

Chesterton Community College

Resources Committee

Minutes from the 22nd March 2017

Present: Jim Warwick (JW), Lucy Scott (LS), Mary Sanders (MS), Eva Pepper (EP), Luke Tunmer (LT), Martin Russell (MR) and Suzanne Izzard.

- 1. Apologies:** Jo Borroughes and Kath Hutchinson
- 2. Declaration of Conflict of Interests/Register of Business Interests:** Nothing new declared.
- 3. Minutes from the last meeting:** These were agreed and signed as a true record by the Chair.
- 4. Matters Arising:** Risk Assessments were discussed and MR explained how this was a working progress. Risk Assessments will all be reviewed in the summer.
- 5. Health and Safety Update:** Asbestos was discussed and governors had some concerns around keeping children safe while the new build was undertaken. MR explained how we were mindful of this and surveys had been undertaken. Governors asked if any signs were displayed to show the asbestos areas to which MR replied that we are aware of them but have no signs. This was to be picked up further with the County. The site team are doing all PAT testing onsite to make sure everything is up to date. We now have new forms for reporting accidents which give us more in depth detail into what has happened. These are working well. Governors questioned the amount of incidents occurring within the school site to which it was agreed that MR bring more in depth information to the next meeting.

Action: MR to look at signs for asbestos and to bring more in depth information regarding incidents to the next meeting.

- 6. Energy Investment Proposal:** We have had an initial survey for the proposed Energy Investment. Governors raised the point of including the Energy Infrastructure in with the new build to minimise disruption. MR explained how there wasn't much to report and that hopefully most of the work will be conducted throughout the Summer. Governors questioned the sign off programme. MR explained that he will seek approval and by then we will know cost to feed back to the committee. Governors had some concerns that the delay on the new build would have an effect on the Energy Proposal. It was agreed to make sure the two projects work together to ensure this all goes to plan with the least disruption as possible.

Action: MR to chase the energy Infrastructure Proposal and circulate document to governors.

- 7. Accounting System:** MR explained how the current accounting software is not fit for purpose and doesn't offer adequate support. MR went on to explain the three different options that are available. After previous research and discussion, MR confirmed that he felt HCSS was going to be the best system to use. The cost of the different options was spoke

about. Governors queried if any research had been done with other schools to which MR responded he had spoken to another school in London who was using the system. Governors queried the sign off process with auditors. Governor's raised concerns on how the system would work as our multi academy trust builds to which MR reassured governors this package would be fine and fit for purpose. Costing was discussed in depth. It was agreed for MR to do some more research into the system and check if governor approval is needed before proceeding.

8. **Audit Update:** MR explained how we are looking to get an internal audit done and how different quotes have been obtained. Still waiting to talk to Peter Howard –Jones to give a price on an internal audit. It was agreed to circulate the EFA

Action: Clerk to add risk register/Reserve Policy to the next meeting.

9. **Budget Update/Forecast:** MR went through the budget which had been circulated to governors prior to the meeting outlining the key areas to governors. MR confirmed that we were on track and where we needed to be. Governors look at the next years forecast budget. Governors queried when the sign off date would be to which MR explained that it would be the last one in July. Governors questioned the use of the pavilion and if it could bring in any more income to which MR will explore further.
10. **Sports Centre Budget Update:** This was included in the Budget update/forecast.
11. **A.O.B:** Nothing.
12. **Date of next Resources meeting:** Thursday 29th June 2017

This meeting closed at 7.35pm