

Meeting Minutes
Trust Audit, Finance & Resources Committee
Wednesday 28 June 2017, 17.00 – 18.30
Cranbrook Education Campus

Attendees:

Alex Walmsley – Chair (AW)
 Rob Bosworth (RB)
 Ray Beale (RBe)
 Simon Gregory (SG)
 Richard Jacobs (RJ)
 Moira Marder (MM)
 Josie Medforth – Chief Operating Officer (JM)
 Sue Pym - Director of Finance (SP)
 Alison Layton-Hill - Clerk & Trust Secretary (ALH)

Meeting Minutes

Item Ref	Business	Action
1.	Welcome AW welcomed all to the meeting	
2.	Attendance Apologies were received from Rebecca Mitchell	
3.	Declarations of Interest AW is the Chair of another Trust.	
4.	Minutes of Previous meetings The minutes of the meeting held on 10 May 2017 were approved.	
5.	Matters Arising ALH to raise the issue of EAL training for St James at the Performance & Standards Committee	ALH
Monitoring		
6.	Minutes of LGB Meetings <ul style="list-style-type: none"> • The minutes of the Cranbrook Education Campus LGB were noted. • The minutes of the Isca Academy LGB were not provided, however Rbe confirmed there was nothing controversial raised for trustees to consider. • The summary of the minutes of the St James school LGB was noted. • The minutes of the Exwick Heights Primary school LGB were noted. 	

7.	Budget Monitoring This item was discussed and documented in Part B of the minutes.	
8.	Investigation Update This item was discussed and documented in Part B of the minutes.	
9.	Update on Internal Controls SP's report on internal controls was discussed and no issues raised.	
10.	Cover Expenditure Supply Costs In response to the MAT Growth Review identifying that cover costs can escalate, trustees considered cover cost expenditure. JM advised that new staff insurance with increased cover is now in place. MM informed trustees that the intention is for the MAT to have its own supply agency.	
11.	Academy Conversions West Exe – JM confirmed that the planned timeline continues to be January 2018. Exeter Creative – JM advised that there are still negotiations in terms of the land purchase which could delay opening until 2021. Moving this forward is not within the control of the Trust. Whipton Barton – JM confirmed that Whipton is a member of the Ted Wragg Trust and due diligence is underway in terms of the school joining the MAT. JM will bring a report to the board meeting on 20 July 2017. AW asked if there are other schools that could potentially join the trust. RB confirmed that MM will give further information about the trust growth strategy at the Trustee awayday on 6 July 2017.	JM MM
12.	FOI Requests JM presented the trust FOI tracker which was noted by Trustees. Trustees only wish to see FOI request received by individual academies on an exception basis.	
Items for Approval		
13.	In House Payroll Service SP presented a paper recommending that the payroll function is moved in house to go live in the new tax year. SP is confident in terms of procuring a system and that a current member of staff can be developed to undertake payroll. Trustees approved a simplified procurement process but insisted that references are taken up, SP will visit other users and AW will be part of the tender evaluation panel.	SP AW

14.	<p>ICT Centralisation of Spend</p> <p>JM reminded trustees that approval was given in the previous year to run a centralised ICT service. Approval is now sought to centralise the ICT spend. It was accepted that the proposal has been controversial with HTs. JM advised that there is a meeting with HTs on Friday and explained to trustees the proposal that is to be shared with HTs.</p> <p>RB requested clarity on the proposal. JM to revise the paper to be tabled at the Board meeting on 20 July 2017.</p>	JM
15.	<p>Cleaning Tender</p> <p>JM explained that the evaluation is not yet complete as a TUPE issue required updating. The paper will be brought to the Full Board meeting on 20 July 2017.</p>	JM
16.	<p>Paper and Stationery Tender</p> <p>JM advised that she was yet to receive all tender information. Trustees approved that JM can email the paper to them for approval.</p>	JM

Items for Information

17.	<p>HR Manager</p> <p>MM confirmed that Rebecca Hargreaves has been appointed as HR Manager and will start towards the end of August 2017. She will work 90% of an fte over four days, one day of which will be dedicated to Holyrood Academy.</p>	
18.	<p>PFI Proposal</p> <p>JM explained that David Johnson had been appointed as a PFI specialist consultant. A discounted price had not been achieved but JM was reassured that savings will be made at a later date. RB asserted that any additional advice on individual strategic issues that is being provided by David must be at no additional cost. JM will bring a report to the next Audit, Finance & Resources Committee.</p>	JM

Risk

19.	<p>Risk Impact Review v8.</p> <p>AW suggested that for high risk areas a verbal report is given. RB to review the risk register with MM.</p>	RB/MM
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Any Other Business & Next Meeting Date

20.	<p>Fire Safety</p> <p>MM raised concerns that Cranbrook Education Campus does not have a sprinkler system and suggested a second opinion is needed. JM confirmed that an audit of the fire safety plan did not raise concerns about sprinklers not being installed. RJ suggested inviting the fire service in. JM confirmed that the fire service had visited and all recommended actions had been undertaken. RB noted that the issue had been raised by the CEC LGB and that they should suggested further areas they would like checked.</p>	
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Meeting closed at 7.30pm	
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Date of next meeting: 27 September 2017 from 5.00pm at Cranbrook Education Campus	
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Signed by the Chair of the Committee

A P Walsley

Date: 27 September 2017