



- Present:**
- | | |
|-----------------------|--------------------|
| Tracy Penfold (Chair) | Trustee |
| Phil Grundy | Principal |
| Alan Benton | Member and Trustee |
| Dave Brown | Trustee |
| Richard Palmer | Trustee |
- Also in Attendance:**
- | | |
|---|--------------------------------|
| Sophie Boyack | Trustee |
| Claudine Crossley | Trustee |
| Ginette Hogan | Trustee |
| Christina Proffitt | Trustee |
| Andy Sikora | Trustee |
| Tom Capewell and Nick Hyde (Deputy Principals) | |
| Jacob Adeshina (Acting Chief Finance Officer) | |
| Tim Morris Company Secretary/Secretary to the Board | |
| Cally Halkes (Vice Principal) | |
| Sue Gill (Clerk to the Trustees) | recorded minutes post meeting. |

1 RESOURCES COMMITTEE MEETING – AGENDA

The item was presented by Tracy Penfold.

- 1.1 Trustees received the minutes of the meeting held on 26 November 2020 and agreed these to be an accurate record of the meeting. The minutes will be signed and retained by the school for filing.

2. Matters arising:

4.2.1	The three 3-year plan was an agenda item.
4.3.1	The reserve fund summary was sent to Dave Brown.
5.3.1	The CIF budget coding was completed.
6	The governance statement was completed.

3. FINANCE MATTERS

3.1 February Monthly Budget Report

- 3.1.1 Trustees were informed that each line was scrutinised. Alan Benton, Tracy Penfold and Jacob Adeshina had a series of meetings, looking at the budget in detail to ensure that it was on track.
- 3.1.2 The external catering contract had reduced as students were not in school. There had been savings due to not having to bring in supply teachers. The forecast was that the budget was still in line with a projected £300,000 deficit which included the CIF bid which was approximately £90,000. Trustees had to bear in mind the income reduction of £71,000. There was a reduced income from the Teachers' pay and pension grant. Trustees were reminded that under the Academies Financial Handbook, the Trustee Chair had to attend monthly meetings. The meetings were also attended by Alan Benton.

- 3.2 3 Year Budget Plan (20/21, 21/22, 22/23)
- 3.2.1 This was held over from July 2020. It was expected to hold the document internally as it had never been presented to the Trust Board during this financial year. This was prepared in November 2020 and updated with figures from the 2021-22 budget. The budget plan was normally submitted with the budget to the ESFA.
- 3.2.2 Trustees were asked to note the existence of the three-year plan. This will be updated with the new budget to be approved in July. The Resources Committee will be discussing the plan at their future meetings.
- 3.3 ESFA Budget Allocation 21/22
There were two documents on the portal; Years 7 to 11 GAG and 16-19 sixth form funding. The Teachers' pay a pension grants were wrapped up in the figures. The total allocation was £7.4million GAG funding. There was still an allocation for the pension and pay grants. There was a slight increase in funding as there were more students in the sixth form.
- 3.4 Resource Management Self-Assessment
- 3.4.1 The yearly submission to the DfE was due by 15-4-2021. The Principal has initially looked through the document. It was Trustees' responsibility to complete and pass comments to the Chair. The Principal will send the link to Trustees.
Action: Principal to send yearly self-assessment link to Trustees.
- 3.4.2 Once the document was finalised, it will be sent to the Trustees before submission. It would assist them to evaluate and focus, especially the members of the Resources Committee.
4. **AUDIT MATTERS**
- 4.1 Alan Benton took the lead on this item, as the Chair of the Audit Committee. Trustees noted the Academies Financial Handbook 20 clause 3.11, where the Audit and Risk Committee is combined with another committee, employees should not participate as members when audit matters are discussed.
- 4.2 Alan Benton went through the Internal Audit Report visit 1 – January 2021, stating that it was positive and that there was no major cause for concern. There was a medium priority, not having a copy of the current bank mandate on file, this was now actioned.
5. **POLICIES**
- 5.1 Redundancy
Dave Brown reported that he had gone through the policy, there were very few minor changes. The policy was recommended for adoption by the Resources Committee.
- 5.2 Bullying and Harassment
Changes included updated terminology.
- 5.3 Disciplinary
- 5.4 Disciplinary Rules
- 5.5 Code of Conduct
- 5.6 Trustees approved the above-named policies. The policies will be signed and dated by the Chair.

6. DATE OF NEXT MEETING

The Chair and Company Secretary will work on a schedule of meetings after the Easter holiday.

Action: Chair and Company Secretary to schedule future meeting dates.

7. ANY OTHER BUSINESS

7.1 Website

A Trustee stated that they had seen the advertisement for an Assistant Principal post. The Principal confirmed that the post had been advertised. When John Davison left last year, the school was not able to externally advertise at the time due to the pandemic.

The meeting closed at 7.45pm.

Chair: (print)

..... (sign)

Date: