

Minutes of KEVICC Operations Committee Meeting Tuesday 19th January 2021, 6pm



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

Present: Michael Young (MY) (Chair), Gillian Healey (GH), Jim Lodge (JL), Julian Carnell (JC), Andrew Waterman (AW), Andrew Otty (AO) and Jon Rae (JR – arrived 6.30pm).

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: Alan Salt (AS) and Karen Sewell (KS) • Absent without apology: None • Declarations of interest: None. 	
2	Minutes of Previous Meetings (7th December 2020) Part 2 Minutes were approved by Governors, subject to two minor amendments, and will be signed by MY as soon as possible.	
3	Matters Arising MY notes the issue of having some papers, including new policies, being shared on the day of the meeting which does not allow enough time for Governors to review them. However, Governors acknowledged the pressures on SC and thanked him for prioritising the main reports. <ul style="list-style-type: none"> • AS to share latest updates on Contingency Plan – In AS’s absence, SC reported that there is an updated rota for staffing of the onsite KWV (Key Worker & Vulnerable) and online teaching of pupils. Parent feedback has been overwhelmingly positive. There were some teething problems in week 1, so the IT team have been very busy. All staff have been working on-site to ensure access to resources and for better connection with one-another, but some teachers are now working from home if they choose to and are not on the KWV rota on-site. Support staff roles are now also being considered for home-working options. Special arrangements have been made, where necessary, to support all staff. <i>GH asked how many KWV pupils are on-site? There were 60 last week. SC to provide up-to-date figures.</i> <i>JC asked about the impact on teachers and teaching ability when so many pupils have their cameras turned off during home-learning lessons? The chat bar enables pupil contribution and staff encourage pupils as much as possible to keep cameras on, although the majority of each lesson is independent learning following the initial teaching. Governors are keen to ensure there is consistent and further messaging to encourage pupil camera use. SC to feedback to SLT.</i> • AS to provide comparison of outcomes for UPS Vs MPS teachers – Ongoing. • SC to explore SRMA – Ongoing. 	<p style="text-align: center;">SC</p> <p style="text-align: center;">SC Agenda Agenda</p>

