

Meeting Minutes
Trust Audit, Finance & Resources Committee
Wednesday 23 January 2019, 17.00
Cranbrook Education Campus

Attendees:

Alex Walmsley – Chair (AW)
 Rob Bosworth (RB)
 Richard Jacobs (RJ)
 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. Apologies were received from Beccy Mitchell.	
2.	Declarations of Interest AW is the Chair of another Trust.	
3.	Minutes of Previous meetings The minutes of the meeting held on 19 November 2018 were approved.	
4.	Matters Arising SP confirmed investment into a 32 day withdrawal deposit account which achieves 0.75% interest.	
Monitoring		
5.	LGB Minutes The summaries of the minutes from Exwick Heights, Isca Academy and St James School were considered. Isca Academy raised that mental health issues are impacting on attendance and fixed term exclusions. The Clerk to refer to the Trust Performance and Standards Committee, as wellbeing fall within its remit.	Clerk
6.	Management Accounts and KPIs SP presented the management accounts and trustees noted that the latest forecast outturn shows a positive position for the year. There had been an unexpected increase in utility charges of 40% at the Trust's PFI schools, however the rate does appear to be	

	<p>comparable with rates elsewhere. SP and JM will consider the non PFI contracts (CEC and Exwick and joiner school) to ensure the most advantageous pricing.</p> <p>The Trust is also considering energy efficient initiatives, particularly LED lighting with a trial commencing at St James. Solar PV may be introduced into Exwick Heights and potentially the Cranbrook Education Campus later.</p> <p>This item was further discussed and recorded in Part B of the minutes.</p>	
7.	<p>2018/19 NJC Payscales and Allowances</p> <p>SP explained that the NJC pay scales have been reviewed to meet the objective of the minimum wage from 2020. The initial proposal appeared to create very wide pay scales, particularly affecting Grade D and E. DCC's proposal has now been received which has overcome this issue by removing a number of spinal column points, whilst maintaining the integrity of the top of the grade and increasing the lower end of the scale to enable staff to progress. SP advised trustees that the outcome appears fair and recommended alignment with Devon's proposal.</p> <p>PB sought clarification on why the changes only seem to affect grades D and E. SP advised that other grades do not pose an issue and have the same incremental points. RJ questioned how the increase, due to the introduction of the living wage, would be funded and SP confirmed that this would be from Trust reserves.</p> <p>Trustees agreed to align with DCC's proposal.</p>	
8.	<p>Teaching School Alliance</p> <p>SP explained the Initial Teacher Training provision within the Ted Wragg Trust. This item was further discussed and recorded in Part B of the minutes.</p>	
9.	<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>AW asked whether anything significant had been raised in the recent internal audit. SP confirmed that nothing of concern had been raised but there had been a suggestion that the Trust schools could become more cashless. The report will be circulate prior to the next meeting.</p>	SP/ Clerk
Items for Approval		
10.	<p>BoardEffect Implementation</p> <p>ALH introduced the report and reminded trustees that the collaboration tool decision had been delegated by the Trust Board to this Committee. ALH confirmed that if trustees do not have access to the necessary hardware the Trust would provide it.</p> <p>All trustees agreed the implementation of BoardEffect.</p>	

11.	<p>Newtown Primary</p> <p>This item was discussed and recorded in Part B of the minutes.</p>	
12.	<p>Cranbrook Extension</p> <p>Trustees agreed to direct award the remainder of the project to Strides at a cost of £67k due to their background information and knowledge of the building and design.</p>	
13.	<p>Policy Updates</p> <p>Trustees approved a slightly amended Complaints policy following an audit at Isca Academy by the DfE. Trustees also noted that the Complaints policy would be further amended following the governance review. ALH to draft a procedure for unreasonably persistent complainants for the Trust noting the model procedure recently published by the DfE.</p> <p>ALH confirmed trustees are made aware of complaints received through the Performance and Standards Committee.</p>	ALH
Items for Information		
14.	<p>PFI Update</p> <p>JM confirmed that the new PFI Contract Manager, Rachel Carter is now in post and has had a positive start.</p>	
15.	<p>Growth</p> <p>Whipton Barton will academise on 1 March 2019. It was agreed that the Chair of the Trust will write an introduction letter to the Whipton Chairs of Governors, along with an invitation to the LGB Chairs group.</p> <p>The Cranbrook Extension will be complete by October half term.</p> <p>The St Luke's academisation documentation will be submitted to the February 2019 Headteachers' Board. MM highlighted the importance of the academisation completing by September 2019 to ensure that the school benefits from estimates funding.</p> <p>The new school is now progressing and the design of the building is being discussed. It is anticipated the school will open in temporary accommodation prior to completion of the build due to the need for secondary school places in Exeter.</p> <p>Growth Working Group will consider the expression of interest for the Steiner Academy Exeter prior to submission to the DfE. There is an extraordinary Board meeting in February to enable trustees to consider the Trust's position. The Trust is currently undertaking intensive school improvement and safeguarding work under a management partnership agreement.</p> <p>The sponsorship of the Marine and All Saints will be presented to the Headteachers' Board in February 2019. Trustees noted that All Saints had received some very positive press recently through an interview with the new Headteacher, ALH to circulate the article. The Trust is recruiting a new headteacher at Marine.</p>	Clerk

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Any Other Business & Next Meeting Date		
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	<p>Date of next meeting: Wednesday 13 March 2019, 5.00pm at Cranbrook Education Campus.</p> <p>The meeting closed at 7.00pm</p>	
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Signed by the Chair of the Committee:

Date: