

**Meeting Minutes**  
**Trust Audit, Finance & Resources Committee**  
**Wednesday 27 September 2017, 17.00**  
**Cranbrook Education Campus**

**Attendees:**

Alex Walmsley – Chair (AW)  
 Rob Bosworth (RB)  
 Ray Beale (RBe)  
 Richard Jacobs (RJ)  
 Rebecca Mitchell (RM)  
 Philip Bostock (PB)  
 Moira Marder (MM)  
 Josie Medforth – Chief Operating Officer (JM)  
 Sue Pym - Director of Finance (SP)  
 Alison Layton-Hill – Clerk to the Trust (ALH)

**Meeting Minutes**

Item Ref	Business	Action
1.	<b>Welcome</b> AW welcomed all present and extended a particularly welcome to Philip Bostock.	
2.	<b>Attendance</b> There were no apologies.	
3.	<b>Declarations of Interest</b> AW is the Chair of another Trust.	
4.	<b>Minutes of Previous meetings</b> The minutes of the meeting held on 28 June 2017 were approved.	
5.	<b>Matters Arising</b> a) The Trust is in the process of considering providers for an in-house payroll system. Trustees have previously approved procurement. The likely cost is circa £90k over five years but the Trust is expecting an overall saving over that period of time. Trustees approved to delegate the decision, in terms of awarding the contract, to the Chair of the Trust, Chair of the Audit, Finance & Resources Committee and the Chief Executive Officer.  b) JM confirmed that the current insurance claim is still with loss adjuster.	<b>RB/AW/ MM</b>
<b>Monitoring</b>		
6.	<b>PFI – Castle Gate Legal and Commercial</b>  David Johnson gave a presentation to Trustees followed by discussion documented in part B of the minutes.	

7.	<p><b>Minutes of LGB Meetings</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Cranbrook Education Campus LGB were noted.</li> <li>• The minutes of the Isca Academy LGB were noted.</li> <li>• The minutes of the St James school LGB were noted. <ul style="list-style-type: none"> <li>a) The Trust will review its policy in terms of parental time off paid/unpaid to care for sick children. Becky Hargreaves to make a recommendation to Trustees.</li> <li>b) Timings of meetings with be discussed with Governing Body Chairs and the Full Board.</li> </ul> </li> <li>• The minutes of the Exwick Heights Primary school LGB were noted. <ul style="list-style-type: none"> <li>a) The lack of a link trustee will be referred to the Full Board. It was noted that there is no link trustee for Cranbrook either.</li> </ul> </li> </ul> <p>All Trustees approved that LGB meeting summaries only will be tabled at the Audit, Finance &amp; Resources Committee. RB will raise at the Full Board.</p>	<p>BH RB</p> <p>RB</p> <p>RB</p>
8.	<p><b>Finance</b></p> <p>This item was discussed and documented in Part B of the minutes.</p>	
9.	<p><b>National Fairer Funding Formula</b></p> <p>SP explained the new Fairer Funding Formula. Secondary schools should see a benefit of 2.9%, Exwick 0.5% and Cranbrook 1%. SP believes this is a fair settlement when compared to other Devon schools. The Local Authority are able to take 0.5% of the budget share to allocate to higher needs and then decide the formula to use to distribute to schools. PB questioned what is taken into account when making these decisions. MM advised that levels of deprivation and high needs are considered and that the decision is made at DEF and SFIG at which the Trust is represented.</p>	
10.	<p><b>Recovery Plan</b></p> <p>This item was discussed and documented in Part B of the minutes.</p>	
11	<p><b>West Exe FIPS Submission</b></p> <p>This item was discussed and documented in Part B of the minutes.</p>	
<b>Items for Approval</b>		
12	<p><b>Governance Review Consultation</b></p> <p>JM explained the need for a Trust governance review in order to allow LGBs more time to focus on school improvement now that business management is undertaken by the central team. Trustees gave approval to continue with the review and consult with stakeholders.</p>	<p>JM/ ALH</p>

13	<p><b>Policies</b></p> <p>Trustees approved the following policies:</p> <ul style="list-style-type: none"> <li>• Complaints (RB asked that some terminology be reviewed when referring to stages/appeals)</li> <li>• Medication</li> <li>• Attendance</li> <li>• Fire Management</li> <li>• Supporting pupils with a medical condition</li> <li>• Records Management</li> </ul>	JM
<b>Items for Information</b>		
14.	<p><b>Trust Compliance Monitoring</b></p> <p>JM introduced the Compliant Monitoring report for the Committee to review so that trustees can be confident that Trust schools are being managed effectively. JM to add the outcome of complaints.</p>	JM
15.	<p><b>Exeter Creative</b></p> <p>JM referred Trustees to Richard Brine's report. It is hoped that the developer issues will be resolved by the end of the year. MM advised that the next phase of free schools will be announced imminently and may involve another primary school in Cranbrook.</p>	
16.	<p><b>Academies Financial Handbook</b></p> <p>SP referred Trustees to the updates that had been circulated.</p>	
17.	<p><b>Financial Governance</b></p> <p>SP referred Trustees to two check lists and asked for feedback at a future meeting to ensure they are receiving the information they need.</p>	All
<b>Risk</b>		
19.	<p><b>Risk Impact Review v9.</b></p> <p>JM referred Trustees to the risk register that had been circulated. It was agreed to allocate more time to the risk register at the next meeting as it is felt there continue to be too many risks and some need to be re-scaled.</p> <p>AW asked whether risks raised at school level would be raised with Trustees. JM advised that school risks were more operational. JM to consider if schools should report their high risks to the Trust and to ensure schools are aware of how to use the risk register effectively.</p>	ALH  JM

<b>Any Other Business &amp; Next Meeting Date</b>		
	None	

Meeting closed at 7.20pm

**Date of next meeting:** 29 November 2017 from 5.00pm at Cranbrook Education Campus

**Signed by the Chair of the Committee:**

A P Walmsley

**Date:** 29 November 2017