<p>4</p>	<p>Business Director's Report</p> <p><u>Finance</u></p> <ul style="list-style-type: none"> • <u>Monitor current budget position</u> The predicted overspend for 2020-21 has increased by £14,000 since the last report due to reduced lettings income and increased catering costs, although this is still below the original predicted end-of year overspend. Confirmation has also now been received that Free School Meal (FSM) voucher costs will be reimbursed along with an estimated £15,000 to cover the cost of COVID testing (which may be more than our actual costs). KEVICC's accumulated saving over recent years has helped to cover additional costs and enabled the budget to be kept under control. Governors recorded their thanks for the sound financial management of the college, despite the additional costs and challenge of changing circumstances as a result of Covid. • <u>SFVS Return by 31st March</u> Paperwork will be started next month in preparation for the 31st March completion deadline. Operations Committee Governors will be required to complete forms. • <u>Gender pay gap – information to be published, if applicable, on website</u> SC to investigate this further. <p><i>AO asked if KEVICC is meeting the new transparency requirements for 2021? SC confirmed that we are.</i></p> <p><u>COVID-19 Update</u></p> <ul style="list-style-type: none"> • <u>Update on laptop provision</u> SC reported that 80-90 laptops were purchased last year and the Foundation Governors have provided funding for 300 Chromebooks, which are being delivered to pupils. The DfE also fulfilled a very quick delivery of a further 85 Chromebooks & laptops in January, which means some of the oldest staff laptops can be replaced to aid online teaching. <i>MY asked if all pupils now have access to a device? SC confirmed that all homes they have been made aware of should now have a device, but some households will have more than one child needing access and some WiFi & tech issues remain for others.</i> <i>JL asked if donations of laptops & tablets from external businesses are needed? SC highlighted the challenge these donations can pose to the school in terms of data cleansing, virus checking and set-up for the already busy IT team.</i> Governors reiterated their thanks to the Foundation Governors for the generous donation for Chromebooks. • <u>Update on Lateral Flow Tests (LFT)</u> A testing station has been set-up in the Redworth Gym for weekly staff testing and KWV pupil testing has just started now too. When all pupils return to site, it will pose a logistical challenge to get them all tested. 	<p>SC</p>
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	<p><i>MY asked who administers this process? SC confirmed that staff man the testing station to deal with admin, talking through the process (First Aider), processing the tests and recording the results but the actual test is self-administered.</i></p> <p><i>GH asked if consent has been received for all pupils? SC confirmed that most, but not all, have given consent.</i></p> <p><i>JC asked if the requirement on staff time is prohibitive and if volunteers are/will be required? SC stated that volunteers are not being sought currently and when all pupils return to site, the requirement would be for several full days, which may not be feasible for volunteers.</i></p> <p><i>JL highlighted that although Government guidance has been to test any 'close contacts' on a daily basis whilst they remain in school, KEVICC has decided to send them home to self-isolate as on-line teaching/learning is possible and this reduces the school risk. This was welcomed by Governors.</i></p> <ul style="list-style-type: none"> • <u>Whole school risk assessment</u> The College Risk Assessment is on the website and is now specific to the KVV pupils on-site. When the school re-opens to all pupils, this will need to be updated again. <p><u>Personnel</u> Thanks were given to Bernie McCance for the very clear HR Dashboard.</p> <p><u>Premises</u> Elmhirst remains boarded up and there have been some minor costs for re-fixing boarding where damaged.</p>	
5	<p>Financial Audit Outstanding items include:</p> <ul style="list-style-type: none"> • Governor information to be displayed on a webpage, rather than in downloadable format • Staff budget holders to complete Business Interest forms • Creation of a Contract Register for regular Governor review - commenced • VAT recording amendments • Monthly budget reports to Governors on Operations Committee – SC to share with YE for forwarding 	SC/YE
6	<p>Health & Safety Update SC to report on the findings of the Health & Safety Audit at the next meeting. SC highlighted that several items in the audit will now have been dealt with as the Site Manager was not on-site when it was undertaken and has since been reviewing the document.</p>	Agenda
7	<p>Marketing There has been minimal activity over the last 6 months but work is now focused on the 2021 Year 7 intake and marketing for the 2022 cohort. Meeting date to be agreed. GH suggested that there is an opportunity for Governors to deliver a marketing message in the next Courier and she will discuss this with the Marketing Team. GH also shared her ideas for sharing the Courier more widely in the Totnes community.</p>	GH

8	<p>Contract Updates</p> <ul style="list-style-type: none"> Catering contracts – The tendering deadline is the end of this week and interviews will be held on 28th January. JR volunteered to attend. The South West Buying Hub is supporting this process. Annual review – The contract register has been started, as many contracts are due for renewal in April. 	JR
9	<p>Policies for review</p> <ul style="list-style-type: none"> Finance Policy – deferred to next meeting Lettings Policy, inc. COVID Appendix - ratified Adoption Policy - deferred to next meeting Parental Leave Policy - ratified Secondment Policy – deferred to next meeting <p>YE to update, save and file ratified policies</p>	MY AW AW YE
10	<p>Policies to be reviewed at next meeting</p> <ul style="list-style-type: none"> Business Travel (allowances & expenses) Policy & Procedures Emergency Time Off Policy 	JR JC
11	<p>For the purpose of transparency MY highlighted that, as detailed in the Courier, The Sharpham Trust benefitted from the donation of KEVICC’s old composter last year. As JC is a Director of the Trust, he confirmed that there had been no personal gain from this donation and Governors gave retrospective approval for this transaction, noting that it had been handled appropriately. Entirely unconnected with the above, the Sharpham Trust had previously provided mindfulness training for staff; this, too, was acknowledged as having given no financial benefit to JC personally and was retrospectively approved.</p> <p>Meeting closed at 7.25pm. The next scheduled meeting will take place on Tuesday 2nd March 2021, 5.45pm</p>	

Signed.....

Date:.....

Michael Young

Chair of Operations Committee