

Meeting Minutes
Trust Audit, Finance & Resources Committee
Wednesday 30th November 2016, 16.30 – 18.30
Cranbrook Education Campus

Attendees:

Lewis Banfield – Chair (LB)
 Rebecca Mitchell – Vice Chair (BM)
 Rob Bosworth (RB)
 Ray Beale (RBe)
 Richard Jacobs (RJ)

Josie Medforth – COO (JM)
 Lizzy Anderson – CFO (LA)
 Alison Layton-Hill - Clerk & Trust Secretary (ALH)

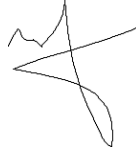
| Item Ref | Business | Action |
|-------------------|---|--|
| 1. | Welcome LB welcomed all present and introduced ALH as the new Clerk & Secretary to the Trust. | |
| 2. | Attendance Apologies were received and accepted from Lynda Jones and Simon Gregory | |
| 3. | Declarations of Interest None | |
| 4. | Minutes of Previous meetings The minutes of the meeting held on 28 September 2016 were agreed and signed by the Chair. | |
| 5. | Matters Arising The Scheme of Delegation will be presented to the Trustee Board Meeting on 12 th December 2016 The Cycle of Business to be update Governance documents will be presented to the Trustee Board Meeting on 12 th December 2016 for approval | JM ALH JM |
| Monitoring | | |
| | Year End Audit This item is documented in the Part 2 minutes. | |

| | | |
|---------------------------|--|--------|
| | <p>Exeter Creative School Project Management</p> <p>LB introduced Richard Brine, the Project Manager who gave an update. Certainty in terms of the land is required which will unlock the remainder of the project development grant. The DfE will not consider an opening date or invest until the heads of terms are signed which is for DCC, Bovis, Teignbridge and the DfE to agree. The package of materials required to discharge the initial approval conditions will be submitted to the DfE by 16th December.</p> | |
| | <p>Minutes from Local Governing Body Meetings</p> <p>Isca Academy have concerns about PFI expenditure. RBe will discuss the issues with JM for RBe to report back to Isca. It is hoped that with West Exe joining the Trust, there could be more influence in terms of PFI. JM confirmed that she is becoming more involved in PFI providing challenge to Sodexo and considering potential utilities savings.</p> | RBe/JM |
| | <p>Risk Register Review</p> <p>This item was deferred to the end of the meeting.</p> | |
| | <p>Budget Monitoring Reports</p> <p>This item is documented in the Part 2 minutes</p> | |
| | <p>Exwick Updates Academy Conversion Progress Report</p> <p>JM confirm that this is progressing well, there was minimal feedback from the consultation. The governors are keen to proceed and the planned joining date is 1st April 2017. There is an Acting Head in post currently, Moira will inform governors of the required HR process. JM to evaluated the impact of another school and the required resource including the capacity of the finance team.</p> | JM |
| Items for Approval | | |
| | <p>Delegation of appointment of Head and Deputy Head (CEC)</p> <p>The delegation of appointment of the Head of School (secondary) and Deputy Head of School (secondary) at Cranbrook Education Campus to the Local Governing Body and MM was approved.</p> | |
| | <p>Trust Medication Policy</p> <p>The Trust Medication policy was approved.</p> | |
| | <p>New Contract for a Trust Private Network</p> <p>JM presented the proposal to use South West Comms and explained there would be initial and ongoing savings. The proposal was approved.</p> | |
| | <p>Finance Policy for Review and Approval</p> <p>This item was deferred as the finance policy requires external review.</p> | |
| | <p>New Finance Software</p> <p>LA presented the paper on a proposed new finance software system. Concern was raised in changing to a new system mid-year. It was agreed to defer a decision on the new software until additional resource was in place.</p> | |

| | | |
|------------------------------|--|--------------------------------|
| | <p>Internal Audit Proposal There is a necessity to formalise the internal audit process. It was agreed to appoint Thompson Jenner.</p> | LA |
| Items for Information | | |
| | <p>Trust HR Policies These policies were agreed for circulation to schools.</p> | |
| | <p>Central Bank Account It was agreed that there needs to be one consolidated bank account.</p> | |
| | <p>Contract Proposal – SPARX JM raised awareness that initial discussion will be commencing with SPARX in terms of a formal contract moving forward. We have a research partnership with SPARX currently where Isca Academy and St James school receive maths expertise at no cost, however additional schools will need to be charged. It was agreed that any agreement will need Board of Trustees approval.</p> | |
| | <p>Financial Management and Governance As the Accounting Officer MM will attend these meetings from January. JM to check that MM is noted as the Accounting Officer in the Articles of Association.</p> <p>LB advised that the letter from Peter Lauener is of extreme importance. JM to add the letter to the SLT agenda.</p> <p>JM advised that actions from the letter from Lord Nash are being collated into a table by ALH to form an action plan.</p> | <p>JM</p> <p>JM</p> <p>ALH</p> |
| | <p>Update on the Finance Service This item has been covered earlier in the meeting.</p> | |
| | <p>Update on the ICT Centralised Service This item had been covered earlier in the meeting.</p> | |
| | <p>Update on PFI Contract Management This item had been covered earlier in the meeting.</p> | |
| | <p>Cranbrook, End of Defects and Land Transfer to TWMAT JM advised that the CEC is getting to the point of end of defects, however liability continues for 12 years for latent defects. It was confirmed that the issues around the bridge have been resolved. DCC and Mi-Space need to do the land transfer but DCC require an insurance policy in terms of risk.</p> <p>JM met with the Project Manager about the artwork, this will be completed.</p> <p>It was noted that the recent heavy rain had resulted in some major leaks and the stone drainage had shifted over the pathway.</p> | <p>JM</p> <p>JM</p> |
| | <p>Update on Procurement of Trust Central Contracts JM explained that several opportunities for savings are being explored; staff insurance, stationery, grounds maintenance.</p> | |

| Risk | |
|--|-----------|
| <p>Risk Impact Review The risk register was reviewed giving consideration to the content of the meeting. JM to update.</p> <p>RB to share with the Local Governing Body Chairs.</p> | JM |
| Any Other Business & Next Meeting Date | |
| Date of next meeting: Friday 27th January 2017 | |
| Meeting closed at 18.38 | |

Signed by Chair of the Trust:



Date: 7 February 2017