

**Meeting Minutes**  
**Trust Audit, Finance & Resources Committee**  
**Monday 15 May 2017, 17.00 – 18.30**  
**Cranbrook Education Campus**

**Attendees:**

Alex Walmsley – Chair (AW)  
 Rebecca Mitchell – Vice Chair (BM)  
 Rob Bosworth (RB)  
 Ray Beale (RBe)  
 Moira Marder (MM)  
 Josie Medforth – Chief Operating Officer (JM)  
 Sue Pym - Director of Finance (SP)  
 Alison Layton-Hill - Clerk & Trust Secretary (ALH)

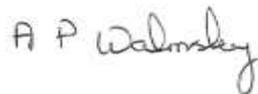
**Meeting Minutes**

Item Ref	Business	Action
1.	<b>Welcome</b> AW welcome all to the meeting	
2.	<b>Attendance</b> Apologies were received from Simon Gregory. Apologies were subsequently received from Richard Jacobs.	
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 22 March 2017 were approved.	
5.	<b>Matters Arising</b> None	
<b>Monitoring</b>		
6.	<b>Budget Monitoring</b>  Budget monitoring and cash flow were discussed and documented in Part B of the minutes.	
7.	<b>Minutes from LGB meetings</b> <ul style="list-style-type: none"> <li>• <b>Cranbrook</b></li> </ul> It was noted that CEC requested that the summer conference be held outside of term time in future years. It was agreed that this would not be possible but it would be planned for a week before the end of term.	

	<ul style="list-style-type: none"> <li>• <b>Isca</b> The success of out of school activities was acknowledged by trustees.</li> <li>• <b>St James</b> JM expressed some concern that the LGB was focussing on proof reading policies rather than considering the content of the policy and how it will be implemented. JM suggested that policies are approved at the Audit, Finance &amp; Resources Committee and LGBs are given an update report and a link to where the policy can be found. Trustees agreed with this process but did express the need for policies to be proof read to ensure accuracy. The issue of the LGB being unable to find meaningful training for EAL to be raised at the Trust Performance &amp; Standards Committee. It was also agreed that training on exclusions is required across the Trust.</li> <li>• <b>Exwick</b> ALH to contact the Clerk about the question of the Chair's address being published on the school's website.</li> </ul> <p>JM expressed concern about the variation of what the LGBs are discussing. JM and ALH to review the cycles of business in order to make it clearer to LGBs what they should be considering.</p>	<p>ALH</p> <p>ALH</p> <p>JM/ALH</p>
8.	<p><b>West Exe update</b></p> <p>MM confirmed that there is more work to do on the budget but the Trust is aiming to academise on 1 January 2018. JM to update the risk register in terms of when academisation will take place. RB questioned SP's capacity to consider West Exe. SP advised that the trust is the first priority but that she is confident there will be sufficient resource for West Exe.</p>	<p>JM</p>
9.	<p><b>Academy Conversions</b></p> <ul style="list-style-type: none"> <li>• <b>Exeter Creative School</b> JM explained that land negotiations are still underway, an outline design is planned for September with a view to being onsite in September 2018. RB has met with CG and advised that there is no need for a SLGB at this stage.</li> <li>• <b>Whipton Federation</b> JM is continuing with due diligence prior to consideration by the HTB.</li> </ul>	
<b>Items for Approval</b>		
10.	<p><b>Policies for review</b></p> <p>Trustees approved the reviewed policies: Conflict of Interest, LGPS Discretions and Due Diligence for new Schools.</p> <p>JM explained the review table and trustees approved the minor alterations to the policies. JM advised of her concern at how policies are being implemented in schools and that she would look at how she could support them better. It was the intention to undertake a Clerks review to consider their capacity. RB asked for consistency around referring to the Audit, Finance &amp; Resources Committee.</p>	

	<p><b>Policies for approval</b></p> <p>Trustees approved the Emergency Management Plan and the Emergency Planning Policy. RBe questioned if IT is embedded into the emergency management plan, which was confirmed. RB raised that the police are increasingly contacting teachers and staff out of hours about safeguarding issues and he will discuss the implications with JM.</p>	RB/JM
11.	<p><b>PFI Proposal</b></p> <p>This item was documented in Part B.</p>	
<b>Items for Information</b>		
12.	<p><b>Update on Finance Service</b></p> <p>None</p>	
13.	<p><b>Update on Centralised Service</b></p> <p>There has been a need to re-advertise the HR Manager post to attract more applicants.</p>	
<b>Risk</b>		
14.	<p><b>Risk Impact Review v7.</b></p> <p>JM to update the risk register to give some focus to the risk around Isca's budget. RB advised that he will share the risk register with the LGB Chairs.</p>	JM
<b>Any Other Business &amp; Next Meeting Date</b>		
15.	None	
	Meeting closed at 18.30	
	<b>Date of next meeting:</b> 28 June 2017 from 5.00pm at Cranbrook Education Campus	

**Signed by Chair of the Committee**



**Date: 28 June 2017**