



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Resource Committee Minutes**

**15<sup>th</sup> October 2013**

**CHESTERTON COMMUNITY COLLEGE**  
**Minutes for the Resources Committee**  
**15<sup>th</sup> October 2013 at 6pm**

**1. Present:**

James Strachan, Nicola Von Schreiber, Lucy Scott (Head), Katharine Hutchinson, David Sharp, Mary Sanders and Mark Little (Director of Finance and Business and a non-voting member), Peter Howard Jones (Auditor)

The meeting was Quorate with 5 Governors plus the Head - the quorum is 3 Governors plus the Head.

**2. Apologies:** Jim Warwick, Colleen Lehane and Alistair Wayne.

**3. Declaration of Pecuniary Interests:** None were declared

**4. Register of Business Interests:** There were none registered

**5. Election of the Chair:** James Strachan was nominated and seconded by Governors and all were in agreement.

A Governor arrived at 6.10pm

**6. The Minutes of the last meeting:** (18.06.2013) were agreed and signed as a true record.

**7. Audit Briefing:** The school Audit was due to begin on Monday 21<sup>st</sup> October 2013. A letter of engagement was presented to the committee and this was signed by James Strachan. Reference was made to the Academies guidance from the EFA. The planning of the audit was explained. (It was disclosed that the Auditors advise one of the college's Governors on personal tax affairs but that this did not compromise their independence in any way). The Auditors have been selected by the National Audit office as part of a national review process, which is highly commendable.

Peter Howard Jones distributed the "Chesterton Community College Audit Planning Memorandum for the year ended 31 August 2013". He highlighted a number of points within that document eg:

- i) Recommendation that the Governors review salary costs at Chesterton and the college's staffing structure.
- ii) The need to identify related party transactions and to report these.
- iii) Explanation of key concepts such as materiality.

On site auditors' work will start on October 21<sup>st</sup> and the plan is for it to be signed off 8<sup>th</sup> to 15<sup>th</sup> November by the Strategic committee. It will be submitted to the EFA by December 31<sup>st</sup>.

Prior Audit issues: Monitor risk registers, grant income differentiation, rates relief application, salary checking.

A Fee was proposed-Fees were kept the same as last year.

A Governor left the meeting at 6.45pm, but the meeting was still quorate.

**8. Pavilion Update:** Mark Little gave an update about the Pavilion, regarding the building and the Community use agreement. He also explained the termination clauses. The Auditor explained that as an Academy we cannot participate in an agreement with a termination clause, given the EFA rules. The Governors were in support of the Pavilion and yet were concerned about the EFA restraints. The Governors asked Mark Little and the Head to take this forward.

**Action: Head and Mark Little**

**9. Budget Update:**

Mark Little gave a budget update at the year end and explained some of the variances and income related issues. The Governors had some questions about Intervention and the value for money of the current model and the i-pad initiative.

**10. Design and Technology (DT) Faculty update:** Some of the money has been allocated to the DT department to purchase some updated machinery. Other monies are to be distributed later in the year. NB Funding provided by Rolls Royce is being used to do much of this.

**11. Capital Work:**

Mark Little gave an update, explaining the next stage of work involved resurfacing and the bike sheds. Some surplus may be left and this would be spent in accordance with the original remit of the bid.

**12. A.O.B:**

Mr Jim Warwick has asked for the website to be discussed. The committee asked the Head and the Senior Leadership Team to create a vision for the website and present it at the Full Governing Body Meeting (FGB in November).

**Action: Add to the AOB on the FGB agenda 12.11.2013**

**13.** James Strachan will not be at the FGB meeting in November and asked for another Governor to present the accounts. David Sharp agreed to do this in James' absence.

**14. Date of the next meeting:** Proposed for 10<sup>th</sup> December 2013.

The meeting closed at 7.10pm