

Meeting Minutes
Trust Audit, Finance & Resources Committee
Monday 19 November 2018, 17.00
Cranbrook Education Campus

Attendees:

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

Meeting Minutes

Item Ref	Business	Action
1.	Welcome and Attendance AW welcomed all present including Tim Borton (TB) from Bishop Fleming. Apologies were received from RB.	
2.	Declarations of Interest AW is the Chair of another Trust.	
3.	Minutes of Previous meetings The minutes of the meeting held on 26 September 2018 were approved.	
4.	Matters Arising None	
Monitoring		
5.	Financial Statements and Management Letter TB introduced the Annual Report and Financial Statements and the Management Letter. This item was further discussed and recorded in Part B of the minutes.	
6.	LGB Minutes The summary of the minutes from West Exe school and Cranbrook Education Campus were considered. JM confirmed that the issue with West Exe school's CCTV has been resolved.	
7.	Management Accounts and KPIs SP advised that she will report on the KPIs to LGBs termly and then will subsequently report to this Committee.	

	<p>The Trust must share the management accounts with all trustees six time per year, Committee trustees confirmed that the data presented can be circulated. This item was further discussed and recorded in Part B of the minutes.</p>	SP
8.	<p>Risk Impact Review</p> <p>The summary of changes to the strategic risk register were considered by trustees and all changes agreed.</p> <p>Having questioned the remit of the post of Executive Support secondary, trustees were advised that this would be covered in the forthcoming discussion on growth.</p>	
Items for Approval		
9.	<p>Asset Management Plan</p> <p>JM referred to the asset management plan that had been circulated to trustees and advised that headteachers had been consulted and are supportive of it.</p> <p>Trustees questioned the likely amount of the school condition allocation from April 2019. JM responded that the total is not guaranteed but may be in the region of £250k. Priorities for this academic year would be any health and safety issues followed by the suitability of PFI schools. RJ would like to see more investment in sport activities however was advised that the structure of the buildings need to take precedence.</p> <p>Trustees agreed to adopt the asset management plan.</p> <p>JM advised trustees that there is Salix funding available to reduce energy costs through the installation of energy efficiency technologies. Due to tight timescales JM asked if a trustee can be available to oversee the bid – RM agreed to be the nominated trustee.</p>	
10.	<p>Policy Updates</p> <p>The policy update table was considered by trustees and amendments agreed by trustees to the following policies:</p> <ul style="list-style-type: none"> • Medication policy • Collective Worship policy • Exclusions policy 	
Items for Information		
11.	<p>Partnership Governance</p> <p>JM had reviewed the governance around SWTT as requested by trustees and proposed a governance model. Although the function is effectively managed, trustees need to have oversight as the Trust is the accountable body. The recommendations were agreed and JM to implement.</p> <p>JM also advised that the Exeter Teaching School Alliance was set up originally between Wynstream school and Exwick Heights primary school. The CEO of the Trust signs the grant and therefore the trust is accountable for ensuring the grant is spent effectively. JM advised that this partnership also needs to be formalised</p>	JM

	<p>within our governance structure. Trustees asked that JM/SP bring this item back to the Committee with more information as to who has accounting/legal responsibility.</p> <p>This item was further discussed and recorded in Part B of the minutes.</p>	JM/SP
12.	<p>Growth</p> <p>Newtown Primary school, Whipton Barton Infant school and Whipton Barton Junior school are due to join the Trust from 1 March 2019. This item was further discussed and recorded in Part B of the minutes.</p>	
13.	<p>IT Strategy</p> <p>SP advised that the Trust is working on an IT strategy with input from Trust schools. AW questioned if there is a crisis contingency position. SP advised that there had been an initial meeting with a provider for 2nd/3rd line support.</p> <p>PB asked if there were plans for a central portal for trustees to access information. ALH explained that the Boardpacks solution was on hold due to issues the college had experienced with the system recently. Trustees were keen to implement the system, particularly in respect of GDPR implications.</p>	
14.	<p>PFI Update</p> <p>JM confirmed that the PFI project is progressing as expected.</p>	

Any Other Business & Next Meeting Date

<p>Date of next meeting: Wednesday 23 January 2019, 5.00pm at Cranbrook Education Campus.</p> <p>The meeting closed at 19.15.</p>	
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Signed by the Chair of the Committee:

Date: