



**CHESTERTON
COMMUNITY COLLEGE**

**Chesterton Community College
Resources Committee Minutes**

19th May 2015

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Minutes for the Resources Committee

19th May 2015 at 6pm

- 1. Present:** Lucy Scott (Head), Mary Sanders, Jim Warwick (Chair), Eva Pepper, Katherine Hutchinson, Mark Little (Director of Finance and Business and a non-voting member), Jo Burroughes.

The meeting was Quorate of 6 Governors. Quorum is a minimum of 4 Governors.

- 2. Apologies:** None
- 3. Declaration of Pecuniary Interests:** None were declared.
- 4. Register of Business Interests:** There were none registered.
- 5. The Minutes of the last meeting:** (24.03.2015) Approved and signed as a true record by the Chair.
- 6. Matters Arising:** None were raised.
- 7. Risk Register Review:** This is being looked at by ML and SLT and will be a work in progress which is constantly under review.
- 8. Risk Management and Health and Safety update:** ML confirmed all actions from previous meeting were in hand. ML fed back to the committee that he had looked into first aid log sheets to look at playground accidents and these could be recorded better. Committee discussed this and the chair challenged the way we record data, a revised spreadsheet was proposed to record information more accurately.

Action: Staff to be retrained on recording accidents.

- Mark confirmed he had spoken with Edit Tokorcsi and matters raised at last meeting were agreed.
- Health and Safety Audit is being discussed with Stuart and Mark confirmed he will have information for end of

Action: Date of Stuarts visit to be confirmed.

Statement of Intent: Governors looked at the Health and Safety policy, the content was discussed and concerns were raised as to if all the content was relevant and how it is laid out within the policy.

Action: Governors to read through the policy and email any suggestions.

Health and Safety Policy: This was discussed by the Committee and it was decided that this should be looked at regularly. LS suggested that this should be a standing item.

Action: Clerk to add to agenda

9. Budget Update 2014-2015: It was discussed that cover for staff and advertisement of vacancies continued to be of a high expenditure but have managed to fill most vacancies for the start of the September.

- ML explained that Wynn Williams area needed urgent maintenance as the wall fell down this took £6k of budget.
- YTD catering cost is £22k vs £23k budget, a second chef has also been appointed.
- Pupil Premium has a timing difference of funding, we will gain a quarter at some point this year.

Action: ML to add a new column for estimated year end figure. (month by month phasing).

10. Sports Centre Budget Update: Memberships showed continue growth in line of expectations. The Sports Centre continue to show growth year on year.

11. Appointment of Auditors: It was decided by the committee that we would be following Peter Howard Jones to his new firm. This will be for the agreed period and then to be reviewed.

12. Energy (electricity) and Insurance Contracts: ML explained to the committee that the contact for electricity was coming to an end at the end of June. It was decided by the committee that ML would investigate prices and contracts and would discuss with the committee at the next meeting. It was agreed that a level below +5% vs the existing contract price would be ideal and if that could be achieved then the committee authorized Mark to proceed in arranging a new contract. Mark also explained that we are tied into a contract with Zenergi for our gas and this contracts expires in June 2017. Mark also explained that our current school insurance is coming to an end at the end of July. The two options discussed were Zurich and RPA (Risk Protection Arrangement)

Action: ML to table findings of both.

13. None declared

14. Date of next Resources Meeting 30th June 2015

This meeting closed at 7.20 pm