



Highams Park Academy Trust

PUBLIC MINUTES OF THE RESOURCES COMMITTEE MEETING OF THE HIGHAMS PARK SCHOOL LOCAL GOVERNING BODY HELD ON 26 NOVEMBER 2018 AT 7.00PM AT THE SCHOOL

Present: Mr Alan Benton
Mr Phi Grundy (Principal)
Mr Jon Kemp (Chair)
Mr Richard Palmer
Mrs Tracy Penfold

In attendance: Ms Summaya Aziz (Chief Finance Officer)
Dr Tim Morris (Company Secretary/Secretary to the Board)
Mr Tom Capewell (Deputy-Principal)
Mr Nick Hyde (Deputy-Principal)
Ms Sue Gill (Minute taker)

Action Log:

5.3	KS5 Funding – future agenda item for autumn 2
5.4.1	Summaya Aziz to update the Risk Register and upload onto the website
5.4.2	Jonathan Kemp to read through the Risk Register. Clerk to confirm whether it was a requirement of the Trustees to approve the Risk Register. Post meeting note – this is a requirement of the Trustees.
5.4.3	Jonathan Kemp to go through action points in the Business Continuity Plan

The meeting started at 7.10pm

1. Welcome and apologies

- 1.1 The meeting was quorate with four Trustees plus the Principal in attendance
- 1.2 An apology for absence was received and accepted from Nicky Whitehead.

2. Declarations of Interest

There were no declarations made pertaining to any of the agenda items for this meeting.

3. Minutes

- 3.1 Trustees received the minutes of the Resources Committee meeting held on 1 October 2018 and agreed these to be an accurate record of the meeting. Jonathan Kemp signed a copy of the minutes and these were retained by the school for filing.
- 3.2 There no matters arising

4. Personnel Items

4.1 Sickness Absence Management Policy

Trustees noted receipt of the document and had no amendments. The Chair proposed it for ratification by the Local Governing Body. This was AGREED by members.

4.2 Online Safety Policy

- 4.2.1 It was noted that there had been some minor changes since the policy was uploaded onto the portal. Feedback was received from Richard Palmer and John Barker, Head of Digital Learning. The policy was not static and will be updated as and when necessary.
- 4.2.2 It was agreed to review the policy on an annual basis as was closely linked to safeguarding. Trustees APPROVED the policy.

5. **Finance Items**

5.1 Review of draft annual accounts to include Trustees statement In preparation for approval at Full Board

- 5.1.1 There was opportunity to edit the document before the AGM, as some more items could be resolved before the meeting. The document will also be sent to the Members ahead of the AGM. Feedback from Trustees and Members were to be sent to SA by 7 December 2018. The final copy will be sent to Tim Morris for distribution at least one week before the AGM.

ACTION: Tim Morris.

- 5.1.2 Attention was drawn to the Management letter, which included recommendations and feedback from last year's audit. Summaya Aziz highlighted the priorities of 2017 and progress in 2018. Members felt that the progress was outstanding. One of the recommendations made this year was to put a fixed asset register in place and a holiday pay accrual adjustments for support staff. The internal audit was very robust.

5.1.3 **Q: Have the emerging issues and priorities been checked?**

A: This had been looked at, but not in detail. However the points highlighted were consistent with the letter issued to Trustees.

- 5.1.4 It was noted that an action plan was in hand to work on the recommendations from the last audit. The school was not involved in the apprenticeship scheme. Two universities were trialling apprentice teachers, which the school had potential to look into, as it did not fully understand the process.

Q: Was the summary of adjustments amount of £220,000 standard?

A: This was the adjustment at the year-end; approximately £13,300 was for Looked After Children and Pupil Premium in 2016-2017. A claim was made but was unsuccessful. These were adjustments that went into last year's budget.

5.2 Provisional update for Quarter 1

- 5.2.1 The final outcome figures for the year was highlighted. There were some variances and usual annual adjustments. This will continue to happen throughout the year.

Q1: Will this include the catch up funding from Year 7?

A: It will. There was a variance of almost £4,000. Two previous SIF bids were shown as liabilities on the balance sheet, with a repayment over the next eight years. There were other local authority grants. Income achieved was over and above the work with Whitefield and the maths department.

Q2: Where was the grant for the pay rises shown?

A: The grant of £45,000 was confirmed and was offset against the salaries line.

- 5.2.2 There were variances in the expenditure line. Insurance and utilities were based on last year's pattern of expenditure. This year's figures will be looked at to see whether there was a similar pattern. One of the requirements was for the Chair of Trustees to see each month's monitoring and trustees around five times a year. Last year salaries were reduced by £50,000k and a potential £150,000 underspend.

5.3 Census – pupil numbers confirmed including Sixth Form costs

- Information was presented following on from a request at the last meeting (sixth form numbers and costings). Information was uploaded onto the portal. A detailed document was presented to Trustees. Attention was drawn to the graphs (page 7 – KS3 Years 7, 8 and 9).
- The cost of KS5 was more than the amount of funding that the school was receiving and there were less pupil periods.

Q: How was funding received for post 16? Was KS5 partly funded by KS3?

A: KS5 partly funded KS3 and was a steady situation for the last few years.

- Trustees noted the spending per pupil for the sixth form versus school and college funding and the funding cuts trajectory over the last 10 years. The different levels of funding for each sector was noted. Historically there was more funding for further education than KS3 and 4.

Q: Was there any conclusion from this?

A: It was worth being aware of the disparity. It was not a big problem, but it did ask questions about management costs. KS3 resources supervision could be looked at.

- It was suggested that resources could be redirected further down the school to improve results.
- The smaller KS4 and KS5 classes in terms of depth and study would be a pattern. Trustees would need to be mindful of this and understand where the differences were.
- It was felt that the information presented was useful data for KS5 planning.
- Concluding discussions, it was agreed not to take any action now. Trustees were aware of where the school should be and repeat the exercise again in autumn 2.

ACTION: KS5 funding – agenda item autumn 2

Q1: Was the size of KS5 classes a similar trend in every school?

A: It was. Funding was reducing over the years. Teachers wanted to teach in schools with sixth forms and parents would prefer to send their children to schools with sixth forms, so that there was continuity.

Q2: Did the sixth form students help with the younger students?

A: They acted as role models and assisted with mentoring and reading recoveries etc. They also did intervention work with Year 11.

5.4 Internal Audit Tracker

- 5.4.1 Summaya Aziz reported that this was a more positive result and referred to the document on the portal. She highlighted how the progress was tracked from a visit on November 12 2018. The nine red actions were removed from the previous visit and one new red action was added. This particular area of action highlighted the current Business Continuity Plan. A few requirements should now be sufficiently

covered. The Risk Register was in the process of being updated and will be uploaded onto the school website.

ACTION: Summaya Aziz.

5.4.2 Risk Register

- Summaya Aziz stated that this document needed input from Trustees and management.

Q1: What was this used for?

A: It adds to the ambition of the A2020 document from a financial perspective and was a new must in the Academies Financial Handbook. This was not mentioned in the external audit.

- This will need to be reviewed on an annual basis.

ACTION: Jonathan Kemp to look through the document.

- It was questioned whether there was a requirement for Trustees to approve the Risk Register.

ACTION: Clerk to confirm.

- Succession planning would need to be considered especially for Summaya Aziz's role if she was unavailable. She was the only person in the school who knew the finances detail. This applied to other tasks in the school.
- Jonathan Kemp agreed to read through the document and meet with Summaya Aziz to look at the controls in place to mitigate risk and the frequency when this should be monitored i.e. once per term, as it was understood that some risks warranted a control on a frequent basis. This could help set the agendas for future meetings.

ACTION: Chair to discuss with Summaya Aziz and Phil Grundy.

5.4.3 Business Continuity Plan

- Trustees noted receipt of the Business Continuity Plan.
- There were various points of action that the Chair agreed to look at in more detail.

ACTION: Chair.

- In the event of an emergency evacuation and having to relocate, Years 7 8 and 9 would move to Heathcote and Years 10 and 11 to Chingford Foundation. The sixth form would move to Waltham Forest College.
- The Principal will liaise with another Principal/Headteacher colleague to clarify what information had to be included in the Business Continuity Plan. The Clerk also agreed to obtain templates from other schools.

ACTION: Principal and Clerk.

5.5 A2020 Plan Update

5.5.1 Trustees received the document, which highlighted the following:

- Savings already secured; remaining a viable saving; no longer believed to be a saving and viable saving and will work to achieve that Vision 2020 was achieved.

- Option 9 – there were less students in the current Years 7 to 9, reducing the demand for teaching periods. This would be resolved via natural wastage.
- Option 10 – two new courses were introduced this year in the Sixth Form. The growth in income was noted.
- Option 4 – the Site Manager was considering retirement, implications of that were noted.
- Option 5 – the reduction of the cleaning team (Line 37 of the budget) was also noted.

5.5.2 It was hoped to remove those options highlighted red (no longer believed to be a saving). Trustees favoured the RAG rating of savings and asked for this in future reports.

ACTION: Summaya Aziz.

5.5.3 The school was still looking to have a balanced budget with £300,000 in reserves. The Chair was happy for the document to include up to 2021, but it was noted that the school had to submit a three year budget to the EFA.

5.5.4 Option 13 – the Principal was pursuing sponsorship from linked business

5.6 Outcome of Performance Pay Award

The Staffing Committee discussed this at their meeting held just before this meeting, submitted by the Principal. Trustees approved the proposal for this year's performance management pay awards.

5.7 Confirmation of Teachers' Pay Grant

This was discussed earlier in the meeting and agreed at £10,000.

5.8 Principal Pay Review arrangements

5.8.1 Trustees noted that Ryan Jarvis was appointed as the Adviser to assist with the pay review process. The Principal's pay review will be taking place on 5 December 2018 and will be reported to the Staffing Committee and ratified at the AGM on 17 December 2018.

5.8.2 Ryan Jarvis will produce a report once he has met with key people including Jonathan Kemp. The report will include the list of objectives for this academic year.

5.8.3 It was agreed that Ryan Jarvis increase contact and undertake termly visits, so that there was regular feedback. This could form part of the part of the external validation.

5.9 Site Manager's House

This item was recorded as confidential.

5.10 Little extras

The document was noted.

5.11 Update on potential CIF bids

5.11.1 Information on the CIF bid process and timescale was requested at the last meeting. This was an annual bidding round that some academies and Sixth Form Colleges can apply for capital funding, to address significant condition needs.

5.11.2 The list of priorities was noted, which included the replacement of the West Wing roof (£250,000) and replacement of the canopy and extraction unit in the kitchen (£120,000). Barker Associates have assisted with the bids.

5.11.3 Historical CIF bids included work on the Science Laboratory and the Sixth Form building. It was noted that 5% of the cost was retained and had yet to be paid out. Barkers Associates was closing both projects. The school was also in the process of completing works in regards to asbestos removal. There was an outstanding amount of £100,000 and a responsibility dispute with Redhill (Barker Associates' predecessor).

5.11.4 There was an outstanding amount of £100,000 and a responsibility dispute with Redhill (Barker Associates' predecessor. The school has had to deal with the Sixth Form snagging list and the functionality of the windows have yet to be resolved. It was felt that Barkers Associates should shoulder some of the responsibility regarding the asbestos work. The school will arrange for letter to be sent to Barker Associates. It was agreed not to pay anything until the snagging work had been completed.

ACTION: School.

5.11.5 It was suggested that the school have a discussion with Redhill, informing them that the Trustees would like the school to consult with legal representative as they had serious concerns especially in regards to the functionality of the windows.

ACTION: School.

6. Date of next meeting

6.1 The next meeting will be held on Monday 4 March 2019 at 7.00 to 9.00pm.

6.2 Agenda items will be taken from the cycle of business.

7. Chair's Action

Jonathan Kemp had not taken any action since the last meeting.

8. Any Other Business

There were no other items for discussion.

The meeting closed at 9.20pm.