



# Tring School *a specialist humanities college*

Mortimer Hill, Tring, Hertfordshire HP23 5JD

Tel: 01442 822303 Fax: 01442 890409 E: tringschool@tring.herts.sch.uk  
www.tring.herts.sch.uk Headteacher: Mrs Julia Wynd Cert Ed, B Ed (Hons), CMS, MA

## MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF TRING SCHOOL GOVERNING BODY HELD ON MONDAY 17 JANUARY 2011

### Part One

#### Present:

Mr B Scarth (Acting Chairman), Dr D Ashall, Mrs K Hughes, Mrs S Wheatley,  
Mrs J Wynd, Mrs Donald (late arrival)

#### In Attendance:

Mrs K Davis, Mr A Hencken, Mr A Rennard, Mrs T Perry (Clerk)

#### 1. WELCOME & APOLOGIES FOR ABSENCE

Mr Scarth welcomed Mr Rennard to the Meeting as the new Facilities  
Manager.

Apologies had been received from Mrs N Jeffery.

#### 2. DECLARATIONS OF INTEREST

None declared

#### 3. MINUTES OF THE MEETING HELD ON 22 NOVEMBER 2010 (Part one)

Approved and signed by Mr Scarth.

#### 4. MATTERS ARISING

##### i) Minute 4

##### • Financial Competencies

Mrs Davis advised the meeting that Financial Management Standards  
In Schools (FMSIS) has now been abolished, under the new  
government. The School is advised to work to the same standards but  
there is no longer a formal requirement to do so.

The School is being audited over 6 working days starting Monday 21  
January 2011. The audit will be carried out to the same standard as it  
would have been under FMSIS. Mrs Wynd explained that this is a  
Government initiative to cut down on bureaucracy.

##### • Virement Report

Mrs Davis explained that a virement relates to a movement of financial  
budget. Any changes to the budget need to be taken to the Resources  
Committee and formally approved. Mr Scarth was provided with the  
Report which was agreed and signed.

Mrs Davis will bring a Virement Report to each Meeting with the  
Financial Report.

##### • Safeguarding Policy – Agenda item 10



- **Benchmarking Training – Agenda item 13**
- **Additional Training**  
The first part of this training has been undertaken by Mrs Wynd and Mrs Davis. A HCC trainer came in to School. Another days training will take place after the Easter Holidays which will assist with planning that will follow the announcement of the budget share.
- **Minute 10 – CPD Policy – circulate and post on VLE.**  
Mr Hencken explained that the CPD Policy has been circulated to all staff and will be on the VLE by the end of the week.  
*Action: Mr Hencken to put CPD Policy on the VLE.*
- **Minute 12 – Investors in People update.**  
The report is not yet on the website and has not yet been sent out in the parents' newsletter. This is to go out in the next Newsletter.
- **Minute 13 – Capital Spending – Agenda item 7**

## 5. SCHOOL PLAN REVIEW -Support Structures, Finance and Facilities

### a) Finance

- i) Mrs Davis explained to the Meeting that originally the Asset Register was to be held on the Finance Package but that this was found to have been impractical. Instead an Excel Spreadsheet has been compiled for each department by the Facilities team. When expensive items are purchased they are added to the Spreadsheet. During this term the facilities team will be checking all valuable items to determine where they are.
- ii) Mrs Davis explained that the tills in the canteen are in need of replacing and therefore it would be possible to incorporate their replacement with installing a finger print recognition system. Quotes have been obtained and the favourite system is that of the existing provider. Thomas Coram Middle School in Berkhamsted has just had this system installed. Mrs Davis and Mrs Newman the Canteen Supervisor will be visiting them to see it in operation, with a view to having it installed here during the Summer term so it is up and running at the beginning of the Autumn term. The cost will be between £12k-£15k. Herts Catering will advance the monies with repayment coming out of catering profits over 3 years.
- iii) Mrs Davis advised the Meeting that a free survey of the School's suppliers has been carried out. The results of this need to be re-visited now that a new Facilities Manager is in post as many of the possible savings relate to premises.
- iv) Discussion then took place about the feasibility of going in with other local schools to bulk buy certain items. However it was thought not to be cost effective enough in a time when HCC is disbanding all its departments that have co-ordinated School's expenditure in the past.

## **b) Safeguarding**

i) Mrs Wheatley explained that all Risk Assessments were previously carried out by the Administration Manager. These responsibilities have now been split:

Mr N Barlow – Students

Mrs Wiltshear – Staff

Facilities Manager – Premises.

ii) Discussion then followed on the keeping of a central register. It was decided by the Meeting that the Headteacher should hold a central risk register providing information on the whereabouts and person responsible for individual risk assessments.

iii) The Governors' Section of the School Plan was discussed and it was requested that this needs to be an item on the Resources Committee Agenda in future.

**Action:** Clerk to the Governors to add Governors Section of the School Plan as an item on Agenda in future.

## **6. FINANCE REPORT**

a) Mrs Wynd thanked Mrs Davis for providing the notes that accompany the Finance Policy and a few minutes were given for the Committee to read through these prior to discussion.

b) Mrs Wynd highlighted the loss of 2 SEN pupils to show just how quickly funds can be lost, however staffing cannot be adjusted as quickly. This is better managed now but still needs to improve.

c) Discussion then took place relating to why these pupils had left the school, and whether the school can meet the needs of all special needs pupils. It was agreed that currently they can but this will need ongoing reviews.

d) Discussion then followed about the forecast position at the end of the financial year. Mrs Davis confirmed that although there would be an in-year deficit the year end will balance.

e) Discussion also took place about the cost of Oil, attempts to obtain best price had to be off-set against the possibility of being let down by the supplier.

## **7. PREMISES MANAGEMENT REPORT (including water, roofing , fire audit and capital report)**

### **a) Water**

i) Mr Rennard advised the meeting that a recent water inspection by Thames Water resulted in a report with many points of concern together with the threat of prosecution.

ii) Thames Water are coming to do a further inspection on 01/02/11. Quotes for works to be undertaken relating to the 2 main areas of concern have been obtained and it is hoped that Thames Water will sign off the report once these works have taken place. These are automatic flushing systems for male toilets and the 2 water tanks on the roof above the Science block.

### **b) Roofing**

Mr Rennard advised the meeting that he has already walked around the flat roofing areas. There are a number of issues with the flat roofs where rain water accumulates rather than draining away. Some patching has been done but drier weather is required for anything more to be done.

Mr Rennard did not think a Roof Condition survey had been done recently.

**c) Fire Audit**

A quarterly fire audit was conducted during the Xmas Holidays by Chubb.

**d) Capital Projects**

i) Mr Rennard advised the meeting that he has not seen this yet.

A Fire audit was carried out in July 2010, and the last Health & Safety Audit was carried out in November 2008. HCC have advised that they wish to carry out a follow up inspection and this is scheduled for 15/02/11.

ii) Mrs Davis advised the Meeting that the definition of items for Capital Expenditure has been made stricter and this will have spending implications.

Mrs Wynd thanked Mr Rennard for his report.

**8 CPD REPORT**

a) Mr Hencken provided a Breakdown of the courses attended by department staff. He explained that there was £7k at present unallocated which partly came from tighter estimations of supply cover and travel costs.

b) Mr Hencken also explained to the meeting that although there were large discrepancies between departments in terms of course numbers this was not necessarily reflected in the cost.

Safeguarding training was discussed.

**9 HEALTH & SAFETY REPORT**

Mrs Wheatley advised the meeting that things had stood still on this with all the recent staffing changes. She will be meeting with Mr Rennard soon to set-up the Health & Safety Sub-Committee, with a view to having the first sub-committee meeting before the next Resources meeting.

**10 SAFEGUARDING AND SECURITY POLICY UPDATE**

a) Mrs Wynd advised the meeting that she had attended an initial Governors and Senior Staff Meeting which looked at the meaning and responsibilities of safeguarding. The next meeting is due to take place on 19/01/11.

b) Child Protection is pivotal to Safeguarding.

c) Mrs Wheatley advised the meeting that the School is looking at a badging system and the School perimeter to further improve the otherwise most brilliant safeguarding and security of the school.

**11 DEBT RECOVERY POLICY**

Mrs Davis advised the meeting that the main changes to this policy reflect the changes in roles within the School and that HCC will not follow up debts of less than £100 once they have sent an initial chasing letter.

Mr Scarth requested that the date of revisions and version to be shown on the paperwork, he then recommended the Policy for approval at the next Full Governing Body Meeting. This was agreed by the Meeting.

**Action:** Version and date to be added to Debt Recovery Policy and add Policy to Agenda for next Full Governing Body Meeting for approval.

## **12 WHISTLE BLOWING POLICY**

a) Mrs Wynd advised the meeting that this follows County Policy. The main amendment to the School document relates to Safeguarding and Mr N Barlow is the designated person.

b) Mrs Wynd recommended to the Meeting that although there is a good process for communication at Governor and Leadership Team level, there is a need to improve communicating these policies to staff. She recommended that a copy of the policies be attached to the appropriate weekly bulletin when amended and that staff should be reminded that all the policies are available in the Staff Handbook.

c) The Meeting agreed that the Policy should be recommended to the Full Governing Body for approval at the next meeting.

**Action:** *Clerk to the Governor's to Add Policy to Agenda for next Full Governing Body Meeting for approval.*

## **13 FINANCIAL BENCHMARKING REVIEW**

a) Mrs Wynd suggested the benefit of holding a small 15 minute workshop to assist with understanding comparisons shown on benchmarking information. She recommended the need to compare like for like, a small change in some items is more important in some areas than others.

b) Discussion then took place on the figures not showing any obvious explanation as to why the School is overspending while others are not.

c) Mrs Wynd recommended that a workshop be tabled for the beginning of the next Resources Meeting.

**Action:** *Clerk to the Governing Body to add Financial Benchmarking Workshop to the beginning of the next Resource Committee Meeting's Agenda*

## **14 ANY OTHER BUSINESS**

a) There was discussion about the condition of the Sports Centre. Mrs Wynd and Mrs Davis have a meeting arranged with the Area Manager with responsibility for the Sports Centre and will discuss general facilities with him at that time.

**Action:** *Mrs Wynd to report back to next Resources Committee Meeting regarding condition of Sports Centre.*

b) Mrs Wynd advised the Meeting that the results of the Kirkland Rowell Survey have not yet been communicated. The staff results need to be communicated to the Resources Committee and the student results to the Curriculum and Teaching Committee.

**Action:** *Clerk to the Governing Body to add Kirkland Rowell Survey Results to the next Agenda of the Curriculum and Teaching Committee and the Resources Committee.*