



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College  
Resources Committee Minutes  
25<sup>th</sup> November 2015**

## CHESTERTON COMMUNITY COLLEGE

### Minutes for the Resources Committee

25<sup>th</sup> November 2014 at 6pm

#### 1. Present:

Nicola Von Schreiber, Lucy Scott (Head), Mary Sanders, Alistair Wayne, Jim Warwick (Chair), Eva Pepper, Katharine Hutchinson, Mark Little (Director of Finance and Business and a non-voting member), Peter Howard-Jones, and Julie Weaver from Charter Allan LLP.

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

**2. Apologies:**, Mary Sanders

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

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

**5. Election of Chair:** The committee understand that Jim Strachan had expressed a desire to step down as Chair. The committee voted Jim Warwick as the new Chair and expressed its thanks to James for his time as chair.

**6. The Minutes of the last meeting:** (17/06/2014) were approved and signed as a true record with one amendment. The question mark on page 2, point 12 AOB.

**7.** Acceptance of Terms of Reference for the Resources committee. The terms were accepted with one amendment: p1, point 6 change 'headteacher' to 'head' with a note to adopt 'head' as Lucy's job titles in all policies and terms going forward.

**8.** Matters arising:

Update on Fairer Funding for Cambridgeshire – the outcome of this might be fractionally better than anticipated (this relates to 2015/16)

**9.** Audit feedback:

Peter Howard-Jones presents a Key Issues Memorandum. This will be published on the academy's website. Points discussed:

pt 4 Income and Expenditure: salaries were up, other expenditure down, income from sports centre up.

A governor joins the meeting at approximately 6.45pm.

pt 6 Risk Management – the committee to discuss the risk register at the next resources meeting

pt 7 internal system review needed – Peter H-J to amend this note to include Mark Little's commercial experience and the plan to use other schools' finance directors to conduct mutual reviews going forwards.

The auditor assures the committee that this is a very good audit report.

Accounts review: The auditors circulated a set of Draft Accounts for the year ended 31 August 2014. Changes and additions discussed:

Risk register – to review in 2015

The governors would like to include a reserves target of 1-3 months payroll costs in the reserves policy.

Future Development Statement to reflect the building plans.

- The key financial performance indicators are the academy's Ofsted reports and GCSE results.
- There was a net movement of £91,000 on unrestricted funds.
- There is a movement of -£400,000 on pensions based on actuarial scheme valuations. The governors reviewed the accounting policies.
- Mark Little agreed to check staff numbers on p 28.
- The governors discussed the issue of naming staff governors on p.29.
- There is a new development p35, note 23 includes a new guarantee that in the event of academy closure outstanding local government pension scheme liabilities would be met by the Department of Education.
- The governors noted that staff costs in 2013/14 were £120,000 higher than the previous year, due to staffing decisions and progressions. Noted that this was an area of specific focus to manage 2014/15 expenditure to be in line with 2013/14.
- These accounts, including amendments above, will be presented to the FGB on 2 December.

7.20 pm Jim Warwick leaves and Alistair Wayne chairs the remainder of the meeting.

The committee thanked the auditors for a very thorough and clear report.

## **10. Budget Update**

Mark Little reports that there is no reason for significant variance from budget so far this year.

## **11. Sports Centre Update:**

Due to a revised assessment of current member numbers and comparison to theoretical membership capacity, there is greater scope for membership growth, and therefore income growth, than had previously been thought.

## **12. Catering update.**

So far in-house catering is a great success with students and staff: good quality fresh food, good relationship with suppliers, low wastage and a helpful chef. The gross profits are higher than the previous caterers achieved. A second chef is to be recruited next term to allow 52-week operations (including summer school).

The kitchen needs an investment of approx. £10,000. Mark Little will ask the PTA to help.

## **13. AOB**

Health and Safety: The school is working on a H&S audit, including training plan and undertake a full review of the H&S policy. H&S to be included as an agenda item at each meeting.

**14.** Date of next Resources meeting: Tuesday 24 March 2015

The meeting closed at 7.40pm