of Operations Committee**