

Minutes of KEVICC Operations Committee Meeting Tuesday 19th October 2021, 5.45pm



The meeting was held remotely via Microsoft Teams

Present: Michael Young (MY) (Chair), Jim Lodge (JL), Alan Salt (AS), Jo Cooke (JCK) 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: Julian Carnell (JC), Karen Sewell (KS) & Jon Rae (JR). Absent without apology: None. Declarations of interest: None. 	
2	Minutes of Previous Meetings (28th June 2021) Minutes were approved by Governors and will be signed by MY as soon as possible.	MY
3	Matters Arising <ul style="list-style-type: none"> <u>SC to provide a detailed breakdown of catering income & expenditure for the next meeting</u> – included in meeting papers. <u>3-year projections to be included in reports to governors from now on</u> – included in meeting papers. <u>Contracts document to be shared</u> – SC to email to all. <u>YE to update, save and file ratified policies</u> – Done. 	SC
4	Business Director's Report Finance - Monitor current budget position, including Monitoring Covid Catch-up Premium Spending SC reported an in-year predicted underspend of £127,900 which is a better figure than the Budget prediction, but slightly worse than the figure reported in June. Catering is the main reason for these changes. Last year we received £52k for Covid Catch-up and some of this is carried forward. This year we have received a Covid Recovery grant of £30k, which is based on the number of pupil premium children on roll. Additional income is expected to cover the costs of testing to date. Funds will be spent on IT software and resources due to our increased reliance on these for teaching. Further costs for electrical works are also expected later in the year, which may exceed the budgeted figure. JCK asked if the underspend includes the Site Manager salary? SC confirmed that it does. JCK asked if this money is ring-fenced for site maintenance? SC confirmed that it is not and budgets are looked at across the whole college. Some of the funds will be spent on current pupils by upgrading facilities and on-off costs to replace equipment and some of the premises savings will go towards other areas of need, such as pastoral care and extra catering hours (to reinstate 6 th Form provision). SC reported that some catering income from online payments had not been transferred to the college bank account since June this year and therefore income figures have been under-reported and our financial position is better than we thought. Sales have also increased since September so this is also better than forecast figures.	

