

# Minutes of KEVICC Operations Committee Meeting Monday 28<sup>th</sup> June 2021, 5.45pm



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

**Present:** Michael Young (MY) (Chair), Jim Lodge (JL), Alan Salt (AS – arrived 6.10pm), Julian Carnell (JC), Jo Cooke (JCK) and Andrew Waterman (AW).

**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: Gillian Healey (GH) and Karen Sewell (KS)</li> <li>• Absent without apology: Jon Rae (JR)</li> <li>• Declarations of interest: None.</li> </ul>	
2	<b>Minutes of Previous Meetings (20<sup>th</sup> April 2021)</b> Minutes were approved by Governors and will be signed by MY as soon as possible.	MY
3	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• SC to share monthly budget reports with Operations Committee governors – the first month has now been shared and another will come out before the end of term.</li> <li>• SC to liaise with DCC over the ongoing process of setting a deficit budget – no concerns have been expressed by DCC to date.</li> <li>• SC to unpick high teacher contact ratio from SFVS return – the DfE figure appears to use the annual census data, which are different to the actual figures now. Ruth Long’s figures show us at 0.75, which is in-line with other schools, but work can be done here to improve it further.</li> <li>• JCK to write a piece for the Summer Courier as new Governor – done.</li> <li>• YE to update, save and file ratified policies – done.</li> </ul>	
4	<b>Business Director’s Report</b> <u>Finance - Monitor current budget position</u> The figures are very positive compared to the original budget, with a projected surplus now at £153,000 (budget forecast was £42,000). The main reasons for this are underspends where there are staff changes over the summer holidays resulting in lower pay grades and notably the Site Manager resignation earlier this term. £15,000 Covid grant has also now been received and this had not previously been included as it was not guaranteed. <i>JCK asked what is the effect of not having a Site Manager and raised her concerns over Health &amp; Safety?</i> SC stated that the main impact is on him, but he has advice and support from ESW regarding compliance issues. The caretakers and site team have been brilliant and health & safety has been prioritised (these team members have always held responsibility for this) and SC has a much better understanding now too. The handover from the	

	<p>outgoing Site Manager was very clear and summer holiday work has been booked, with a small back-log of other work also now being addressed.</p> <p><i>MY asked if there is additional pressure on the site team now over the summer holidays?</i> SC stated that a schedule of works has been agreed and the majority of holiday work involves contractors for larger jobs when pupils are off site.</p> <p>SC reported that the overall finance picture is good, with areas of concern being catering as this is a new operation in-house, with fewer staff than previously, but it is being carefully monitored.</p> <p><i>JL noted that catering now has a much higher cost.</i> SC agreed, but confirmed that the related income has also increased and the forecast expenditure is expected to be on budget as staffing and food costs are known. This line is now separated out for easier monitoring as there is a potential for losses over the year.</p> <p><i>JL asked what the cost of ESW support is for catering?</i> SC stated that this is free of charge and includes an already completed Environmental Health audit, a Chef Manager during the 2-week transition and ongoing support along with access to their suppliers list. SC stated that we would have struggled without this support.</p> <p><i>JCK asked what are the risks of taking catering in-house?</i> SC stated that it is down to sales – if pupils don't buy the food, our income will reduce.</p> <p><i>JCK asked if any pupil surveys have been undertaken about the food offered and whether or not food costs are fixed?</i> SC stated that prices were increased when we took over from Aspens and this will be reviewed again in September. Portion sizes have increased as a result of previous criticism which did push costs up in the short-term, but should improve sales.</p> <p><i>JC asked how projected turnover compares with previous years?</i> SC stated that this is based on 2018-19, with a significant amount in the budget from free school meals (FSM) (£113,000 excluding FSM). <b>SC to provide a detailed breakdown of catering income &amp; expenditure for the next meeting.</b></p> <p><i>JC noted consistent pupil feedback over time that there were small portions and poor quality – if these can be addressed, sales should stabilise.</i> SC agreed that a small profit could be achieved if this is well managed.</p> <p>SC reported that other areas of concern in the budget are site maintenance and repairs (such as leaking roofs), teacher salaries (assumption made that there would be no pay increases following government announcements to date) and site development costs (£10k budgeted for this year, but a potential to overspend by £5k).</p> <p><i>MY noted that this equates to C. £55,000 of overspends if all concerns are realised, which still leaves us in a better position than the original budget forecast.</i> SC agreed, but cautioned that teacher salaries can change over the year due to unforeseen staffing changes.</p> <p><i>JL asked how Torbay Development Agency (TDA) are being paid for site development work?</i> SC confirmed that this will be from a percentage of the final land sale receipts, so nothing from the budget.</p> <p>SC stated that the budget forecasts a deficit in years 2, 3 and 4 but our savings this year hugely improve these projections. <b>3-year projections to be included in reports to governors from now on.</b></p>	<p>SC</p> <p>SC</p>
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	<p><u>COVID-19 Update</u>  Not much to update, but face masks are no longer mandatory in classrooms and Year 6 induction days have had to be cancelled due to the extension to Covid restrictions.  <i>JC asked how many pupils have been off with Covid?</i> AS confirmed that we have just received our first confirmed case since the end of January, but the pupil had already been self-isolating so no contact tracing is required. This does however, highlight that Covid is still prevalent in the local area and there has been an increase in the number of pupils self-isolating as close contacts to others who have tested positive. No pupils have been sent home since Year 11s in December 2020, but other schools are sending bubbles home.  <i>JC asked if we would have to return to online learning if bubbles are sent home?</i> AS confirmed this would be the case for a whole bubble, but to date there has never been more than one confirmed case in a bubble, so no evidence of school transmission.</p> <p><u>Personnel Update</u>  There have been lots of support staff starters, but this includes the catering team who are now directly employed. Some fixed-term contracts are ending and there are some planned reductions / leavers. Despite this, employee retention is better than last year. We do not recruit like-for-like, but base it on current need as the college size has reduced over time.  <i>JL noted the number of teaching changes in the Science department and asked what effect this has on the quality of teaching?</i> AS stated that a long-term absence of a 0.5FTE staff member has resulted in two temporary contracts to fill and then a maternity cover appointment so it has been a challenge, but manageable.  <i>JC noted a similar situation in the English department.</i> AS confirmed another long-term sickness from a TLR holder, which has resulted in cover from multiple others over time.</p> <p><u>Premises Update</u>  Compliance checks were completed over half-term and more are planned for the summer holidays, with works ongoing as a result of the findings. The college WiFi and obsolete access points are being replaced over the summer due to their age following a procurement process. WiFi is even more essential for school operations now.  <i>MY asked if there has been any further vandalism on Elmhirst?</i> SC stated that there has been nothing significant, but some incidents of unauthorised people on site which needs addressing and there are potential changes to car parking arrangements.  <i>JC asked if discussions are happening regarding car parks with sports clubs?</i> SC is looking at drop-off points and there is the potential to introduce permits if required.</p>	
5	<p><b>Financial Audit</b>  Completed items since last meeting: Finance policy to be updated – the current ratified policy addresses this; Data Protection policy was updated in December.  Outstanding items include: getting tabular information onto the website main pages without requiring a PDF; Skills matrix and business interest forms required from budget holders (these have been issued); Privacy notices need checking (may be up-to-date now – <b>DPO to confirm</b>).</p>	SC/DPO

6	<p><b>Health &amp; Safety Update</b></p> <p>SC reported that ‘yellow’ items are being addressed and there are only a few outstanding. As a maintained school we have to comply with DCC policies and risk assessments, but Audit prefer things to be done in a slightly different format.</p> <p><i>JC asked how do we know that staff have read the Health &amp; Safety policy?</i> SC stated that this is part of the induction pack, but it will also be reissued to all staff in September, when safeguarding updates are shared with all.</p> <p><i>MY noted some ‘yellow’ items relating to the fire risk assessment.</i> SC stated there are ongoing minor works, including painting edges of steps. An extra fire risk assessment will be undertaken over the summer to confirm that all items have been satisfactorily completed.</p> <p>Additional staff training is being sourced for Fire Awareness (Fire Marshall training already in place). A Stress Policy is not available from DCC but templates from elsewhere have now been sourced for adapting &amp; adopting and a college risk assessment is in place to identify stress. <b>YE confirmed that this policy can be shared with staff in September and brought to governors at the FGB meeting.</b></p> <p><i>JCK asked if her understanding is correct that only 1 staff member is off with stress currently?</i> SC confirmed this and AS added that although there is currently no policy in place, Occupation Health support is used, so this hasn’t been a barrier to dealing with any issues.</p> <p><i>JC asked if the fire service visit the school?</i> SC stated that this has not happened since he has been employed at KEVICC, but Covid may have affected this.</p> <p><i>JC asked if all documents are in place and available in the event of a fire or emergency?</i> SC confirmed that they are.</p> <p><i>JCK asked what is best practice regarding professional site visits for risk assessments?</i> SC stated that this is budgeted for, but has been delayed due to Covid – it is usually an annual service.</p>	Agenda
7	<p><b>Contract Updates</b></p> <p><b>Document to be shared by SC.</b> Price reviews have resulted in: moving Gas contract; remaining with current Electricity supplier; Recruitment services being retained; Water contract being retained; Broadband supplier being retained (specifically regarding specialist school provision and the safeguarding products included).</p>	SC
8	<p><b>Marketing Update</b></p> <p>SC reported that two meetings so far have covered the website, parental communication, 6<sup>th</sup> Form marketing and improved direct contact with primary schools. AS added that at the recent Year 12 induction there were more students on site than expected, so there is a potential increase on the projected September intake.</p>	
9	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>• Health &amp; Safety Policy – <b>recommended to FGB for approval.</b></li> <li>• Staff Behaviour Policy (Code of Conduct) – <b>ratified.</b></li> <li>• Exit Interview Policy – <b>ratified.</b></li> <li>• Support Staff Appraisal 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> </ul> <p><b>YE to update, save and file ratified policies</b></p>	FGB  SC YE
10	<p><b>Policies to be reviewed at next meeting</b></p> <ul style="list-style-type: none"> <li>• Charging &amp; Remissions Policy</li> <li>• Data Protection Policy</li> </ul>	MY JL

	<ul style="list-style-type: none"> <li>• Freedom of Information Publication Scheme</li> <li>• Freedom of Information Policy</li> <li>• Critical Incident Plan / Emergency Management Plan &amp; Business Continuity Plan</li> <li>• Staff Capability Policy</li> <li>• Fire Policy / Fire Safety Policy</li> <li>• Flexible Working Policy</li> <li>• Managing Information Disclosed During Employment</li> <li>• Probationary Policy</li> <li>• Staff Leave of Absence Policy</li> <li>• Time Off in Lieu (TOIL) Policy</li> </ul>	JL JL JC AW JC JCK JL AW JCK JCK
<b>11</b>	<b>Meeting closed at 7pm.</b> The next scheduled meeting will take place on Tuesday 19 <sup>th</sup> October 2021, 5.45pm	

Signed.....

Date:.....

**Michael Young**

**Chair of Operations Committee**