

ASTON CLINTON SCHOOL
Together we: Aspire, Care, Succeed

MEETING OF THE GOVERNING BOARD

Date 7th June 2023
 Time 7pm
 Place Teams

Name	Governor Type	Attended
Mr Keith Armstrong	Co-opted governor	Attended
Mrs Sue Bradshaw	Associate Member	Attended
Mrs Hannah Brunning	Parent governor	Attended
Mrs Katy Coats	Co-opted governor	Attended
Mrs Katherine Cole	Staff governor	Attended
Dr Sophie Fanshawe	Co-opted governor	Attended
Mrs Carole Green (Chair)	Co-opted governor	Attended
Mr Sean Hayward	Co-opted governor	Attended
Mrs Carol Macdonald	Headteacher	-
Mrs Christine Moxham	Co-opted governor	Attended
Mrs Jenny Stark	Local Authority Governor	Attended
Mrs Rebecca Taylor	Parent governor	-

ACTION

- 1 **WELCOME, APOLOGIES AND CONSENT FOR ABSENCE**
As shown above.
- 3 **NOTIFICATION OF ANY OTHER BUSINESS**
CG advised that she had received Louis Redding's resignation as a governor the previous week, which was due to his increasing work commitments meaning that he was unable to attend meetings or undertake monitoring visits.
- 2 **DECLARATIONS OF INTEREST OR LOYALTY**
There were no declarations of interest or loyalty in items to be covered at this meeting.
- 3 **NEW CLEANING CONTRACT**

At the FGB meeting on 8 March 2023 governors were advised that the school has had difficulty recruiting cleaners, so the school was investigating entering a contract with a cleaning company to replace the inhouse arrangements. The current cost was ~£30,000 and the quotes are around £33,000.

Due diligence had been carried out for the existing staff and the TUPE arrangements to transfer staff to the new contract provider. Governors had agreed in principle previously to move to an external cleaning contractor.

The details and quotes had been made available via GovernorHub. Three Quotes had been received, a couple of providers had not responded with a quote and these were in [summary](#):

- [AYS Cleaning](#)
- [Ever Brite Cleaning](#)
- [Rapid Clean](#)

Comparisons and points highlighted by governors

Company	Cost	References
Ever Brite	£2,690.83 p.mth, £32,292 pa,	Good references, head office in Aylesbury, long established company
Rapid Clean	£3,029.88 p.mth, £36,360 pa,	Positive reference
AYS Cleaning	£2,996.72 p.mth, £35,960 pa,	Not a very positive reference

AYS had also quoted with inclusion of a bond, an extra £400 per month. The assumption was that there would be similar cost added by the other companies if they put a bond in place.

Governors noted that much of the detail in the documents was operational and the school had to be satisfied that detail met the operational requirements. Governors wanted a recommendation of cleaning company and the assurance that the school had confidence in the reliability of a contractor and was best value for money.

Pension position

Governors agreed that the school should follow Bucks Council advice that the successful company must provide the LGPS to the Employees and the minimum contribution rate they would be expected to pay was closed cost accrual of 21.8%.

Questions asked by governors

1. ***Barnett Waddingham report states an assumption that the letting authority will retain the risk for pensions, does that mean that ACS would be liable for any shortfall?*** It was confirmed before the meeting that was correct, ACS would be liable if the cleaning company went out of business unless a bond was put in place.

2. ***Was the person who would be responsible for managing the contract satisfied that all 3 providers could deliver to the specification, especially as Ever Brite had quoted 40 hours per week being required and the other quotes had 45 hours?***

3. ***What was the financial risk of not having a bond put in place regarding the pension contributions and the contractor ceased to trade? Was the risk greater than the additional charge for the bond ~£4,800 pa?***

DECISION

Governors agreed that Ever Brite should be awarded the contract on the basis of the good references, a long established company and the best price. This agreement was subject to:

- Confirmation from the school that they were satisfied from their dealings with Ever Brite that they understood the work specification for the contract and could deliver to that
- Providing an estimate of the financial risk of not having a bond put in place regarding the pension contributions if the contractor ceased to trade, then compare against potential increase cost of contract ~£4800 p.a with a bond and make decision on whether a bond should be put in place or not.

As it might take time to provide an estimate of the financial risk, it was suggested that at the same time Ever Brite was asked to quote including a bond to test the assumption of the cost.

Meeting ended 7.44pm

Future Meeting Dates

Date	Start	Meeting	
Wed 28 Jun 2023	18:00	Full Governing Board	Virtual