

Meeting Minutes
Trust Audit, Finance & Resources Committee
Wednesday 6 June 2018, 17.00
Cranbrook Education Campus

Attendees:

Alex Walmsley – Chair (AW)
 Rob Bosworth (RB)
 Richard Jacobs (RJ)
 Rebecca Mitchell (RM) - part
 Philip Bostock (PB)
 Moira Marder (MM)
 Josie Medforth (JM)
 Sue Pym - Director of Finance (SP)
 Alison Layton-Hill – Company Secretary (ALH)

Meeting Minutes

Item Ref	Business	Action
1.	Welcome AW welcomed all present.	
2.	Attendance No apologies were received.	
3.	Declarations of Interest AW is the Chair of another Trust.	
4.	Minutes of Previous meetings The minutes of the meeting held on 14 March 2018 were approved.	
5.	Matters Arising AW raised that at the last CoMAT Chairs group there was a recommendation to keep policies MAT wide with any specific school context to be dealt with as an addendum, which is in line with the Trust process.	
Monitoring		
6.	Management Accounting Position This item was discussed and recorded in Part B of the minutes.	
7.	Budget/Financial Strategy 2018-2022 This item was discussed and recorded in Part B of the minutes.	

8.	<p>Internal Audit</p> <p>SP advised that the internal audit report did not raise anything major. The Summer programme will include: fixed assets, purchasing, payroll and income. ESFA validation has negated the need to consider the budget process.</p> <p>As part of the improvement funding award, external scrutiny is required and ASCL will scrutinise the Trust's integrated curriculum financial planning.</p>	
9.	<p>LGB Minutes</p> <p>The minutes from the St James, Cranbrook Education Campus, Exwick Heights, West Exe, Isca Academy LGB Committees were noted. ALH was asked to raise the consistency in the level of information provided in LGB summary sheets with Clerks.</p>	ALH
10.	<p>Risk Impact Review</p> <p>MM presented the updated risk register, the detail of which was discussed and recorded in Part B of the minutes.</p>	
Items for Approval		
11.	<p>PFI Direction of Travel</p> <p>Trustees acknowledged that much progress had been achieved and further discussion is recorded in Part B of the minutes</p>	
12.	<p>Energy Project Proposal</p> <p>JM advised trustees that an energy provider has been awarded £20k to work on a renewal energy project and wished to work with the Trust. JM asked for trustee approval to set up a community interest company to run the project at Cranbrook.</p> <p>RB questioned what the risk would be. JM advised it would be very low as the trust would be limited by guarantee and the community interest company could be used for other income generation opportunities. RJ raised that solar panels would be expensive to remove in the future.</p> <p>Trustees agreed for JM to continue to investigate the opportunity and proceed to feasibility stage, as well as consider other providers.</p>	JM
Items for Information		
17.	<p>Growth:</p> <p>Newtown Primary - All parties have agreed to academisation and the usual protocol will be followed.</p> <p>Exeter Creative - RB and PB to be part of a working group that will be set up to manage the project.</p>	RB/PB/ JM

Any Other Business & Next Meeting Date

	AW asked for assurance in terms of GDPR compliance. JM advised that the action plan had progressed well, staff had been trained and data mapping completed.	
	ALH to send all trust meeting dates out again.	ALH
	Meeting closed at: 19.10	
	Date of next meeting: 26 September 2018, 5.00pm at Cranbrook Education Campus	

Signed by the Chair of the Committee:



Date: 26 September 2018