	<p><i>JCK asked what the purpose of catering is – should we be making a profit?</i> SC stated that we should have good quality food provision that does not take funds from other areas of the school. Catering finances need to be reported differently as Free School Meals (FSM) income comes into the main budget – not every eligible pupil will have lunch every day and therefore some of this income is not used for catering and could be better spent elsewhere. Including the total FSM income in the catering budget will overstate its profitability. SC will bring new catering reporting to Governors for easy future comparison.</p> <p><i>JCK asked if we have historic data from Aspens to compare against?</i> SC confirmed that we do have this data, but there is very different provision now and the last 18months was not typical so comparisons may not be so helpful.</p> <p><i>JL asked if ESW catering support was withdrawn, what financial impact would there be?</i> SC stated that it wouldn't be a financial impact, but there is a lot of support with recruitment, supplies and where we have knowledge gaps e.g. Natasha's Law for allergen reporting.</p> <p><i>JCK asked if the Site Manager role would typically cover food hygiene standards etc?</i> SC stated that this would not be part of their job description.</p> <p><i>MY asked if FSM costs and income have always been reported separately to catering?</i> SC confirmed that they have but there tends to be a surplus income from FSM to cover costs elsewhere in the college.</p> <p><i>JCK asked for greater clarity on which individual items get recorded in which budget lines.</i> SC to share details.</p> <p><i>GH asked how income from the Foundation Governors funds pastoral care?</i> AS stated that £80-£100k is usually received each year in grants and some of this covers pastoral care, including services of staff, but it cannot fund main college employees.</p> <p>SC reported on the final in-year position for 2020-21, which was a £102,000 overspend (compared to a budgeted overspend of £134,000 and the expected year end figure of a £131,000 overspend reported at the April meeting). The reasons for the £30K improvement right at the end of the year were:</p> <ul style="list-style-type: none"> • £19,000 - COVID catch up money. Initial advice from DCC Finance was that this amount should be treated as Income in Advance so would be 'spent' as far as the year end position was concerned • Increase in income of £8,500 - from tuition fees for Foundation Art and Ground Rent from Totnes School of Dance <p><i>MY asked for this end of year reporting to form an annual requirement for Governors and for it to be included on the June 2022 Operations Committee agenda as it provides a good check on our budgeting and gives confidence in future budget setting.</i> JL added that the figures demonstrate good financial management.</p> <p>SC added that, based on current staffing, we've moved from a predicted in-year deficit to a surplus for carry-forward. This also makes a significant difference in future years. Now we are in a stable pupil number situation, Staffing levels need to be retained and savings will get harder to make. Employing a new Site Manager would impact on our figures moving forward, but it would not have to be on a like-for-like basis.</p> <p>AS added that after many years of efficiency savings we are now working with bare bones and an ideal situation would be to increase staffing levels again.</p> <p><i>JL asked if there is any allowance for inflation or increases to government funding in the predicted figures?</i> SC stated that inflation is not predicted and although some government increases are predicted, these are conservative.</p>	<p>SC</p> <p>SC</p> <p>June Agenda</p>
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	<p><i>JL asked if we are actually predicting a £500k surplus in 5 years' time?</i> SC stated that this figure assumes no salary changes and realistically this won't be the case if government pay rises are brought in – despite an improvement in forecast figures, we cannot be complacent. Because teachers did not receive a pay rise this year, there has been a massive positive impact on our finances, but if it goes the other way in the future this will be very challenging.</p> <p><i>JL asked if there are any pension assumption?</i> SC stated that static contributions have been assumed as government grants have been received in the past to mitigate the effect of any significant contribution percentages rise.</p> <p><i>GH asked if the government covers the cost of staff pay rises?</i> AS confirmed that the government has not fully funded teacher pay rises in the past and our own budget must cover the shortfall.</p> <p>JCK was clear that we need to find a balance between spending enough on our current pupils and protecting the future finances of the college. JL added that there are plenty of spending priorities to make use of any surplus funds to avoid a significant build-up of reserves unnecessarily.</p> <p>Governors moved to Part 2 minutes</p> <p><u>COVID-19 Update</u></p> <p>Pupils were tested on return to school in September on-site and testing kits are now distributed for twice weekly home testing of staff and pupils. Student vaccinations were cancelled (like many other local schools) and new dates are awaited. The police were called to deal with anti-vaxxers on site and this is being covered under 'aggravated trespass' and vehicle number plates were recorded.</p> <p>Free holiday meal vouchers are being managed by DCC, with school data input.</p> <p>AS reported 62 positive Covid cases since September in the school community, compared to 21 cases prior to that. This is now a huge problem and he is anticipating a challenging winter as the vaccination roll-out is slow for teenagers and there are currently no self-isolation requirements for children. Supply teachers are increasingly hard to find.</p> <p><i>JCK asked if the Covid recovery grants will increase to help cover staffing?</i> AS stated that this not a financial issue – it is about difficulty in recruitment.</p> <p><i>GH asked if KEVICC has a say if the college closes or does it have to come from the DoE?</i> AS confirmed that this would be his decision as Principal, but he would receive a clear steer from the Health Protection Team which is hard to go against.</p> <p>JL reported that he has received a letter regarding student vaccinations. AS has received the same. Union advice is to confirm receipt and direct people to the relevant organisations responsible for vaccinations, which is not the school.</p> <p><u>Personnel Update</u></p> <p>There are lots of changes recorded since the last Operation Committee meeting due to new starters in September. Thanks were given to Bernice McCance for preparing this report.</p> <p>JL has volunteered to focus on Staffing under the new Governor Link roles through committees.</p> <p>Governors moved to Part 2 minutes</p>	
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5	<p>Financial Audit</p> <p>There are only a few outstanding items now, including a new requirement for websites to avoid the use of PDFs for key material, a skills matrix for finance staff and financial interest forms for staff.</p>	
6	<p>Health & Safety Update</p> <p>Many actions have been completed since the last Operations Committee meeting. There are some training requirements outstanding and a fire risk assessment has been booked but is not yet complete. All actions should be complete by Christmas.</p> <p><i>JCK requested a clear record of when each action needs to be reviewed again and by whom. SC to add details.</i></p> <p><i>JCK asked when the audit needs to be undertaken again? SC confirmed that this was a free review last year for our insurance and DCC carry one out every 3 years too.</i></p>	SC
7	<p>Contract Updates</p> <p>Gas, electricity, water and broadband contracts have all been reviewed and 3 quotes sought for each. Gas & electricity are now on 2-year fixed price contracts. Teaching schools' training packages and recruitment subscriptions have also been renewed for the next 12 months. CPOMS (safeguarding), minibus ad Weduc (parent messaging service) are upcoming for renewal. SC is keen to avoid unnecessary changes to parent messaging services if possible for consistency.</p> <p><i>GH asked if we've avoided the sudden price increases in gas & electricity? SC confirmed that the costs are higher compared to last year, but they are fixed for 2 years so we have avoided the recent price rises.</i></p> <p>SC to share the updated Contracts spreadsheet with Governors.</p>	SC
8	<p>Marketing Update</p> <p>There is a PR piece ready to issue regarding the consultation feedback. The next meeting needs to be scheduled for November.</p> <p><i>MY asked if there is good alumni information available to support marketing? AS stated that this is a challenge as we only receive Year 13 destination data and students in receipt of Mary Lidstone Trust grants are tracked. Otherwise we rely on ex-students providing feedback. GH is pleased with the positive engagement when these stories are shared. AS added that college social media use has increased in the last year.</i></p> <p>There is also an event at South Brent Primary School tomorrow, for refreshments and informal chatting – if successful this can be replicated at other feeder schools.</p> <p>There has been anecdotal positive feedback following the open mornings and evenings.</p> <p>JCK highlighted the need to avoid any misconceptions that KEVICC is just for the 'arty.' AS confirmed that KEVICC has not been an arts college since 2014, but it is still often thought of this way – he is always clear in any addresses he gives that we are a comprehensive college with a full curriculum offer.</p>	

