

**Meeting Minutes**  
**Trust Audit, Finance & Resources Committee**  
**Monday 22 January 2018, 16.30**  
**Cranbrook Education Campus**

**Attendees:**

Alex Walmsley – Chair (AW)  
 Rob Bosworth (RB)  
 Richard Jacobs (RJ)  
 Rebecca Mitchell (RM)  
 Philip Bostock (PB)  
 Moira Marder (MM)  
 Sue Pym - Director of Finance (SP)  
 Alison Layton-Hill – Clerk to the Trust (ALH)  
 Tom Evans – ICT Network Manager (TE) part

**Meeting Minutes**

Item Ref	Business	Action
1.	<b>Welcome</b> AW welcomed all present.	
2.	<b>Attendance</b> Apologies were received from Josie Medforth.	
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 29 November 2017 were approved.	
5.	<b>Matters Arising</b> The meeting with John Hart and Phil Norrey is to be arranged.	<b>RJ</b>
<b>Monitoring</b>		
6.	<p><b>Central ICT Presentation</b> Tom Evans, ICT Network Manager showed a short film he had prepared on ICT Risk.</p> <p>He advised that there are 34 risks but all have mitigation in that there are good back ups and disaster recovery plans.</p> <p>RJ questioned whether there is a shared network across all our schools which was confirmed.</p> <p>PB asked about security implications in terms of Bring Your Own Device. TE advised that BYOD does not come onto the Trust network but is kept in a segregated area.</p>	

	<p>AW asked about the purpose of the IT steering group is. TE confirmed that long term it will be a collaborative environment where best practice can be shared.</p> <p>RJ questioned whether software is purchased for the trust or for the individual schools. TE advised that software is purchased for the central ICT department which improves buying power and enables savings.</p> <p>AW asked if innovative solutions could be explored. TE advised that high workload currently within the team hinders looking at additional areas.</p> <p>Trustees were reassured that ICT risks are manageable and that there is a rigorous process.</p>	
7.	<p><b>Minutes of LGB Meetings.</b></p> <p>The minutes of the St James LGB were noted. There had been no other finance focus LGB meetings since the last Trustee meeting.</p>	
8.	<p><b>Executive Leadership Team Minutes</b></p> <p>Decisions made were focused on the risk register which was covered later in the agenda.</p>	
9.	<p><b>Management Accounting Position</b></p> <p>This item was discussed and documented in Part B of the minutes.</p>	
10.	<p><b>Internal Audit</b></p> <p>There had been a four day internal audit focussing on income, payroll and purchase ledger. Any points raised by the auditor were minor and trustees were reassured that no strategic issues were raised</p>	
11.	<p><b>CIF Bids</b></p> <p>SP explained that the Trust had submitted two CIF bids:</p> <ol style="list-style-type: none"> <li>1. Cranbrook – improved dining facilities</li> <li>2. Exwick Heights – playground extension</li> </ol> <p>RJ expressed some concern that the Trust may not receive value for money from the approved contractor that quoted. JM is working on the asset management plan which will assist with directing capital funding. RB agreed that the asset management strategy is key.</p>	
12.	<p><b>West Exe Conversion</b></p> <p>MM advised trustees that the West Exe academy conversion has been delayed a further month until 1 March 2018. Further discussion is documented in Part B of the minutes.</p>	

13.	<p><b>PFI Update</b></p> <p>MM referred to the update report from the consultant. Further discussion is documented in Part B of the minutes.</p>	
14.	<p><b>School Improvement Function Cost</b></p> <p>MM explained that she has been working with All Saints, Plymouth, which is a school in special measures. The Diocese of Exeter and the Regional Schools Commissioner is keen for the Trust to enter into a school improvement Partnership Management Agreement (PMA) with All Saints. Further discussion is noted in Part B of the minutes.</p>	
15.	<p><b>Risk Impact Review</b></p> <p>Trustees reviewed the risk register and agreed that risks are being actively managed, many are reducing and could be down-graded. RM suggested a new risk being added about change within the growth plan to cover partnership management agreements.</p> <p>AW referred to the Autonomy Continuum slide in terms of MAT culture and that the Trust aspired to be in an alignment position. It was agreed to discuss this further at the Trustee awayday.</p>	<p>JM</p> <p>ALH</p>
<b>Items for Approval</b>		
	None	
<b>Items for Information</b>		
16.	<p><b>Fraud Update</b></p> <p>This item was discussed and documented in Part B of the minutes</p>	
17.	<p><b>Whipton Barton school</b></p> <p>This item was discussed and documented in Part B of the minutes.</p>	
18.	<p><b>Payroll Implementation</b></p> <p>SP advised that the payroll implementation kick off meeting will take place just after half term with the project commencing in the Summer term.</p>	
19.	<p><b>Gender Pay Gap</b></p> <p>SP advised that there is a requirement to report the Trust gender pay gap. This is not the same as equal pay but identifies the average pay of males and the average pay of females. The Trust employs many women in less senior roles but this is not an issue with equal pay. RM suggested that the introduction of the Living Wage could affect the figures.</p>	

	RM requested that the pay gap per quartile be reported on. It was also agreed to amend paragraph 6 as this is not true of the Trust as many senior positions are held by women.	SP
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Any Other Business & Next Meeting Date		
	None	
	Meeting closed at: 7.00pm  <b>Date of next meeting:</b> Wednesday 14 March 2018 from 5.00pm at Cranbrook Education Campus	

**Minutes by:**

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

*A P Walsley*

**Date: 14 March 2018**