



CANON LEE SCHOOL

**Minutes of the Resources Committee meeting
held on Wednesday 23rd November 2016 at 5pm in the SLT Room**

Present:	Helen Dowds (Principal) John Kesterton (Chair) Paul Black Peter Hodge Patrick Looker Alison Davies Sarah Byrne	
In attendance:	Wendy Munro (School Business Manager) Liz Andrews-Wilson (Clerk – Governor Support Officer) Jess Swarbrick (Clerk observing – Governor Support Officer)	
		ACTION
1.	Welcome, Apologies for Absence, Consent and Declarations of Interest The Chair welcomed everyone to the meeting. No apologies were received. There were no declarations of interest.	
2.	Minutes of the Resources Committee meeting held on 5th October 2016 Previously distributed. The minutes were agreed to be a true and accurate record and were signed by the Chair.	
3.	<p>Matters arising and action plan</p> <p>Alison Davies and Sarah Byrne updated the committee on the ongoing work they have been doing to progress the links with local businesses, it was reported that a meeting had also taken place with Rob Orr to move things on. This meeting had looked at ways to raise money and provide benefits for the school. The sub-committee agreed that inviting motivational speakers to run assemblies would be very beneficial, particularly if they were ex-pupils of the school. Chris Riley had been invited to speak and was keen to attend. Alex O'Mally (Owner of 'Paper Pod') had also been approached as a successful business woman. Some invitees had expressed concern about public speaking, and governors suggested that students could film an interview with the business person(s) as an alternative. This could then be shown in assembly and the films could be added to the school's website and shared with the business person for their use. It was agreed for Pip Doust to be involved and the sub-committee would liaise with her. Sarah Byrne further reported that she was looking into sponsorship for this venture, with the idea that a company would provide logos to be added to the film/presentation, to avoid any costs coming out of school funds.</p> <p>Discussions are ongoing between the sub-committee and the Clifton Moor Small Business Association (CMSBA). Alison reported that she had proposed the use of the school for CMSBA monthly meetings, but CMSBA had already booked space at the Eco-Centre for this. It was reported that on Wednesday, 15th February the CMSBA would attend at the school for further discussions to ascertain what the school can do for them and what they can do for the school i.e.: Saturday job opportunities, work placements for students, work experience etc. The sub-committee reported that some great business minds are involved in the Association and that this meeting would provide the school with a forum to tell them that Canon Lee needs their help.</p> <p>The sub-committee have been working on the careers library, to build a stock of careers.</p>	Rob Orr

	<p>The sub-committee hope to drive enthusiasm for all of the aforementioned projects and will continue to report back to the committee.</p> <p>With reference to the Action Plan: Action 2: It was agreed that the discussion on the TLR post would take place under the staffing item on this agenda.</p> <p>Action 3: No further TUPE meeting has been planned. Tim Priestley, external consultant, is doing TUPE w/c 28.11.16, the SBM will be checking on this. It was reported that the Unions are in that week and an update will follow.</p> <p>Action 4: It was noted that weekly Working Group meeting notes were being received by all.</p> <p>Action 5: The SBM advised that the report on urgent works and liabilities is ongoing. A full report will be presented to the Full Governing Body on 8.12.16.</p>	SBM / Clerk
4.	<p>Finance Update 4.1 Budget monitoring The SBM gave an overview on the budget, highlighting a number of key issues.</p> <p>Lyn Robson (Finance Officer) had resigned and would be leaving on 24th November. The City of York Council's School and Academy Accountant (Ann Lindsay) is to scrutinise the budget and Kerry MacDonald (CYC Bursar) is to come in twice weekly. The SBM advised governors that this would mean additional expenditure to cover the cost of this CYC support, which will affect the budget deficit. The School and Academy Accountant will produce an additional report on the budget for circulation.</p> <p>The report from Hope Learning Trust states the cost of conversion had increased to £25,000. A Governor questioned how different is the deficit figure to the one previously sent out? The SBM reported that the original figure was -£68,000, the position is now -£88,000. A Governor questioned what the position was from 1st January 2017. The SBM reported that the school would be running at deficit from January to August 2017. It is hoped that a target of 150 students on roll from September 2017 would put the budget back into positive figures. The SBM made a future projection suggesting that by September 2018 there could be a £18,000 surplus. The SBM informed the Governors that Paul Shepherd (CYC - School Business and Monitoring Officer) and Ann Lindsay are currently working on the deficit figures and a clear indication of what the LA will accept as the bottom line for the deficit is not yet available.</p> <p>The Principal reported that first preferences for admissions for 2017/18 had shown some York school being over their total admissions limit. The admission figures for Canon Lee are better than last year, with 126 the expected minimum. She added that 1820 children needed secondary school placements and a growing number of students are coming into York from the East Riding of Yorkshire to be educated. The Principal reported that transfers from Easingwold School had increased, adding that she was hoping to be in a position to accept students from North Yorkshire if the school will benefit from educating those students.</p> <p>The SBM further reported that the school finance position was subject to change. She added that Jo Lynch (Chartered Accountant working with Brian Crosby at Hope Learning Trust) has been consulted on the deficit. Her stance was to deal with the deficit at the point of conversion. It was the committee's feeling that Anne Shepherd and Jo Lynch should work on these figures prior to conversion. A Governor questioned whether there is a forecasting plan? A way of making income? The SBM was of the opinion that there are a number of avenues available for raising income, these included lettings, the flat and the Arts Block which was an unknown quantity. The leasing of the flat to staff however causes issues as it affects that person's HR entitlements. The SBM made it clear to the committee that the Multi Academy Trust had no strategy for income generation at this point. The Principal reported that Maxine Squire had highlighted a legal issue concerning the Arts Block at the most recent School Improvement Panel meeting. It is the school's belief that this is due to a LA error, around the transfer of deeds and the mis-placement of legal papers. At the time of this meeting there was a question over</p>	

	<p>whether the Art Block belongs to the school.</p> <p>A full site survey was due to be carried out this week. The SBM had estimated a £300,000 buildings liability and she reported that there was a lot of uncertainty. A full due diligence report was needed to clarify some of the uncertainty of the liability. The committee were advised that this process could potentially delay academisation.</p> <p>With reference to the previously circulated document Business Planning Meeting November 2016: Expenditure Variance, the SBM highlighted a variance between the start budget and the revised budget. An additional £3,500 had been added to Health and Safety, as essential work had been carried out on the communal toilets to construct a partition wall. The building of a partition wall dividing boys and girls was making a big difference.</p> <p>4.2 New software and the implementation of PS Financials</p> <p>The SBM reported that she had asked for training on PS Financials and the relevant software, though had not yet received a response. She added that there was no transition plan for training available from the MAT so she was working to ensure that the school was not exposed. A Governor suggested fundraising to cover the costs and suggested that advice should be sought from the MAT as to how to develop this.</p>	
5.	<p>Staffing Update</p> <p>5.1 Update on Head of Maths</p> <p>It was noted that the discussion about the Head of Maths would take place in AOB as a confidential item.</p> <p>A general update about staffing changes and new appointments by the Principal was taken during this item.</p> <p>The Principal reported that a new Head of English had been appointed and had started at the school after October half-term. The school had also made a new Maths teacher appointment, further strengthening teaching in this department. It was noted that there was also a teacher on long-term supply in Maths until Easter, meaning further recruitment would be needed for the summer term.</p> <p>The Principal advised that the Head of Maths post was proving difficult to recruit to, and proposed that this position be given SLT responsibilities, as with the Head of English role. Once in post the Principal would like to hand the responsibility of data processing over to the Head of Maths.</p> <p>The Principal also reported a number of support staff changes for information. With one member of staff accepting voluntary redundancy. The school were at the time of the meeting advertising for a full time Cover Supervisor / Librarian post. The Principal reported that the Pastoral Support Manager had also tendered her resignation. The school were in the process of re-advertising the role with a different emphasis.</p> <p>The Principal reported that one of the school's Science teachers would be leaving in January, due to relocation. The Principal advised that she had held discussions with Brian Crosby and Simon Barber to ascertain if Hope had any 'rising stars' who would be able to move across on secondment. She further advised that a lead practitioner from Manor had been in the school for a day and the Chair of this committee, the Principal and the Vice Principal (MH) were to interview her on 24.11.16. This would involve a classroom observation and a formal interview.</p> <p>The Principal reported that Sam Philips (PA to the Principal) had resigned and had taken up a role at West Offices. A new PA (Stephanie Wood) had been recruited and was due to start at the school w/c 12.12.16.</p> <p>5.2 Update on Salary Ranges</p> <p>This item has been removed to a confidential item.</p> <p>5.3 Appointment of Finance Officer to work with the Hope Trust</p> <p>This item was discussed above under Item 4 Finance Update.</p>	

6.	<p>Policy Review</p> <p>It was recorded that no policies were under review at this time.</p> <p>It was noted that no major changes were required on the Pay Policy, as this policy had come from HR.</p>	
7.	<p>Site Management 7.1 Health and Safety</p> <p>Asbestos</p> <p>The SBM reported that the annual Health and Safety audit conducted by CYC's H&S Team had highlighted a number of issues. They had noticed that:</p> <ol style="list-style-type: none"> 1) There had been movement of the asbestos board and wanted this checking further. 2) Flaking paint had prompted CYC to conduct air tests in classrooms and the fume cupboard. Issues were raised in one of the classrooms and one of the main chemical preparation rooms. <p>It was recommended that the fume cupboard needed to be removed out of school hours as a matter of urgency. The SBM had sourced three independent quotations for the works. The quotation had come back as £4,800 for the isolation and removal of the whole fume cupboard and £4,900 if this was to include the removal of the floor tiles. She added that there would be a minimal cost on some electrical works, which could be done by the schools electrician. The SBM was keen to not ask the Site Management team to work over the Christmas break. The committee agreed unanimously to the removal of the asbestos, giving the SBM the go ahead to commence the works. Alison Davies offered to help and manage the works, as the SBM prepared to oversee the works w/c 19.12.16.</p> <p>Vandalism and site security</p> <p>The SBM reported that the site was at significant risk of increasing occurrences of vandalism out of hours. She added that the cleaning staff are on site until 6:30pm, and that during this time doors are open and the vehicle gates have to remain open, making the site exposed. Two external fire exits open onto Rawcliffe Drive; the SBM would like these fitted with alarms. The SBM proposed getting quotations for the upgrading of the fire escapes, aging doors and the replacement of old ones. It was also noted that access controls need to be assessed from a fit for purpose point of view. The committee asked whether this could be picked up post-conversion. The SBM reported that students had been gaining access to the flat roof via Rawcliffe Drive. The Governors were concerned for the safety of these children and the need for some sort of boundary or high barrier was discussed, along with a push bar gate to restrict access. It was agreed that reducing the risk of children falling and therefore Canon Lee's liability was paramount. Owing to the consensus of urgency a Governor asked the committee to provide the SBM with an agreed action plan to progress these works. It was agreed that Phase 1 – making the roof area safe and secure should be delegated to the Thursday morning meeting. Phase 2 – Access control would be brought back to this committee post-conversion.</p> <p>7.2 Buildings The Cube</p> <p>The SBM reported that the works on the Cube had been agreed and approved. The cost of this work would be covered by CYC and the original contractor 50/50.</p> <p>Roof</p> <p>The SBM reported that the recent heavy rain had exposed leaks in the roof of the 2000 building. Felt had been compromised by rubble that had been left behind and the tiles had been laid with not enough overlap. It had been approved that the cheapest and quickest CYC fix would be applied to resolve this. Governors raised the need for due diligence and it was noted that such issues would be picked up in the site survey.</p> <p>Hall roof/ceiling</p> <p>The Principal asked the SBM if the Hall roof and ceiling can be repaired. The SBM reported that it was the considered opinion of the CYC contractor that the ceiling could come down at any point and he had given a solution of the insertion of a suspended ceiling, costing in the region of £10,500, which would be subject to them finding no asbestos. The Governors asked for clarification about the safety of the hall and if it</p>	<p>SBM CLERK</p>

	<p>should be taken out of use. The SBM clarified the position outlined by the risk assessment; the risk assessment did not identify a need to stop using the hall. Alison Davies added that in her professional opinion Building Surveyors are prone to releasing asbestos contamination and she was keen to send a contractor from her company to assess the works. This would be done free of charge and the Chair confirmed that Alison had completed a Business Interests Form.</p> <p>The Chair clarified the situation with a summary to reassure the committee that all necessary responsibilities had been actioned:</p> <ol style="list-style-type: none"> 1) The risk assessment had not highlighted the need to stop using the Hall 2) The Thursday morning meeting would require feedback on this issue 3) The SBM was given the go ahead to commence the repairs with appropriate diligence <p>IT Room The SBM reported that the IT room was being actively used and was bookable. The computer processors required £3,000 worth of repairs. Ideally the SBM would like to spend £5,670 to invest in the refurbishment of the computer hardware. Three quotations had been received differing from £4,100 to £10,000. A Governor suggested that this could be a sponsorship venture and Alison Davies agreed to look at options. This matter was to be moved to Thursday morning meetings. The SBM to send specification details to Alison and Sarah Bryne and to liaise with them about moving this forward.</p>	<p>SBM SBM</p> <p>AD/SB SBM</p>
8.	Academy Handover Report No discussion was taken during this item.	
9.	Any Other Business The Chair thanked staff for their contributions and moved the meeting to the confidential item. At this point of the meeting the SBM and Principal left the room to allow the committee to discuss the confidential item.	
11.	Dates of next meetings (all at 5.00pm) - Wednesday 1 st February 2017 - Wednesday 3 rd May 2017 - Wednesday 28 th June 2017	

Signature of the Chair

Date

ACTION PLAN FOLLOWING RESOURCES COMMITTEE MEETING 23rd November 2016

	Action	Agenda	Person	Date
1.	Produce report on urgent works and liability to be presented to Full Governing Body	3	School Business Manager	08.12.16 FGB
2.	Rob Orr to liaise with Pip Doust re: arrangements for filming of interviews with business professionals	3	Rob Orr	Before the end of term Dec 2016
3.	Discussion on how to commence work on making the roof area safe and secure delegated to the Thursday morning meeting	7.1	School Business Manager	Before the end of term Dec 2016
4.	Discuss on access control re-agenda for Feb meeting	7.1	Agenda	Feb 2017

5.	The SBM to report to Thursday morning meeting about the Hall roof/ceiling	7.2	School Business Manager	Dec 2016
6.	The SBM was given the go ahead to commence the repairs of the Hall roof/ceiling	7.2	School Business Manager	Dec 2016
7.	Alison Davies and Sarah Bryne to look into sponsorship options for upgrading computer hardware	7	Alison Davies and Sarah Bryne	Dec 2016
8.	SBM to pass computer specifications to AD and SB	7	School Business Manager	Dec 2016
9.	IT room upgrade to be delegated to the Thursday morning meeting	7	School Business Manager	Dec 2016

Items for next Agenda:

FGB - 8.12.16

- Report on urgent works and liabilities

Resources Committee – 01.02.16

- Discuss on access control