



Extraordinary Meeting of Resources Committee
22nd January 2015
7.30pm
Castle Lodge, Lewes

MINUTES

Governor Members Present: Ken Caplan, Maya Fender, Debbie Ticehurst, Ros Toomey, Sam Caughey, Roy Watkinson (Chair).

- 1. Apologies (RW):** Ruth O'Keefe, Martyn Giddens, Carol Ofield (Associate)
- 2. Declarations of interest (RW):** None noted
- 3. Update on Car Park proposal (MF):**

WRS & Southover received a revised contract for scrutiny by the Resources Committee. While the transfer of land is still outstanding, WRS cannot sign the contract with the company. Planning permission is not required for signage which will be of appropriate size. Draft contract reviewed. Clause 10.5 queried as to whether rights are extended to the company that in essence creates a lease. To be confirmed if the Cooperative Trust enters into the agreement with the company or WRS.

Immediate questions to be resolved: Liability e.g if there is an accident on the property – does WR public liability insurance cover for an accident in the car park? Is the public liability insurance sufficient?

ACTION: To be revisited once the land transfer issues have been resolved.

4. Land Transfer Issues (MF, RW):

The discussion started with a detailed review of the plans. A number of comments and questions were raised as follows:

- It is noted that the Trust land boundary partly covers the culverted Winterbourne stream (although the detail is unclear with a white line indicating where the Winterbourne flows.). The assumption is that maintenance remains the responsibility of the Environment Agency. The plans could be clearer. Would the Trust require extra insurance with regard to flooding?
- It is noted that the obligation of the Trust extends to the fencing adjacent to the footpath on Grange Road.
- It is noted that the Trust acquires the Southover swimming pool. WRS is not keen to take over any public liability for this asset, particularly if the school is choosing not to use it.
- The Trust needs to clarify rights of way for both nurseries and any parking agreements currently in place. Will these be maintained? If so, on what terms?

Signature.....*K. Caplan*.....Date.....*2/3/15*.....



- WRS needs to maintain access and right of way to the boiler that serves the school. A quick survey of electricity wiring, gas pipes and metering that crosses both properties needs to be conducted.
- A question was raised as to whether there are any covenants on the land. Can the school / Trust be indemnified against claims if there are any unknown covenants?
- The two schools need to ensure that access remains unchanged for school meals to be provided from the kitchen through Southover buildings.
- As per the plans, the archives building is to be transferred to the Trust. At present it is understood that Southover has sole use of the building. Is this appropriate? What are WRS obligations for maintenance and upkeep? (Does Southover know that they are then obliged to negotiate with the Trust?) How would we have access to the Archives Building? What are the insurance obligations?
- **ACTION – Phone Annie Atkins at ESCC to clarify the agreement (including investment, maintenance and insurance) made with Southover with regard to the building. MF**
- **ACTION – Determine what access WRS might want of the building and how (covered walkway?).**

With regard to the documents,

- In the title deeds, the correct address should be Southover High Street rather than Potters Lane with the correct post code. (Article 12)
- The correct numbering should be inserted.
- Governors are keen to ensure that the restrictions in the title regarding how land can be dealt with in the Trust (so that no one can override decisions made by the governing body of WRS) needs to be assured in the MAAs (and the title agreements?). Should payment splits on investments and upkeep be on a per capita basis (with Southover having twice the number of children).
- **ACTION – Obtain signed copy of MAAs to clarify points in final document. MF**
- **ACTION – Check if the usage ratios are correct in the transfer Document MF/RW**

NOTE: Wherever possible, WRS Governors are keen to ensure the rights and benefits (status quo) that Southover have now in relation to access to what becomes WRS property through the changes to the title deeds. That said, WRS Governors need to understand the costs and liabilities, any possible new access and opportunities that the clarification / change in ownership implies.

NOTE: WRS Governors seek to ensure that through the transfer of lands, County does not completely absolve all responsibility of the school property, particularly those areas of the property that are in a potential flood zone.

ACTION: Obtain Office copies of Title check covenants from land registry- MF

ACTION: Arrange Conference call with DWF – MF/RVW/RT

Signature K. G. L. Date 2/3/15



ACTION: Brief Martyn Giddens to find out from Steve (HT Southover) what is happening with the Archive Building (at appropriate time).

5. AOB

Approval of laptop purchase (MG)

A report from the Headteacher was received at the meeting. The School is seeking approval to purchase a total of £11,400 worth of new laptops.

The Committee understood that the Scheme of Delegation permits the Head teacher to purchase up to £2,500 worth of goods and services, the Resources Committee may authorise up to £5,000 and the Full Governing Body authorise above £5,000.

An order for £5,700 worth of laptops has already been placed.

The Committee noted the recent history of the school and the necessity of ensuring appropriate financial controls, governors were therefore clear that the scheme of delegation must be followed, including tendering/quotes and approvals before orders are placed.

The School's asset register is to be used to identify how disposal of existing laptops is carried out – [seeking guidance from County as necessary].

ACTION: The Resources Committee to recommend approval to the Full Governing Body of the purchase of £11,400 worth of laptops. Approval to be made electronically to expedite ordering and purchase. Chair of Resources Committee to check appropriate financial procedures under the Scheme of Delegation are being followed with Head Teacher and Bursar. The asset register to be checked to ensure that all items for disposal are accounted for in accordance with disposal procedures.

Playground Alterations

- Governors discussed that an update on the plans for the **playground** should be provided as a matter of urgency to understand how public moneys raised by the FOWR are planned to be spent. All funds obtained for the purposes of the school that goes through the school budget still need to be dealt with in the scheme of delegation. It has also been understood that trees might be (re)moved (potentially contravening conservation rules). Major changes to the school premises need to be consulted with the Governors.
- Governors were grateful that a **fence** has been put up at the far corner of the playing field.
- **Action: Governor (MF) to attend the next playground meeting to understand the plans, to check with the Bursar on how the funds were to be allocated and thereby how the SoD should be applied, then determine Governors role in case of significant changes to the premises.**

Signature.....

K. Gol

Date.....

2/3/15