



4	<p><b>Business Director's Report</b></p> <p><u>Finance</u></p> <ul style="list-style-type: none"> <li>• <u>Monitor current budget position</u> The predicted overspend for 2020-21 is now £138,500. The extra costs incurred due to Covid-19 have been covered by savings made elsewhere and some ring-fenced Covid catch-up funds have also been received. The overspend is roughly what was predicted for the year, but achieved in a very different way due to the unforeseeable events of the last 12 months. <b>Governors moved to Part 2 minutes.</b> <i>JC asked the reason behind the 6<sup>th</sup> Form cost savings?</i> SC confirmed that there has been a change in DfE funding conditions, resulting in £20,000 along with other general funding increases for high value courses. <i>AO asked how many pupils in Year 14 are taking high value courses?</i> AS confirmed 23 on Foundation Art, plus six additional students. <i>AO asked if that is an increase on the number from 2019/20?</i> AS confirmed that there would normally only be 1-3 additional students and this may be due to the issues around results last year and uncertainty of going into Higher Education. <i>JC asked if we have done any work to see if the subject offer at 6th form affects choices?</i> AS confirmed that we have and we are looking at this constantly when devising our offer. We have made some gains - eg offering A Level Music again which has drawn in some external candidates as other schools have pulled away. But we have to be very careful not to create courses which we can then not fill or staff effectively. Sociology has stayed strong and that fills some of the demand we traditionally have for a 'new' subject at A-level.</li> <li>• <u>2021-22 Budget planning</u> <b>SC to circulate a draft Budget well before the next Operations Committee meeting</b> so that Governors have time for Q&amp;A before a final draft is issued with the agenda. <i>AO asked if recovery plan discussions would be triggered with the LA if we expect a deficit in the next 3 years?</i> SC confirmed that it would.</li> <li>• <u>SFVS Return – deadline extended</u> The deadline for submission has now been extended to 28<sup>th</sup> May. <b>MY to take the lead in Governor assessment.</b></li> <li>• <u>Gender pay gap – information to be published, if applicable, on website</u> Online reporting is only required for schools employing over 250 staff (which we do not). For the purpose of transparency, we will be reporting any salaries over £100,000 online &amp; <b>SC will share a list of other items for reporting at the next committee meeting.</b></li> </ul> <p><u>COVID-19 Update</u> Students will be having a staggered return to college from Monday 8<sup>th</sup> March, to allow Covid testing to occur prior to the first lessons taking place. The College Risk Assessment is being updated again by SC in readiness. Online staff briefings are being held, along with parent Q&amp;A sessions.</p>	<p>SC</p> <p>MY</p> <p>SC</p>
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	<p><i>GH asked if any concerns have been raised by parents about children returning to school? AS has had letters around face coverings from 3 parents. The overwhelming majority are very supportive of both LFT tests and face coverings. Online meeting with parents and carers last night was very positive.</i></p> <p><u>Personnel</u> Not many changes have occurred since the last report in January.</p> <p><u>Premises</u> External funding plans are being considered with local sports groups regarding the Elmhirst changing rooms. <i>Governors asked if the replacement costs were known yet? SC confirmed that ballpark figures are £100,000 for one replacement changing room as-is or £200,000 to relocate it and include an office and tea/coffee making space.</i></p>	
5	<p><b>Financial Audit</b> Two outstanding items are 'orange' and these will be dealt with when the new budget is set as they relate to staff Budget Holders. Steve Sherwood, Data Protection Officer (DPO), has been invited to present at the upcoming FGB meeting so he can provide updates on data protection policy requirements.</p>	
6	<p><b>Health &amp; Safety Update</b> SC is working through the recommendations with the Site Manager to ensure all paperwork is in place and <b>an update will be brought to the June Operations Committee meeting</b> so Governors can review progress. SC highlighted that several of these items were actually in place at the time of the audit, but the Site Manager was off work at the time and SC had been unable to provide the necessary evidence. <i>JL registered Governor concern over the number of items listed as requiring 'substantial improvements' but was pleased to note that this is being prioritised for action.</i></p>	Agenda
7	<p><b>Marketing</b> A digital version of the Winter 2021 internal Courier has now been shared. A more detailed, printed Courier will also be made available in time for prospective Year 7 families. Meeting date to be agreed in March. <i>MY asked if press releases have highlighted the College's positive Covid work? SC stated that this has not happened directly, but Twitter and Facebook are used informally.</i> <b>Governors moved to Part 2 minutes.</b></p>	
8	<p><b>Contract Updates</b> There is a rolling programme of straightforward annual contracts and the next two for consideration are for the minibus and catering. <i>AO asked what KEVICC gets from SWTSA and DTSA membership? AS confirmed that our Specialist Leaders in Education (SLE) staff get deployed as trainers and we also receive training for senior and middle leaders. This costs around £1 per pupil / £2,000 per year.</i> <i>JL asked why some values on the contracts spreadsheet were blank? SC confirmed this is a new spreadsheet and high value contracts were prioritised for bringing it to Governors – it is still being updated.</i> <i>MY asked about the Supply Cover Insurance &amp; Risk Protection Agreement (RPA) Cover insurance procurement process, as these are due soon. SC has compared the cost-effectiveness of the DCC Mutual Fund against other</i></p>	

	private providers to ensure 3 comparative quotes. The RPA Scheme has on ongoing claim for the changing rooms currently. <b>Governors moved to Part 2 minutes.</b>	
9	<b>Policies for review</b> <ul style="list-style-type: none"> <li>• Finance Policy – <b>recommended to FGB for approval, following amendments from MY</b></li> <li>• Adoption Policy - <b>ratified</b></li> <li>• Secondment Policy – <b>ratified</b></li> <li>• Business Travel (allowances &amp; expenses) Policy &amp; Procedures – the DCC model policy is very corporate and this will require significant personalisation for KEVICC – <b>deferred to next meeting</b></li> <li>• Emergency Time Off Policy – <b>deferred to next meeting (1 change proposed by JC)</b></li> </ul> <b>YE to update, save and file ratified policies</b> <i>GH left the meeting</i>	<b>FGB</b>  <b>SC</b> <b>SC</b> <b>YE</b>
10	<b>Policies to be reviewed at June meeting</b> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy</li> <li>• Staff Behaviour Policy (Code of Conduct)</li> <li>• Staff Redundancy Policy</li> <li>• Teachers' Appraisal Policy</li> <li>• Exit Interview Policy</li> <li>• Support Staff Appraisal Policy</li> </ul>	<b>JC</b> <b>AW</b> <b>AW</b> <b>AW</b> <b>JL</b> <b>JL</b>
11	<b>Meeting closed at 7.40pm.</b> The next scheduled meeting will take place on Tuesday 20 <sup>th</sup> April 2021, 5.45pm	

Signed.....

Date:.....

**Michael Young**

**Chair of Operations Committee**