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### **THE GOVERNING BODY OF SHELLEY COLLEGE**

**Minutes of the Full Governors Meeting of Shelley College Governing Body held at 6.00pm at the School on Thursday 14<sup>th</sup> January 2016.**

#### PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Mrs C Cooper-Smith, Mr G Davis, Ms A Horsfall-Jones, Ms T Dunkerley, Mrs P Gillespie, Mr J McNally, Mrs A Poppleton, Mr N Siraj

#### In Attendance

Mrs H Tones, (Minute Clerk)  
Mrs J Carr, Vice Principal  
Mrs H Cuthill, Director of HR  
Mr A Hewitt, Vice Principal  
Mrs C Lally, Bursar  
Mrs C Potterton, Director of Finance  
Mr D Wadsworth, Associate Principal

The meeting commenced at 6:02pm.

Mr N Wilson had advised Governors prior to the meeting that he was not going to resign as a Governor and was willing to remain as Chair of Governors. Governors were pleased to hear this.

#### 2656. APPOINTMENT OF CHAIR

As Mr N Wilson was no longer stepping down as Trust Governor, his appointment as Chair of Governors remained in place. It was agreed that no new appointment of Chair was needed.

#### 2657. APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DELEGATION OF VOTING RIGHTS

- (a) Mrs A A Cooper (consent)
- (b) Ms T Dunkerley had delegated her voting rights to Mrs A Poppleton.
- (c) Ms A Horsfall-Jones declared she was a Governor at Flockton First School

2658. MATTERS FOR ANY OTHER BUSINESS

(a) Governor meetings

Prior to the meeting the Principal had communicated to Governors about future Governor meetings that he had asked Governors to discuss at the meeting. It was agreed to take this item under Any Other Business.

2659. REPRESENTATION

No matters reported

2660. APPOINTMENT OF GOVERNOR TO HEALTH & SAFETY COMMITTEE

As Mr N Wilson had not resigned and was willing to continue as a Governor on the committee, no new appointment was needed.

2661. APPROVAL OF THE MINUTES OF THE FULL GOVERNING BODY MEETING HELD ON 10 DECEMBER 2015

The minutes of the Full GB meeting had been circulated prior.

**RESOLVED:**            **That the minutes of the Full Governing Body meeting held on 10<sup>th</sup> December 2015 be approved subject to the following amendments. (Unanimous)**

- (i) Ms A Horsfall-Jones was present
- (ii) Amend Pg. 900 (**confidential item**)

2662. MATTERS ARISING

No matters arising.

2663. FINANCE UPDATE

Mrs C Potterton spoke to her written report and financial papers that had been circulated prior to the meeting. Mrs C Potterton reported that the 2014-15 Annual Report and Financial Statements had been approved by the Members of SHARE Multi-Academy Trust on 16<sup>th</sup> December 2015 and filed with Companies House.

Highlights of Shelley College's financial reports included:

- (a) There was £ 1.064m cumulative surplus less commitments of £ 271k.
- (b) An uncommitted general contingency of £ 793k had been carried forward to 2015/16.
- (c) Total income currently was £ 812.5k less than budgeted expenditure.
- (d) There was a slight deficit in Staff Costs due to Living Wage and cleaning staff costs.



**Q: How far back had Living Wage been backdated?**

**A: To April 2015.**

Mrs C Potterton requested approval for virements amounting to £ 423.1k that had been circulated prior to the meeting. £11.4k of pupil growth windfall was proposed to be used to support cleaning staff costs.

**Q: What were Pupil Professional Support costs?**

**A: These were bought in services such as Educational Psychologist and school nurses.**

**Q: Has college seen an increase in need of such services?**

**A: Yes but no increase in spend was happening. Needs were more complex and increase in mental health issues were noted to be Authority wide and not just limited to College.**

**Q: Was there an impact on attainment?**

**A: The profile of students had changed but there no detailed analysis available.**

**RESOLVED: That the virement of £ 423,142 be approved (Unanimous)**

The Chair thanked Mrs C Potterton for her report.

2664. OPERATIONS PLAN UPDATE

Mr B South spoke to his report that had been circulated prior. Highlights included:

(a) Cleaning and Catering Services provision are under review. A provisional notice for supply was to be issued and this would be bought back to Governors for review.

**Q: Would healthy eating and quality of food tested as part of the process?**

**A: This could be built into the selection process.**

(b) Print management systems are also being reviewed. A new 5 year contract that would meet College's needs was being looked. Current costs were up to £ 95k per annum. The new print management system would reduce the current 63 printing machines, of which 40 were standalone, to 22 linked printers. Mrs C Potterton and Mr B South were looking at the detailed costs of the preferred bidder. Implementation was anticipated to be April 2016. Telephony systems were also being reviewed.

Mrs P Gillespie joined the meeting.

**RESOLVED: That Mr B South continue with the Cleaning and catering Services provision and Print Management and telephone system reviews (Unanimous)**

(c) Mr B South reported that he had undertaken a review of the Data and Exams Department that was to be presented to Executive Board.

