

**Meeting Minutes**  
**Trust Audit, Finance & Resources Committee**  
**Tuesday 22 March 2017, 17.00 – 18.30**  
**Cranbrook Education Campus**

**Attendees:**

Alex Walmsley – Chair (AW)  
 Rebecca Mitchell – Vice Chair (BM)  
 Rob Bosworth (RB)  
 Ray Beale (RBe)  
 Richard Jacobs (RJ)  
 Moira Marder (MM)  
 Josie Medforth – Chief Operating Officer (JM)  
 Derek Fargher – Interim Director of Finance (DF)  
 Alison Layton-Hill - Clerk & Trust Secretary (ALH)

**Meeting Minutes**

Item Ref	Business	Action
1.	<b>Welcome</b> AW welcome all to the meeting	
2.	<b>Attendance</b> Apologies were received from Simon Gregory	
3.	<b>Declarations of Interest</b> None.	
4.	<b>Minutes of Previous meetings</b> The minutes of the meeting held on 24 January 2017 were approved.	
5.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• All present offered their sincere thanks to Lewis Banfield for his contribution to the Trust.</li> <li>• ALH to schedule in a telephone call for MM with link trustees prior to LGB meetings</li> <li>• DF is working closely with the Exwick Heights Business Manager. Funding information has been received for the period April to August 2017. Funding information for 17/18 will be available mid-April.</li> <li>• DF and JM confirmed that the VAT threshold for the lettings is £83k. The trust is also reclaiming VAT for fuel and utilities, as the rate should only have been 5%.</li> </ul>	<p><b>ALH</b></p> <p><b>DF</b></p>
<b>Monitoring</b>		

6.	<p><b>Budget Monitoring:</b></p> <p>The Budget Monitoring and Cashflow reports were discussed (part B of the minutes).</p> <p>AW expressed thanks to DF for the work he has done and he has fully briefed the new Director of Finance.</p> <p>The KPI dashboard was tabled. ALH to invite Jon Lunn to the Board of Trustee meeting on 18 April 2017 to explain the Dashboard.</p>	ALH
7.	<p><b>Internal Audit</b></p> <p>The internal audit was considered and discussed (part B of the minutes).</p>	
8.	<p><b>Exwick Heights update</b></p> <p>The legal documents have been signed and Exwick Heights will convert on the 1<sup>st</sup> April 2017. The budget information has been received and the carry forward will be known in the next few days. It was noted that it is a large primary and will have a big impact on the Trust.</p> <p>RJ asked if the trust will receive the 3% contribution immediately and subsequently 5% from September. DF confirmed this would be the case and West Exe will also contribute 5% from September. RJ asked if the trust can demonstrate value for money, which MM confirmed.</p>	
9.	<p><b>Exeter Creative School update</b></p> <p>It was advised that the opening may be delayed until 2020. JM is meeting with the LA and the DfE about timings and place planning.</p> <p>RB expressed some concern that there is a resource allocated that the Trust is funding and questioned the cost of this if the opening slips to 2020. JM advised that £30k project funding has been received which is covering the project manager for two years at £15k per year. When the heads of terms are released further funding will be received which will then be modelled to pay for the project manager.</p>	
10.	<p><b>West Exe Update</b></p> <p>West Exe academisation was discussed (part B of the minutes)</p> <p>The West Exe due diligence is being reported to the Board of Trustees on 18 April 2017.</p>	JM
11.	<p><b>Minutes from the LGB meetings:</b></p> <p>The minutes from the LGB meetings were reviewed.</p> <p>Isca –</p> <ul style="list-style-type: none"> <li><i>The Lone Working Policy identifies the normal working day finishing at 4 pm. It was felt that this may not reflect what is happening within the schools. JM to make sure the schools understand the lone working policy. Sodexo should have a lone working policy to cover staff working beyond 4pm and schools must risk assess the process for their own staff.</i></li> </ul>	JM

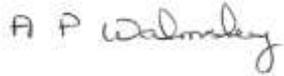
	<ul style="list-style-type: none"> <li>Trust meeting dates for 2017/18 are too close together to enable meaningful discussion at school meetings. The Trust accepts that individual schools may not need as many meetings as there are at Trust level. The Trust has reduced the number of Performance and Standards Committee meeting to three for 2017/18 and although intends to retain six Audit, Finance and Resources Committee meetings, does not expect a school update every time.</li> </ul> <p>St James –</p> <ul style="list-style-type: none"> <li>Is there a document that outlines what centralised services the school buys into through the Trust? If so, please can we have a copy? There will be a document circulated soon.</li> <li>Lone Working Policy – does this apply to sub-contractors (Sodexo), what happens if the school does not have a caretaker to inform, should the policy cover staff working alone with students (please see minute 14 for more detail) Sodexo should have their own lone working policy. The school should undertake their own risk assessment for their staff. JM to ensure all schools understand the lone working policy.</li> <li>Grievance Policy – Should the grievance process end with DCC, does Governor relate to LGB, should there be an appeals process after LGB or are Trustees happy to delegate this without further escalation (see minute 14 for more detail). JM to review the grievance policy and add another layer.</li> </ul>	JM  JM
12.	<p><b>Data Breach</b></p> <p>A specific data breach was discussed (part B of the minutes) JM advised that the new Trust Information Governance policies are due to be released to schools along with three ICO videos. Staff must sign to say that they have read the policies and watched the videos.</p>	JM
<b>Items for Approval</b>		
13.	<p><b>Safeguarding consultancy</b></p> <p>Trustees agreed that contracting a safeguarding consultant, who is a governor at Cranbrook, will be beneficial for the Trust.</p>	
14.	<p><b>5% Central Services Contribution</b></p> <p>DF reiterated the implementation of a 5% contribution from schools from September and advised what it included.</p> <p>There was a discussion about the Apprentice Levy and clarification given that it cannot be used to pay apprentice wages, only the training. It can be used to upskill the current workforce eg. Teaching Assistants.</p> <p>In terms of centralising ICT, work is still to be done on agreeing the contribution needed from each school. It was noted that the ICT function will save money for schools.</p>	
15.	<p><b>HR Manager</b></p> <p>JM asked for approval to advertise the HR Manager's post. It is beneficial that the post will be shared with another MAT who will contribute 0.4 of the post cost. Approval was granted.</p>	

16.	<p><b>Policies</b> RM asked how the policies are developed. JM confirmed that the policies are based on model policies and advice from The Key and are then tailored for the Trust. Approval was granted for all tabled policies.</p> <ul style="list-style-type: none"> <li>• Apprenticeship policy</li> <li>• Finance policy</li> <li>• Expenses policy</li> <li>• Anti-fraud policy</li> <li>• Data Protection policy</li> <li>• Information Security policy</li> </ul>	
17.	<p><b>Staff Absence insurance</b> JM explained the benefits of the proposed staff absence insurance. Trustees approved the spend of £53,502, which does not include West Exe. RJ asked that the cost to self-insure is modelled in the future to ascertain if it is better value for money.</p>	JM
18.	<p><b>Cleaning Tender</b> Trustees gave their approval for the Trust to go out to tender in terms of the cleaning for Exwick Heights and Cranbrook.</p>	
19.	<p><b>MOU Sparx</b> JM advised that she had obtained legal advice from Michelmores who confirmed that the Sparx donation is not a procurement, Sparx are not legally obliged to provide us with a service, it is a partnership. Trustees therefore approved the MOU.</p>	
<b>Items for Information</b>		
20.	<p><b>Update on Finance service</b> Sue Pym, Director of Finance is due to start on 2 May 2017. She is currently meeting with DF every Thursday afternoon and is planning to meet the headteachers.</p> <p>DF confirmed that the central finance team is being strengthened. The team is working all year round, the accountant has increased her hours and there will be finance officers in each school.</p>	
21.	<p><b>Update on Centralised services</b> The centralised HR service is developing. The central ICT function is working well.</p>	
22.	<p><b>Update on PFI</b> The spend on PFI is £1.6m which includes West Exe. JM has met with Sodexo and DCC. The tabled paper explains the proposal to centralise the function and redefine the role in the schools.</p> <p>JM and RB had met with Michelmores who confirmed that the project agreement is not commercial sensitive and can be shared with the Trust. Trustees gave approval of a spend of up to £10k to research a PFI expert who could review the contract and advise where savings could be made.</p>	JM
<b>Risk</b>		
23.	<p><b>Risk Impact Review v6.</b> JM to update the risk register.</p>	JM

**Any Other Business & Next Meeting Date**

24.	(Part B of the minutes)	
	Meeting closed at 7.20pm <b>Date of next meeting:</b> 15 May 2017, 5.00pm at St James school	

**Signed by Chair of the Committee**



**Date: 15 May 2017**