



Present:

Tracy Penfold (Chair)	Trustee
Phil Grundy	Principal
Alan Benton	Member
Sophie Boyack	Trustee
Dave Brown	Trustee
Claudine Crossley	Trustee
Ginette Hogan	Trustee
Richard Palmer	Trustee
Andy Sikora	Trustee

Also in Attendance:

Tom Capewell and Nick Hyde (Deputy Principals)
Jacob Adeshina (Acting Chief Finance Officer)
Tim Morris Company Secretary/Secretary to the Board
Sue Gill (Clerk to the Trustees)

Action summary:

6.2	Internal audit tracker figures and summary of costs to be sent to Trustees.
20	Chair and Company Secretary to arrange meeting dates.

10. Declaration of Trustees' Pecuniary Interests/Gifts and Hospitalities

- 10.1 There were no outstanding declarations
10.2 There was nothing to declare in regard to the agenda items.

11. Minutes of the Full Board meeting 22nd October 2020 - Approval

The minutes were agreed as an accurate of the meeting. The Chair will sign a copy of the minutes and these will be retained by the school for filing.

12. Matters arising from the minutes not on the Agenda

3.1	Tim Morris confirmed that the completed Code of Conduct forms were received.
7.8.1	The Principal meetings were not set up due to the current circumstances. Once face to face meetings were permissible, this will be held. Though it was noted that there had been increased communication with parents.
10	The Chair will send her SEN Link Governor report and arrange a meeting with James to discuss the safeguarding data.
16.4.1	The Covid Recovery Plan was discussed at the last Academy Effectiveness Committee meeting. Some points of action planned had had to be curtailed or changed. There was continuous change regarding Covid.
16.4.2	The SIP meeting took place. The report will be presented to the Academy Effectiveness Committee.
16.7.2	The SEND and Data Policies were discussed at the last Academy Effectiveness Committee and recommended for approval by the Trust Board. To be discussed later in the meeting.

13. Reports from Committees

13.1 Resources

- It was reported that the 2019-2020 expenditure report was reviewed.
- The Teachers pay and pension grant was noted, part payment of the grant was received. There will be a shortfall of £71,000k against the budgeted figure.

- The Catering contract was extended for another year.
- Staff performance management reviews took place.
- Three policies were presented for recommendation for approval. The Sickness and Redundancy Policies will be presented to the next meeting.
- The Internal Audit Report and proposed CIF bids were discussed.

13.2 Academy Effectiveness

- The main subject of discussion was the use of the Covid catch up fund. This was discussed as a work in progress.
- The SEND Policy was recommended for approval.
- There will be a need to have an INSET day on 30 April 2021 to enable teachers to mark another set of mock examinations after Easter. The Committee was looking for approval, despite the fact that they did not know if it would be happening. The Principal asked if Trustees were willing to approve with the caveat of reviewing when the actual day best fits. The school was maintaining the principle of assessing students. The first mock examinations took place in the previous week and the second will be after Easter or possibly two weeks later.

14. **INSET Day - Friday 30th April**

Trustees approved the INSET day.

15. **Update on budget – October budget report**

15.1 Jacob Adeshina reported that the October report had been superseded by the December report. The October accounts were discussed at the last Resources Committee meeting. The way the school was managed continued to change in terms of setting budgets and parameters. The pandemic had affected the figures, there was more expenditure and it was unknown whether central government would be advancing funds to schools. Last year schools were expecting to receive funding towards premises and cleaning costs.

15.2 The number of purchases had increased with POs issued for IT equipment and cleaning materials. The November figures had two key drivers, with the Teachers' pension pay and pension grants (6 and 7 on the report). The school was expecting £33,282 (line 6 – Teachers' pay), but received £28,592. Projecting forward the school expected £133,000 for the whole year, but it was thought that this figure would be £114,000. In November 2020, the school was short of £4,600 and will be short by £18,721 by the end of the year. The school expected to receive £94,000 for the pension grant, £81,000 was received, by the end of the year, this figure would be short by £53,000. It had been expected the school would receive £376,182 but this is now projected as £323,281.

15.3 These shortfalls affected the bottom line and was now expecting the deficit to increase by £107,000. As previously noted the premises cost (line 47) had increased massively and was expected to increase by £15,000. Teachers' pension and pay grants were down by £71,000. There will be a lot of accruals to balance out these deficits and make sure that a realistic picture was presented.

15.4 Commitments was £102,000, this was mostly premises. The forecast for the year was £447 471,000 in terms of what was happening now. Teaching and learning and the impact of Covid on the costings will be reflected in the forecast for the December accounts. Some areas of expenditure had decreased e.g. examination fees and invigilation; however, it had increased in IT, (out of Covid funding) and increases in catering.

Q1: Were you purposely showing the worst-case scenario in regard to the Teachers' pay and pensions?

A: The worst-case scenario was presented.

Q2: Did that include the expense on overheads and highlighted premises?

A: This was correct.

15.5 When this document was prepared in November, everyone was unsure of another lockdown. This was presenting a different scenario, which will be seen in the December accounts.

Q: Re the Teachers' pay and pension was it an unexpected variance, was the assumption made in the budget exercise or due to receiving less funding?

A: When setting the budget, a decision was taken to keep the level of support received in the previous year and apply it to this pay rise. The school had received less funding. There was a need to be conservative with estimates, as well as being realistic.

15.6 The cash flow and balance sheet will be sent to Trustees on 13-1-2021. The cash flow forecast was £1.6million. The November actual was £1.8million due to the higher level of creditors than planned. The cash position was good. There was £2.2million in the bank account. The balance sheet had not moved much and any additions to the fixed assets will not be included. The value of the assets on the balance sheet were reduced by depreciation figures. This was still in a draft position.

16. Internal Audit Summary Report

16.1 Jacob Adeshina reported that there was a total of eight recommendations (six medium and two high). The two high (red) – KPIs and benchmarking figures had already been implemented via the November account. The six recommendations (yellow) included the bank statement not signed – when the school was in lockdown this could not be actioned. This was actioned quickly once staff were back in school. The other five recommendations included two completeness of income – parents not paying back the school when top up funds had been added to students' pay accounts and the Business Continuity Plan which was a work in progress.

Q: Were there three visits for controls and reports and would the school have to pay for this?

A: This was discussed at the Resources Committee. The school paid £1,000 to accounting company Juniper.

16.2 Trustees were informed that the auditors worked on two levels – the annual report - UHY and the internal audit tracker – Juniper Education. The tracker had a lot more items and was comprehensive. The Chair will send the information through information on the figures and Jacob Adeshina will send through the internal audit tracker to Trustees.

Action: Internal audit tracker and summary of costs to be sent to Trustees.

17. Update of CIF Projects

17.1 Richard Palmer informed Trustees that the school was successful in securing the bid of £600,000 for the fire safety project doors, fire escapes and landscaping etc. As the school was closed to students and staff, most of the work had been carried out.

17.2 The deadline for the next round of bids was 14-1-2021 and the unsuccessful bid from last year will be resubmitted. There was insufficient photographic evidence presented, so more photographs of the heating system had been included. The project was worth approximately £580,000. The school will be contributing 16%. The ESFA will publish the full value of the amount from the school.

- 17.3 The second bid will be for emergency lighting. The cost was £105,000 and the school will contribute 16%. In response to a question about the capital works on fire safety (£600,000) wiping out the reserves, it was noted that it would not.
- 17.4 Assuming the projected values was correct from tender, the boiler contract, the school as looking for a contribution of £93,000 and £17,000 on the emergency contract. Trustees formally approved the CIF bids.
- 17.5 The public decarbonisation scheme was fully funded, along with the energy saving projects. The school had won a small grant to carry out an extensive energy survey allowing the school to submit a bid (£300,000 worth of solar panels, LED lights, roof installations and heating controls. This should save the school approximately £30,000 to £40,000 in the year. The school would find out at the end of the month if the bids have been successful.
- 17.6 Jacob Adeshina reported that the school was sitting on an £51,000 invoice. The ESFA was not paying the school according to terms of the contract. A response was awaited from the ESFA. In the meantime, the school will pay the contractor for the works via the reserves.
- 18. Proposed Term Dates for 2021-22**
Tim Morris informed Trustees that the school followed the local authority dates. However, the school wanted the opportunity to have four INSET and one disaggregated day. The SLT looked at this detail, but it was proposed to have the extra day in the summer term.
Action: Inset days and term dates approved.
- 19. Chairs Action**
The Chair reported that she had taken no action since the last meeting.
- 20. Date of next Meeting**
The Chair will meet with Tim Morris to look at the calendar of meeting dates and duly inform Trustees.
Action: Chair and Company Secretary to arrange meeting dates.
- 21. Any Other Business**
21.1 Policies
Trustees formally approved the SEND and Data Policies.
- 21.2 Principal's Performance Management
This was recorded as a confidential minute.

The meeting closed at 9.20PM.

Chair: (print)

..... (sign)

Date: