

## GOVERNOR SERVICES: EDUCATION IMPROVEMENT

### ASHTON COMMUNITY SCIENCE COLLEGE (06104)

Minutes of the meeting of the Resources Committee held in school on Wednesday 21 May 2025 at 4.30pm

**Present:**

**Mr D Maddox (Chair)**  
**Mrs C Doolan**  
**Mr S Fern**  
**Mr D Hird**  
**Mr D Holden**  
**Mr C Moore**  
**Honorary Alderman, Mr B Rollo**  
**Mr J Swindells**  
**Miss S Asquith (Headteacher)**

**Also Present:**

**Mrs J Burbidge (Governing Body Adviser)**  
**Ms P Cummins (School Business Manager)**

#### 25.17 Apologies for Absence

Apologies for absence were received and accepted from Mrs R Gordon.

Governors noted the absence of Mr O Mollart.

#### 25.18 Declaration of Interests

- Mr Maddox declared that he was the Managing Director of Evolve Document Solutions who provided services to the school.
- The headteacher declared that her brother provided environmental drainage services to the school.
- Mr Hird declared that he worked for Eric Wright and was involved in the school's premises maintenance.

It was agreed that in the event of a conflict of interest arising, these governors would exit the meeting at this point.

#### ACTION

**25.19 Minutes of the Last Meeting**

The minutes of the previous meetings held on Wednesday 5 February 2025 and Wednesday 23 April 2025, having been circulated, were approved as a correct record.

The chair was requested to sign the minutes electronically on GovernorHub.

**Chair****25.20 Matters Arising from the Minutes**

The following matters arising from the minutes were reported:

**a) Change to insurance scheme (minute 25.06 c) refers)**

Ms Cummins highlighted how she had provided governors with confirmation of the risk protection arrangement (RPA) membership.

**25.21 Finance – Budget Review and Update****a) Monitor income and expenditure of additional funding**

Ms Cummins explained that there was no further update at this time, and that the next update would be provided in September.

Governors noted that based on the current policy approved by the Schools Forum the outturn balance as of 31 March 2025 of £888,042 would not be subject to clawback.

**25.22 Premises, Health and Safety including Buildings Reviews and Proposals****a) Building Development Plan Update**

Ms Cummins presented the School Maintenance Improvement Plan which had been updated with anything pre-2024/25 being removed.

Ms Cummins highlighted the planned work for the relocation of the Music Room to the Inspire building, and the relocation of the Library to the Music Room. It was reported that the school was currently waiting for a third quote for the work, and that this work would be completed during the Summer closure period.

Governors were informed of the official delay to the work to the Food Technology classroom until the new Food Tech teacher was in post, and Ms Cummins highlighted the planned work with the new building linked to the 3G pitch and Lettings and 3G resurfacing.

Ms Cummins explained how the costs for the proposed development of the new building would be covered by SLP legacy funding of £380,000, Capital Funding of £89,000, plus a contribution to Capital of £200,000 from the school budget share (which had been approved at the budget setting meeting), which would result in a project budget of approximately £655,000 (£700,000 including fees) to build a permanent toilet block with full changing facilities and a Lettings Office to replace the Portakabin toilets which the school currently had.

Governors were informed of how the Portakabin lease was due to expire in March 2026, which currently cost the school around £20,000 a year. Ms Cummins indicated how she was unsure whether the school would be able to complete the new toilet block before the Portakabin lease ended, and how she was due to enquire about a monthly add on fee.

Governors acknowledged how these plans were a good use of the legacy funding, and Ms Cummins also described the plans to replace the surface of the Astroturf pitch, which would futureproof it for the next 10/15 years.

In answer to a question, it was noted that the Astroturf had been in place for 12 years, with a 10-year lifespan, and that this was currently the original Astroturf.

A governor enquired whether the project had been progressed through the planning application process, and Ms Cummins explained how the school was still at the design stage. The headteacher also pointed out how the project would be managed by Eric Wright Ltd.

Mr Hird enquired about the relocation of the Music Room, and offered to provide Ms Cummins with support with the necessary regulations and contractors.

**b) Maintenance and Upkeep of School Premises and Grounds**

Governors received and noted the grounds and buildings update which included a copy of the tree condition report with recommended works schedule.

**c) Risk assessments and Health and Safety**

Ms Cummins presented the Health and Safety Support Visit Report from 17 February 2025. It was noted that the next meeting for the 2025/26 Service Level Agreement year had been arranged for Monday 27 October 2025 which would also include a review of the school's fire risk assessment.

The headteacher enquired whether any costs would be expected following the next Health and Safety visit, and Ms Cummins confirmed that there would be, but that the school would likely need to explain that many of the recommendations were not feasible.

The headteacher summarised how the local authority would ensure that the school remained safe and compliant, and would make further recommendations, which the school would decide what to deliver.

In answer to a question, Ms Cummins clarified that once the basic Health and Safety requirements were met, the school could then make its own decisions to act on any other recommendations.

Reference was also made to the written report on the lockdown practice which had taken place on Thursday 27 March 2025.

**d) Accidents and Incidents**

Governors received the First Aid Summary Report 2024-2025 and it was noted that there had not been any major accidents or incidents.

**e) Audit Reports**

There were no other audit reports to be considered by governors.

**25.23 Staffing**

Ms Cummins provided a verbal update on staffing as follows:

Current vacancies:

- TA2 SEND support
- TA3 for Deaf support
- Attendance Welfare Coordinator (due to moving to Head of Year 8)

Appointments:

- Natalie Smith, Head of Year due to start on 2 June 2025
- Clare Thomson, Teacher of the Deaf, due to start on 1 September 2025
- Jon Watterson, Teacher of Design and Technology, due to start on 1 September 2025
- Stephanie Hodgkinson, Food and Nutrition Teacher, due to start 1 September 2025
- Harry Catlow, Teacher of Science, due to start on 1 September 2025
- Tracey Peacock, Head of Year, with start date to be confirmed depending on how quickly the Attendance Welfare Coordinator role is filled.
- Various causal exam invigilators

Resignations:

- Jennifer Price, Teacher of the Deaf leaving from 31 August 2025
- Eve Pearson and Kirsten Brooke, both temporary contract PE teachers, due to leave 31 August 2025
- Lauren Bell and Lauren Barrett, both temporary contracts in Design and Technology, due to leave 31 August 2025
- Lisa Leach, Head of Year, due to leave 31 August 2025
- David Koerten, Business Support Officer, due to leave 31 August 2025

In answer to a question, Ms Cummins clarified that exit interviews were conducted with staff.

Ms Cummins provided an update on the long-term sickness absences and reported that three members of staff had returned to work after long term absences, and that two members of staff were still on a phased return.

In answer to a question, the headteacher explained how for any teachers who wanted to leave at the end of the summer term (31 August), their resignation must be handed in by 31 May. The headteacher indicated that as far as she was aware, there were no other teachers planning to leave, and that hopefully all the teachers that were currently in post would remain. It was noted however, that support staff could still move on, as they only had to provide one, two, or three months' notice.

Ms Cummins suggested that staff were also generally quite open and in answer to a question regarding the long-term supply in school, the headteacher described how the school had recruited experienced staff to English, DT and Food Technology.

Ms Cummins pointed out how the only area that was not covered for September was one of the PE teacher's who was currently on maternity leave and was due to return later than planned, at October half term and that both of the temporary teachers were leaving at the end of the Summer term. It was noted that this would result in a need for supply for the first half term, however one of the temporary teacher's might be looking to register with the supply agency.

The remainder of this item was deemed confidential and was minuted as such.

## **25.24 Appraisal Arrangements**

It was confirmed by the headteacher that arrangements for staff appraisal (performance management) were in place for the Autumn term and that the school followed the local authority policy.

**25.25 Disposal of Assets Report**

Ms Cummins confirmed that there were no disposal of assets to be reported.

**25.26 Policies and Procedures**

Ms Cummins provided an overview of the amendments to the following policies which were reviewed and approved by governors:

**a) Risk Management Policy**

**b) Disposal of Assets Policy**

**25.27 Confidentiality**

Governors were reminded that all matters discussed at meetings were not for general discussion outside the meeting.

The committee considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view governing body papers and it was agreed that part of item 25.23 was confidential and was minuted accordingly.

**25.28 Date and Time of Next Meeting**

It was noted that the cycle of meetings for the 2025/26 academic year would be confirmed at the next full governing body meeting.

Governors were thanked for their attendance and input and the meeting closed at 4.50pm.





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**25.23 Staffing**

Ms Cummins informed governors of how Mr Howard, a Cover Supervisor had resigned from the school, however Mr Howard's conduct had been investigated in accordance with the school's Disciplinary Procedure, due to Mr Howard engaging in direct communications with at least four Year 11 female students via social media.

It was noted that Mr Howard had resigned with effect from 9 April 2025, however as there had been outstanding disciplinary issues, the governors Disciplinary and Dismissal Committee had been asked to consider any appropriate action to be taken in line with the latest KCSiE guidance.

Ms Cummins described how governors had decided that had Mr Howard not resigned from his post, there would have been no alternative but to dismiss him on the grounds of gross misconduct and that due to the nature of the misconduct, Mr Howard was also to be referred to the Disclosure and Barring Service, to consider his suitability to work with children and young people in the future.

The headteacher explained how the school had been guided by the local authority HR, and that a referral to the Disclosure and Barring Service had to be made, however it would be unlikely for the DBS to bar Mr Howard from working with children due to the nature of Mr Howard's conduct. It was noted that the school also had to safeguard other schools from employing Mr Howard thinking that he had just stepped down from his employment in school.

In answer to a question, Ms Cummins described how the Disclosure and Barring Service had thresholds to be met to ensure that any barring decisions were proportionate, and balanced the effect of any potential bar on the individual with the future risk to vulnerable groups.

The headteacher also described how there had been a breach of internal policies, and how Mr Howard had crossed the threshold to be reported to the Disclosure and Barring Service.

