

# Minutes of KEVICC Operations Committee Meeting Tuesday 18<sup>th</sup> January 2022, 5.45pm



*The meeting was held remotely via Microsoft Teams*

**Present:** Michael Young (MY) (Chair), Jim Lodge (JL) & Alan Salt (AS – joined 6pm)

**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> Apologies, sanctioned by the Committee: Julian Carnell (JC), Karen Sewell (KS), Jo Cooke (JCK) and Gillian Healey (GH). <ul style="list-style-type: none"> <li>• Absent without apology: None.</li> <li>• Declarations of interest: None.</li> </ul>	
2	<b>Minutes of Previous Meetings (19<sup>th</sup> October 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>• <u>SC email updated contracts document to Gov's</u> – included in meeting papers.</li> <li>• <u>SC to share details of items in individual budget lines</u> – <b>Ongoing, to be completed in the coming week.</b></li> <li>• <u>H&amp;S Audit – SC to add a clear record of when each action needs to be reviewed again and by whom</u> – included in meeting papers and covered in Agenda Item 9</li> <li>• <u>YE to update, save and file ratified policies</u> – Done.</li> </ul>	SC
4	<b>Appoint Committee Vice-Chair</b> JL is prepared to stand for this position on a temporary basis until another Committee member can take on this role. Approved.	
5	<b>Business Director's Report</b> <u>Finance</u> <ul style="list-style-type: none"> <li>• Monitor current budget position, including catering</li> </ul> SC reported a £20,000 improvement in our financial position since the last meeting, mainly as a result of increased catering sales in the Autumn term (up by a third) and improved catering finance predictions. Catering in-house is not a burden on the College, although this will continue to be an area to monitor closely. <i>JL asked if the catering equipment line was accurately recorded on the spreadsheet?</i> SC confirmed that an amendment is required as much equipment has needed replacing. ESW have been very supportive and the kitchen is working really well. <b>MY requested that an updated catering spreadsheet is shared with all.</b> SC is looking to reduce our level of underspend in order to replace and repair items across the school – particularly IT and premises. <i>JL asked if there will be any funds available to spend on the school fence in terms of improving safeguarding?</i> <b>SC to discuss this with Kirsty Matthews, in order to understand the main concerns around the school perimeter.</b>	SC

Several salary savings will be included in the next budget update as there have been staffing changes over Christmas.

*MY asked why there was an overspend on Admin?* SC stated that predicted savings had not been realised as Admin hours cannot be reduced as they are all required.

- 30<sup>th</sup> March deadline to publish Gender Pay Gap info  
Noted

#### COVID-19 Update

- The College risk assessment is continually updated as Government guidance changes. General changes include: masks for all pupils in classrooms, changing rules on self-isolation periods, website updates for parents, changes to reporting processes and use of CO2 monitors and filters in classrooms where ventilation is poorer. *JL asked if the filters were provided by the Government?* SC stated that due to the excessive paperwork and delays in the Government process, the school have purchased and fitted their own as the cost was not significant.  
*MY asked about current Covid-19 absenteeism for students and staff?* AS stated that student absence has peaked again this week with C. 120-140 pupils off each day (although not all of these are due to Covid-19) and specifically in Year 10. 2 staff did not return immediately after Christmas as they had tested positive during the holidays, 1 member of staff is currently off with Covid and there are others who are off to deal with children who are having to self-isolate.

#### Personnel Update

There were several contact changes over Christmas.

*MY asked about the reason for so many changes in the Science department?* AS confirmed that it is unusual to have significant staffing changes at this time of year, but there have been various reasons, including health and new career opportunities.

*MY asked why there are so many temporary appointments?* AS confirmed that many of these are for existing staff members who are back-filing gaps and also creating a contract for a supply teacher.

JL noted that there has been some feedback through parent governors about parental concerns for science, however he undertook a Learning Walk in this faculty in the Autumn term and SLT are working closely to monitor provision, with an advert going out next week for a new Head of Science. Natalie Clark, Acting Head of Science, will be invited to speak to the Standards Committee in February.

#### Premises Update

- Compliance checks have been completed, PAT testing and roof cleaning have been undertaken and mobile huts have been maintained.
- IT security and filtering is a focus area – Ian Wren, Network Manager, has installed new software on all Chromebooks to increase security.
- Quotes have been received for on-site CCTV and work is planned on structural surveys and the Elmhirst changing rooms water supply.

	<i>MY asked if this water supply work is separate to our Site Development plans? SC confirmed that it is, as it is for sports users.</i>	
<b>6</b>	<p><b>Draft Budget 2022-23</b></p> <p>SC stated that this draft still has a lot of caveats until DCC income figures are confirmed. Their most pessimistic model has been used as a basis so far. Sixth Form funding is expected to increase, but there will also be increased staffing costs to deliver this – it is currently assumed to be cost neutral so there is a hope that figures will improve when details are confirmed.</p> <p>A £35,000 surplus is currently predicted for 2022-23, then slight losses annually thereafter. No significant savings plans are proposed to counter this as these figures could improve when estimated income figures become actual figures.</p> <p><i>MY asked why pupil numbers for the year have changed?</i> SC stated that the Oct 2021 figures are based on the actual census pupil numbers whereas future years include any changes that have happened since then as well, we now have waiting lists now exist for most year groups so there is greater certainty about pupil numbers, which is a positive position to be in. AS added that since the pandemic began, usual predictions for student numbers are harder as mobility has increased and there are new patterns emerging. Our Planned Admission Number (PAN) is 150 per year group, but there is a 5% margin which allows up to 154 by school agreement.</p> <p><i>JL asked about the school capacity number as this is different from our PAN.</i> AS explained that the capacity number is higher at DCC for long-term place planning. This relates to the size of the school, but does not change our agreed PAN.</p> <p>SC stated that all assumptions are pessimistic currently, including a 2% teacher pay rise and 2.75% non-teaching staff pay rise (those on lower pay scales typically receive bigger increases). These increases can have a significant impact on the bottom line, however, in the past the Government has helped with grant funding where rises have been high to cover some of this cost – there is no guarantee that this would occur though. Significant increases have been assumed on utility prices when we come out of our fixed term contracts.</p> <p>Year 7 and Sixth Form expected admission numbers are currently higher than they have been at the same point in previous years based on current school place requests.</p> <p>The impact of potentially joining a MAT has not been factored into the Budget (assume cost neutral). Clarity on staffing and timetabling is expected in the next month and this will feed into the figures.</p> <p><i>MY asked if we need to consider the predicted accumulation of £500,000 with regard to the impact of academisation?</i> AS stated that his understanding is that KEVICC retain this unless there is a significant need across the MAT. SC added that he will start to share figures with ESW if and when they start working together if Governors approve the move to join ESW at the March FGB meeting.</p> <p><i>YE asked <b>SC to request an extension to our DCC Budget submission deadline</b> as the FGB meeting is scheduled for 5<sup>th</sup> April, which is likely to be after the usual deadline to approve a Budget.</i></p> <p><i>Following from last year's Budget review, <b>MY asked that SC undertakes a self-evaluation exercise</b> by reference to the pro-forma questions suggested for Governor Review by The Key.</i></p>	<p><b>SC</b></p> <p><b>SC</b></p>
<b>7</b>	<p><b>MAT considerations/update</b></p> <p>The formal consultation process to consider joining Education South West (ESW) has commenced and the first staff meeting has taken place. The website has been updated, details of the consultation have been circulated to families</p>	

	<p>and all local primaries. Parent meetings are scheduled for next week. AS is in touch with the Regional Schools Commissioner (RSC) and a Case Officer has been assigned to advise us on the process. JL is also meeting with a Babcock Advisor.</p> <p>An extra FGB meeting has been scheduled for 8<sup>th</sup> March so Governors can formally review the consultation feedback and make a decision about how to proceed.</p>	
<b>8</b>	<p><b>Financial Audit</b></p> <p>Some information on the website needs to be put in a new format to comply with current guidance for immersive reader.</p> <p>Financial interest forms for all budget holders will be completed for the new financial year.</p> <p>All other actions are now complete.</p> <p><i>JL asked what the expected timescale is for website changes?</i> SC confirmed that this is being prioritised as it should have been completed already.</p>	
<b>9</b>	<p><b>Health &amp; Safety Update</b></p> <p>SC has added responsibility and review arrangements to the Audit, as requested.</p> <p>The fire risk assessment was completed before Christmas.</p> <p>There are only a few outstanding actions from the Audit:</p> <ul style="list-style-type: none"> <li>• Fire Marshall training has been difficult to source during the pandemic, but will hopefully go ahead in the Summer term.</li> <li>• Work on Stress Management, including a risk assessment, is ongoing.</li> </ul>	
<b>10</b>	<p><b>Contract Updates</b></p> <p>The main changes to be made are:</p> <ul style="list-style-type: none"> <li>• SCOMIS/SIMS – SC to check the contract duration in consideration of the potential to join ESW (who do not use SIMS)</li> <li>• Pest control – this was previously managed by Aspens so is now our responsibility with in-house catering.</li> <li>• General contract renewals for those which have not gone through procurement processes recently.</li> </ul> <p><i>JL asked what system ESW uses?</i> SC confirmed that this is Progresso.</p> <p><i>MY asked if there are any issues with our current GDPR contracts?</i> SC stated that the current system is expensive, but does work well – it is just time to review the price against others.</p>	
<b>11</b>	<p><b>Marketing Update</b></p> <ul style="list-style-type: none"> <li>• <u>Meeting update</u> – no meetings have taken place since the last Operations Committee meeting, but the Site Development Consultation process worked well and the MAT Consultation has now commenced.</li> <li>• <u>Year 7 Parent Satisfaction Survey feedback</u> – Governors received the feedback and noted that this is the third year surveys have been issued to monitor the transition process. Responses were generally positive, but some very useful comments and feedback have been received for potential improvements. The College recognises that there are a lot of different systems used and this can be challenging for families, so these are rationalised wherever possible.</li> </ul> <p>JL was delighted to note that direct quotes from parents recognised the ethos of the school and he gave his thanks to all staff involved in the transition process for new Year 7 pupils.</p>	

12	<p><b>Policies for review</b></p> <ul style="list-style-type: none"> <li>• Business Travel Policy – it was agreed that this is not a vital school policy, so is no longer required.</li> <li>• Staff Capability Policy – <b>Ratified.</b></li> <li>• Probationary Policy – <b>Ratified.</b></li> <li>• Finance Policy (rec. to FGB) – <b>Amended version recommended to FGB for approval</b></li> <li>• Letting Policy (inc. Covid appendix) – <b>Amended version ratified.</b></li> <li>• SFVS Return prep – A generic list for Governors was included with the papers. The responses to last year’s questionnaire need review and confirmation. Benchmarking data is not yet available and will be appended when received.</li> <li>• Adoption policy – <b>Ratified.</b></li> <li>• DBS disclosure policy – <b>Ratified.</b></li> <li>• Parental leave policy – <b>Ratified.</b></li> </ul> <p><b>YE to update, save and file ratified policies</b></p>	<p><b>FGB</b></p> <p><b>SC/MY</b></p>
13	<p><b>Policies to be reviewed at next meeting</b></p> <ul style="list-style-type: none"> <li>• Emergency Time Off Policy</li> <li>• Secondment Policy</li> </ul>	<p><b>JL</b></p> <p><b>JL</b></p>
14	<p><b>Meeting closed at 7.25pm.</b></p> <p>The next scheduled meeting will take place on Tuesday 22<sup>nd</sup> March 2022, 5.45pm via Microsoft Teams. This meeting will focus on the Budget for 2022-23.</p>	

Signed.....

Date:.....

**Michael Young**

**Chair of Operations Committee**