



The John Fisher School

Resources Committee – 14th November 2023 – Part A minutes

Governors: Mr Noel McEvilly (NM) Mr Aidan Tierney (AiT) Mr A Theobald (AT) Mr R Lawton (RL) Ms G Grabowski (GG) Dr Anita McGowan (AM) Ms Nathalie Walsh (NW) Mr Robert Teague (RT) Mr A Dean (AD)	Foundation Governor - Co-Chair	Present	
	Foundation Governor - Co-Chair	Present	
	Foundation Governor	Present	
	Staff Governor		Absent
	Foundation Governor	Present	
	Foundation Governor	Present	
	Parent Governor		Absent
	Headteacher and Ex-Officio Staff Governor	Present Present	

Attendees : Ms Amanda Smith (AS), School Business Manager
Mrs J Beeson (JB) - CEP Governance Clerk

ITEM	MINUTES	Action
	Opening prayer by RT	
1.	Apologies for absence Apologies for absence were received from RL – these were accepted. No apologies were received from NW, there was discussion as to whether NW had potentially stood down from this committee. The meeting was quorate.	
2.	Minutes from the previous meeting The minutes were accepted as a true and accurate record of the meeting and approved by all governors. There were no matters outstanding.	
3.	Deficit Recovery Plan (<i>presented by AS – papers previously distributed</i>)	
3.1	AS highlighted various aspects of income identified in the finance papers, including:- <ul style="list-style-type: none"> The current variance is now £80K given previous forecast of £65K deficit and now £15k surplus Additional £61K to fund pay increases and our overall increase in income was £146. Higher needs funding has not yet been agreed, therefore the figure is based on last year's numbers and includes the additional income for the additional LSA who has been employed. 	

	<ul style="list-style-type: none"> National tutoring programme = an additional £24K which had to be spent in line with the government guidelines. Had budgeted 5% for teachers' pay increases but now partially funded. 	
3.2	<p>And areas of expenditure, including:-</p> <ul style="list-style-type: none"> New librarian and additional cover supervisor roles, which is with the intention of reducing the agency costs currently being spent. The additional LSA is for 1 year. There are 2 maternity covers The salaries represented 80% income ration of the total budget from the previous 81.5% (which is due to the additional funding) There is an increase allocated to recruitment costs and TES Increased allocation to learning resources and ICT resources for the GL Assessment. 	
3.3	<p>Moving forward AS identified that the budget indicated that by 2026-27 the school should be out of deficit. Over the next month she will be working on the budget for next year to produce a realistic budget once there was greater visibility on what is happening on energy costs.</p>	
3.4	<p>Looking at various contracts, including the catering contract when the school is waiting to hear back from the caterers because they are claiming that the contract now had a 3 year extension to 2028 which was negotiated when AS was on maternity leave. The company have stated the school could get out of this agreement but would be expected to continue to pay the management fee for 3 years at £18K per year. AS has gone back to the company to say that governors unhappy with this. The company had committed to get back to her by the end of last week but no response had arrived, therefore AS plans to chase them this week.</p> <p>A governor commented that it was important to understand the loan figures which were outstanding to make a decision.</p> <p>It was agreed that AS would come back to the December resources meeting with the relevant information – ACTION.</p> <p>She confirmed that the main loan had been paid back but there would still be £21K outstanding by December.</p> <p>A governor commented that it appeared the extension had been signed by David Wright but none of the governors had been made aware of this. A contract of this quantum should have been also signed by the Chair of Governors and the Headteacher.</p> <p>A governor queried why the contract was being extended to 2028?</p> <p>Another governor explained this was linked the loan drawdown.</p> <p>Another governor added that it seemed nobody on the governing body knows how the extension came about.</p> <p>A governor added that David Wright did not have the authority to sign this contract.</p>	1.
3.5	<p>The IT contract is currently with Class Technology and is due to expire at the end of 2024, having started in September 21. The school is very happy with their service.</p> <p>A governor commented that the contract had been renewed last year, but it was always good practice to look at alternatives rather than simply roll over.</p>	

<p>3.6</p>	<p>RT commented that the school via the IT Manager is also looking at new telephone contracts.</p> <p>A governor asked about the apprentice who had been previously employed.</p> <p>AD responded that Reuben was the IT Manager and Ryan is the apprentice who is now qualified.</p> <p>A governor queried what sort of contract he was on, employed through JF or an outside provider?</p> <p>AD confirmed he was a direct JF employee.</p>	
<p>3.7</p>	<p>RT outlined that the school was currently looking at grounds maintenance contracts and getting quotes from various companies.</p>	
<p>3.8</p>	<p>AS outlined that she had been looking at the cleaning contract, where it was reviewed whether bringing this inhouse would be viable and beneficial. Whereas it had been thought there would be big savings the analysis had suggested this would not be the case.</p> <p>AS distributed the cleaning contract analysis paper and said she had calculated the costs based on the same 10 cleaners with the total 145 hours per week, plus one supervisor for 22.5 hours. These numbers were for 39 weeks of term time plus 7 weeks holiday time, assuming the London Living Wage of £13.40ph as the rate of pay. There was an estimate of materials costs, all of which totalled £168K.</p> <p>In addition to the existing cleaners, AS had contacted 2 companies to quote. The 3 quotes were:-</p> <ol style="list-style-type: none"> 1. KGB - £186K 2. Cleanology - £178K 3. Aqua - £158K <p>Therefore overall the cost saving, if brought inhouse would be approximately £10K.</p> <p>AS expressed certain concerns about doing so, including the TUPE process, the potential language barrier with the cleaners TUPEd (in that they are predominantly Portuguese), and the question of whether they would choose to TUPE or if not come 31st March 24 the school would find itself in the position of having to source 10 cleaners. There was also the issue of managing the cleaning team due to the fact that there would be the HR admin of who did they call at 4pm if they were going to not be in at 6pm and how would they be replaced.</p> <p>A governor asked if David Laxton would be their line manager?</p> <p>AS said that there was nobody on the facilities team in school after 4pm.</p> <p>RT added that he was currently in discussion with David Laxton about this.</p> <p>The same governor said that previously there were 2 staff split on a 7am-1pm and 12-8pm shift pattern.</p> <p>AS said that in the last few years their hours had changed and now it was 6.30am to 2.30pm and 8am to 4pm on an alternating basis.</p> <p>The governor responded this did not feel fit for purpose to suit the needs of the school given there was significant activity on the premises after 4pm.</p>	

	<p>RT said they were holding meetings to change this.</p> <p>A governor added that there was nobody employed who would be able to supervise the cleaners. Currently the contract is performing poorly therefore RT is in the process of looking at it and therefore there is not a lot to comment at this point.</p> <p>Another governor said he felt the discussion suggested that AS was saying it was not right to take inhouse at this point.</p> <p>AS confirmed this did not feel right to go ahead now.</p> <p>A governor said the contract also did not include any deep clean.</p> <p>AS confirmed she had asked about having a deep clean done.</p> <p>Another governor proposed that it appeared the best option was to move the contract to Cleanology and have the deep clean done by them.</p> <p>AS agreed she felt this was the correct way forward.</p> <p>A governor said that she felt the whole fabric of the building should be looked at in the round and this would be part of the working party's brief. The task was wider than just a deep clean.</p> <p>Another governor said he felt there should be a schedule of refurbishment established.</p> <p>A governor asked AS when the decision needed to be taken.</p> <p>AS confirmed the notice period for the current company is 3 months and the contract is due for 1.4.24.</p> <p>The same governor proposed that they agreed for this to go ahead.</p> <p>RT said they would award the contract for 1 year then look to bring cleaning in house.</p> <p>Decision – it was agreed to present this recommendation to the FGB on 22.11.23. to move the contract to Cleanology and to have a deep clean.</p>	
3.9	<p>The gas and electricity contracts were also being reviewed, as they are due to expire in March 2024. NM said that he was due to meet with Peter Mann next week who is a consultant who will act on behalf of the school to source the best deals. He will do this piece of work for free.</p> <p>AS asked if he would meet with her ideally over the school holidays to look into this further and discuss the matter.</p> <p>NM said Peter Mann would need copies of the bills and authorisation letter to approach companies on behalf of the school. He would pass PM's details to AS to deal directly. He added that PM also sources telephone and water deals.</p>	
5.	Partnership Work and Fundraising <i>(presented by AD – papers distributed)</i>	
5.1	<p>AD outlined some of the key details, including:-</p> <ul style="list-style-type: none"> • In the first half term there had been the renewal of contracts at Plough Lane, the largest ones being Lexus and Toyota • Range of donations by alumni 	

<p>5.2</p>	<ul style="list-style-type: none"> • Donations by the Morris Reedy Foundation to support trips and study, to enhance time at school for different groups of students. • Peter Bennett and Saville Brown are the sponsors of the minibuses. • The intentions is to double the white fencing at Plough Lane and finish the car park to be able to hang advertising boards. • The floodlights at the exterior of the pavilion had cost £3K • The school continues to access Purley Sports Club for free for some lessons. <p>The school's biggest donor had been in to meet AD recently and look at the various things previously provided e.g. IT provision over the last 3 years. He wanted to see what had been done. Very pleased and supportive of the school. AD had proposed future projects and they had agreed he would fund a alumni marketing role for one year, to allow the school to have capacity to source more funding. He was also interested in a 4G project and was talking about significant capital investment.</p> <p>A governor queried whether a 4G project would be the highest thing on the school's list given the outcome of last week's governor walk around school which had been an eye opener about the state of the building.</p> <p>AD responded that the 4G project had been this person's choice. He had tried to steer him towards work on the canteen and continued work on the 6th form area.</p> <p>The same governor asked if the person had been around the school and still wanted a 4G project?</p> <p>AD said the donor was very keen on sport and felt the sports hall would also create rental income.</p> <p>RT said that the 4G would have to be at Plough Lane because he felt it would be very unlikely to get planning permission on the school site.</p> <p>AD added that he had worked with this person for some time on different things and he was a person who wanted the school to show intent to raise money too. The 4G was a business decision for him. AD had worked hard to persuade him of the value of 6th form phase 2 but he was not at all interested even after a very hard sell. He had also supported the school extensively on Oxbridge applications.</p> <p>The governor said she thought the school should create a business plan and how the school will also make money. If it could be shown to have marketing and educational value then the donor might be interested.</p> <p>AD said he was a person who responded to relationships, trust with the people he dealt with at the school.</p> <p>The governor queried what he would say if told the school was currently not compliant?</p> <p>AD said that once a person was in post they could work on getting support for other projects, e.g. science and canteen areas.</p> <p>The governor said she felt what they had seen last week was so serious, particularly the toilets were extremely grim.</p> <p>Another governor said that even if it was not seen as a priority, they had to balance that this donor was funding the project.</p>	
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	<p>AD said the donor came in usually once per term and when he came next time, that he would also meet RT and GG if she wished to be there. RT and AD will draft the job description for the new marketing role.</p> <p>A governor queried if the person would be employed by the Foundation or the school?</p> <p>AD confirmed it would be the school. The donor would fund it with stipulations but would transfer the money immediately. They were looking to get this up and running quickly.</p> <p>A governor asked if it would be a term time role?</p> <p>AD said he envisaged it might be a 23-24 year old relatively recent graduate who wanted part time i.e. 3 day a week role. The salary would be around £30K.</p> <p>5.3</p> <ul style="list-style-type: none"> A governor queried the income sourced from parents. NM confirmed it was £110327 with a 55% parental contribution uptake and £68K school fund income. <p>AD said the uptake was very low, historically the SLT had followed this up with phone calls which had tended to increase it by 10%. He felt that the marketing person would be able to help with this task.</p> <p>5.4</p> <ul style="list-style-type: none"> There had also been lots of fundraising and projects. The gala dinner had been attended by 200 people and raised £10K but AD said this was half what it previously had raised. <p>5.5</p> <p>The discussion reverted to the toilets, AD commented that rather than simply renovating the existing format he felt that the school should review the whole structure and install cubicles.</p> <p>A governor said this gave greater flexibility for gender.</p> <p>AD said it would also clawback some space and make more suited to them being used for lettings.</p> <p>AT thanked AD for his work and presentation.</p> <p><i>(AD left the meeting at 6.30pm)</i></p>	
<p>4.</p> <p>4.1</p> <p>4.2</p>	<p>Facilities update</p> <p>Health & Safety – AS reported that in light of the HSE being able to turn up at the school at any point, she felt that the school should have an up-to-date asbestos management plan and how this was built into the facilities plan. She said the roles and responsibilities for staff in managing asbestos was currently done by the site manager; but there needs to be a plan more thoroughly showing a rolling programme of management with duty holders and are they regularly checking the building/site.</p> <p>A governor said that previously there had been a weekly recorded walkaround.</p> <p>AS said that she and 2 other staff members had been doing it regularly in the past, to establish things requiring fixings, checking fire extinguishers etc. There needed to be a checklist with a proper folder and clear documentation. This was still done but less often and they had not held H&S meetings since the beginning of term. She plans to ask David Laxton to organize this</p> <p>– ACTION.</p> <p>A governor said it appeared there was no accountability in this area.</p>	<p>2.</p>

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p>	<p>A governor asked whether they should consider outsourcing H&S?</p> <p>The first governor said that they had David Laxton employed to cover this and the school had spent a lot on training from Sutton. She asked if he reported to the Headteacher?</p> <p>AS confirmed that David Laxton reported to her.</p> <p>A governor said it was important to have this accountability in school with paperwork in place to reflect what was done in practice.</p> <p>Another governor said that the walkaround last week had been shocking.</p> <p>A governor said they should have a plan in school and go round classroom by classroom.</p> <p>NM proposed an app called 'Site Audit Pro' which he said allowed you to create this.</p> <p>AS added that they had received training from the diocese on a DfE system called GEMS which allowed you to have a strategic plan which they could build from. She acknowledged that facilities management in the school had been a problem.</p> <p>AS distributed a report of work done or planned, which included:-</p> <ul style="list-style-type: none"> • New fire doors installed. <p>A governor asked when the lights in the car park were due to be done; another governor said the lights at the back of the school also needed to be done.</p> <p>AS said that a company was coming to do these, she would provide the date at the next meeting – ACTION.</p> <ul style="list-style-type: none"> • The boiler maintenance contract was being reviewed as they were constantly spending money. <p>A governor commented that there needed to be a rolling programme to replace the boilers which were approximately 10 years old.</p> <p>AS said that they (she and NM) were going to meet with Jayserv (the maintenance company) as the boilers had only been serviced 6 weeks ago and one has already failed.</p> <p>NM suggested that it would cost between £10-12K to replace each one but potentially would save £14K in efficiency. Therefore each time one broke down it should be assessed whether this was cost effective to replace it.</p> <ul style="list-style-type: none"> • Baxters had not got the correct contract back. In terms of the chapel the school does not see what is in the bank account, it is held by the trustees. There are 2 private accounts. <p>A governor queried whether from a governance perspective this was the right way to work.</p> <p>AS said the account held a very small amount c£300 from cash collections.</p> <p>The same governor proposed such a small account should be closed with whatever funds given to the Friends Association. He said this would create a clear line between the chapel and the rest of the school. As far as the DfE were concerned the chapel was nothing to do with the school. This would therefore allow no further confusion.</p>	<p>3.</p>
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	<p>A governor said it was right for this account to be audited before it was closed.</p> <p>Another governor asked AS to confirm the dates Baxters were due to come back in 2024.</p> <p>AS said it was February and then again in April. She would liaise with them about the account.</p> <p>Decision – it was agreed that the small private account would be audited and then closed.</p> <p><i>(NM left the meeting at 7pm)</i></p>	
6.	<p>HR Update (<i>papers distributed</i>)</p> <p>Items 6.1 – 6.6 in Part B minutes</p>	
6.7	<p>A governor asked RT to ask Helen to prepare a report on absence term by term and compare with the relevant term from the previous year – ACTION.</p> <p>A governor commented that it was within Helen's job description to monitor sickness absence and payment, but this had been abdicated to Strictly Ed. Line managers should be holding staff to account.</p> <p>RT said he would speak to her this week about it.</p> <p>There were 437 days of sickness absence.</p> <p>A governor commented that this had a £125K impact on the budget to cover this absence which affects the deficit dramatically.</p> <p>RT said he would monitor it closely and benchmark to identify if there is an issue.</p>	
6.8	<ul style="list-style-type: none"> • Flu jabs, 68 given. 	
6.9	<p>Building review of key areas – RT distributed a report.</p> <p>A governor commented she had not seen anything like this. She said it had been put to Angela Cox.</p> <p>RT said there had been a lack of maintenance over the years.</p> <p>A governor said they would create an all round plan, because they could not walk away from what they had seen last week going around the school.</p> <p>A governor commented that Angela Cox has over 170 schools so she would have to put John Fisher in that context.</p> <p>A governor said that this was one of only a few of those schools which was not fit for purpose.</p> <p>A governor said the school was unlikely to get any money from the diocese because they had not paid the 10% to them and had not for a number of years.</p> <p>Another governor said she felt the diocese would want this school to improve and they should aim to get around a table with Angela Cox before 8th December. She said she would draft a letter to pave the way – ACTION.</p>	4.

	RT and AT are seeing the Archbishop in December.	5.
7.	Policies RT undergoing a review of all policies to be updated for January 24.	
8.	Agree Part B minutes These were agreed, there were no actions arising.	
9.	Restructuring There was nothing further to add at this point.	

The meeting closed at 7.30pm

Actions list:-

	Action	For	Date	Comments	Status
Meeting of 14.11.23					
1	AS to report back with regard to the status of the contract negotiation with KGB	AS	Dec 23		Open
2	AS to ask David Laxton to organise H&S walkaround and meeting	AS	This half term		Open
3	AS to provide details of when the lights in the car park and at the back of the school are planned to be done.	AS	Dec 23		Open
4	RT to ask Helen to prepare an absence report of term by term comparison with the previous year.	RT	For next meeting		Open
5	GG to draft a letter to Angela Cox	GG	Immediately		Open