



Present: Jonathan Kemp (Chair) (JK)
Phil Grundy (Principal) (PG)
Alan Benton (AB)
Richard Palmer (RP)
Tracy Penfold (TP)

Also present: Tom Capewell and Nick Hyde (Deputy Vice-Principals)
Tim Morris (Company Secretary) (TM)
Summaya Aziz (SA)
Sue Gill (Minute taker)

Action summary

4.1.9	SA to bring all information coloured amber on the budget to the next Trust Board meeting.
4.2	Action points from first audit to be reviewed at the next Trust Board meeting.
4.2.2	Previous Trust Board minutes to be checked if the risk register was approved.
4.5.2	SA to give a budget benchmarking update at the next Trust Board meeting.
5.1.6	Policy ratification timetable to be made available in autumn 1.
5.2.2	Presentation of potential CIF bids to the Trust Board meeting in autumn 1.
10	Date of next meeting – to be confirmed.

1. Welcome and Apologies for Absence

- 1.1 Trustees were welcomed to the meeting
- 1.2 An apology for absence was received and accepted from Nicky Whitehead.

2. Declaration of Interests

There was nothing to declare in regards to the agenda items.
Tracy Penfold – Opossum

3. Minutes

- 3.1 Trustees received the minutes of the Resources Committee meeting held on 4 March 2019 and agreed these to be an accurate record of the meeting, subject to the following amendments:

- 3.1.1 Minute 5.6 – Management accounts
Should be £84,000 and not £56,000.

3.2 Matters arising:

- 3.2.1 Minute 5.8 – Management accounts
SA stated that the surplus administrative fee had been built into the budget. The breakdown will be made available to work out at the next meeting. It was more than the 8% of the total.

4. Finance items

- 4.1 Draft Budget 2019-2020

SA talked Trustees through the budget sheet. The following was highlighted:

- 4.1.1 Note 4.1 – SA stated that she was looking at what was going on this year to accurately budget for next year. Lines 1 to 9 were highlighted. The sixth form funding was the largest change due to the reduction in student numbers.

Q: Was the forecast taken from end of the financial year, i.e. actuals up to the end of May?

A: This was as at April and the forecast was up to end of the academic year. The sixth form figures will not change.

- 4.1.2 The GAG funding highlighted for next year was at a per pupil rate, which had increased by £38.00 per pupil. The Universal Free School Meals funding was noted at £10,000. The school will not receive it in this financial year, but SA agreed to clarify this.

- 4.1.3 Line 5 – the high needs pupils funding was currently under consultation. If it went through, the school would lose approximately £24,000 based on the current level of students. The Secondary Headteachers discussed this and expressed the view that the funding should be trimmed and rejected the suggestion to take money from the schools' block. They would like the local authority to find funding from an alternative source.

- 4.1.4 Rates – the school received a rebate, so this figure would be offset to zero.

Q: What were the differences between the figures in coloured green and amber?

A: Green was the actual budget figure and amber needed more investigation.

- 4.1.6 Trips was £21,000 surplus based on what was achieved this year. The school was looking to charge for music, based on the expenditure of tutors, but it was noted that Pupil Premium students would continue to receive free music lessons.

- 4.1.7 The one-off grant funding was noted. The biggest change to the budget would be the pay award, performance progression and maternity leave. Confirmation re. the pay award would be known at a later date. The LGPS payment was a fixed amount, overtime and pensions were based on staff profiles. Pension contributions were currently 16.48%, this will be increased to 23%.

- 4.1.8 The Teaching Training grants depended on the subject area that Schools' Direct teachers taught. Recruitment fees was not yet added to the administrative budget. It was hoped that this fee would reduce in time. It was agreed to increase budget area by £5,000. The sum of £10,000 was added to the budget code to cover the advertisements placed in the TES.

- 4.1.9 The reserves were noted as £191,000. Changes to the budget would mainly be due to salaries. SA recommended the budget for ratification by the Trust Board. The Committee supported this.

**ACTION: SA to carry out all amber actions, add £5,000 into the Recruitment Fees, change line 30 to amber.
SA to bring all other amber work to be brought to the Trust Board.**

4.1.10 Trustees agreed that the budget was in a good position and the school could invest in projects for the site rather than sitting on reserves.. .

4.2 Internal audit tracker

4.2.1 SA advised that there had been no audits since the last meeting. Points of action from the last audit, which looked at the risk register and Business Continuity Plan were noted by the Trustees and will now appear as green. The second visit will look at the Academies Financial Handbook, key performance indicators and benchmarking. There will be an ICE visit on Friday 5-7-2019 to look at automated approval of expenditure.

ACTION: Action points from the first audit to be reviewed at the next Trust Board meeting

Q1: What about internal audit?

A: This took place once every term. The first was governance and the second on processes. The school had a register and tracked items on completion.

4.2.2 It was unclear whether item 6 on the risk register was approved at a Trust Board meeting. It was agreed to check the minutes of the last Trust Board meeting.

ACTION: SA to check approval status

4.3 Appointment of new Auditors Hacker Young

Trustees noted the report from Nicky Whitehead, in particular the information as to why Hacker Young was selected. The school has a fixed fee for three years. The appointment has already been approved by the Members. Trustees formally thanked Nicky Whitehead for his work on this.

4.4 Budget Forecast return

This was approved by the Trust Board and submitted to the EFA.

4.5 Benchmarking Process

4.5.1 Trustees noted the last year's figures. It was highlighted that when looking at benchmarking with other academies, information was not consistent in terms of location and profile. It did not provide meaningful benchmarking data..

4.5.2 The EFA had introduced a new charter of accounts. This recorded income on the same code and made benchmarking more accurate in all areas.

ACTION: SA to give a benchmarking update at the next Trust Board meeting.

5. **Policies and Plans**

5.1 Draft Health and Safety Policy

5.1.1 The school used a model policy from the Key to ensure all headings were covered and compliant. Some areas were in amber as further discussion was needed by the Senior Leadership Team.

5.1.2 It was recommended that the Health and Safety Link Governor (Tracy Penfold) partner up on the monitoring of the policy via the compliance tracker. She will look through the policy.

ACTION: Policy to be recommended to the Trust Board for ratification.

5.1.3 At the previous meeting Tim Morris was requested to confirm from Winckworth Sherwood, Solicitors, the liability Trustees were under regarding ratification of school policies. He informed Trustees that he had contacted the NGA solicitors who informed him that no individual was liable and it was the collective responsibility of the Board (unless someone had acted illegally knowingly).

Q: Was there a current list of policies?

A: Tim Morris showed the Trustees where all the current policy matrix was on the Portal. He also explained the situation regarding policies that needed ratification.

5.1.4 Tim Morris informed Trustees that the Scheme of Delegation will be changed in September so that the ratification of policies can be delegated to either a committee or Trustee reducing the number of policies being brought to the Trust Board. In answer to a question, it was noted that there were in excess of 30 policies in operation.

5.1.5 There was an expectation from the school and auditors that a Trustee was linked to a policy. This will be actioned and was already in operation by the Effectiveness Committee.

5.1.6 The Chair suggested that a list be produced in the next academic year stating which Trustee would be linked to a policy. This could be reviewed against the skills audit and reconcile with the policy requirements.

ACTION: TM to produce a Policy ratification timetable. Policies on the Trustee Portal will be allocated to trustees to oversee.

5.1.7 Regarding smoking on school premises. There was an area on the school site for staff, but not within sight of pupils and members of the public etc.

5.2 Accessibility Plan

5.2.1 The Accessibility Plan was approved with a few minor adjustments indicating the date that changes had been completed.

Q1: Did the policy highlight any areas that needed investment?

A: There was a programme of updating classrooms already in place.

Q2: What about the approach to spending some of the reserves?

A: Last year the school focused on CIF bid money with a list of 12 items for possible bids (ranked in order). Other priorities had emerged and placed on the list, but the school still wanted to have a balanced budget.

5.2.2 SA outlined the process of CIF bids. A report on the CIF bids will be presented at the next meeting

ACTION: Presentation of potential CIF bids – Trust Board agenda item (Trust Board – autumn 1)

5.2.3 Trustees were happy to approve the CIF bids for ratification to the Trust Board.

6. Review of the Central Record of recruitment and vetting checks

6.1 TP reported that she had visited the school in her capacity as the Safeguarding Trustee. She looked through all relevant paperwork and it was suggested that the school undertake the local authority safeguarding audit. The auditors viewed this at the last visit.

Q: Were there any GDPR implications?

A: There were differing interpretation i.e. the Single Central Record list. The school had a log and evidence that staff could work at the school.

6.2 The GDPR full audit will be presented at the next Trust Board meeting. It was noted that Sharon (HR)) will link with a peer in another school and do spot checks to aid comparison.

7. Report on CIF Bids

7.1 RP presented two projects; one was the refurbishment of the kitchen, including the removal of asbestos and the replacement of the west wing roof as part of the Conditions Survey. The work will be carried out during the summer holiday. The consultants, Inglewood and Barkers will be responsible for overseeing the work.

Q1: How will the school be kept updated?

A: There will be regular site meetings.

Q2: Was there a liability if the work overran?

A: Yes this was part of the contract.

7.2 The kitchen work will start six school days before the school closed for the summer break. During activities week, limited food will be available and served from a different area of the school. It was important to have access to the canteen from September 2019.

ACTION: RP to give an update on works.

8. Proposed Trustee meeting dates

The Trust Board meetings will incorporate Resources Committee meeting in the autumn term. Dates will be brought to the Trust Board for approval.

ACTION Trust Board to approve Trustee meeting dates.

9. DATE OF NEXT MEETING

To be confirmed.

10. CHAIR'S ACTION

The actions were noted as follows:

4.1 and 4.2 – SA to action

5.6 – Chair and RP to carry forward.

5.9 – closed

6.1.11 – next meeting – have received budget. Five year plan to be discussed at the next meeting. This was not a statutory requirement.

6.1.15 – actioned

9.2 – to be actioned

10.1 – actioned

10.2 - actioned

11. ANY OTHER BUSINESS

11.1 Teaching cover

PG reported that a teacher had been diagnosed with serious condition and had been signed off for six months. Medium to long term cover will be provided by a known replacement.l.

The meeting closed at 8.50pm.

Chair: (print)

..... (sign)

Date: