

**Meeting Minutes**  
**Trust Audit, Finance and Resources Committee**  
**Wednesday 13 November 2019, 5.00pm**  
**Cranbrook Education Campus**

**In attendance:**      **Alex Walmsley –Chair (AW)**                      **Rob Bosworth (RB)**  
                                  **Philip Bostock (PB)**    **Richard Jacobs (RJ) (for Item 5 Only)**  
                                  **Moira Marder (MM)**    **Josie Medforth –Director of Operations (JM)**  
                                  **Sue Pym – Chief Accountant (SP)**                      **Melody Floyd - Clerk to the Trust (MF)**

**For Item 5: Tim Borton, Bishops Fleming (Auditor)**

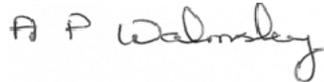
Item Ref	Business	Action
1.	<p><b>Welcome and Attendance</b>            The meeting opened at 17:00.</p> <p>AW welcomed everyone to the meeting. In particular Tim Borton (TB) from Bishops Fleming, who was in attendance for Item 5. Apologies were received from Rebecca Mitchell.</p>	
2.	<p><b>Declarations of Interest</b>            None were recorded.</p>	
3.	<p><b>Minutes of Previous meetings</b>            The minutes of the meeting held on 25.09.19 were approved as a full and accurate record. The actions from the previous meeting were reviewed and all had been completed.</p>	
4.	<p><b>Matters Arising</b>            None.</p>	
<b>For Monitoring</b>		
5.	<p><b>Financial Statements and Management Letter 2018/19</b>            TB was in attendance for this item to provide feedback on the Annual Report, Financial Statements and the Management Letter.</p> <p>The discussion is recorded in full in Part B of the Minutes.</p>	
6.	<p><b>LGB Finance &amp; Resources Minutes</b>            The Minute summary from Cranbrook Education Campus were received. There were no issues to report.</p>	
7.	<p><b>Trust Financial Update 2019/20 and School Resource Self-Assessment</b>            SP presented the headlines from the Management Accounts. It was noted that Appendix C is a key document as it is a dashboard summary of the current position, which will be maintained going forwards.</p>	

	<p>This is recorded in full in Part B of the minutes.</p>	
<p>8.</p>	<p><b>Capital Programme 2019/20</b></p> <p>JM updated on the Capital Programme for Year 1 and Year 2. JM noted that the additional funding for changing rooms at ISCA was now included on the Year 1 summary and that this has been approved by email.</p> <p>JM noted that an extra £6,492 was needed from contingency for the PV Array project at Exwick Heights.</p> <p>JM also noted that the additional £1.4k approved for Exwick Heights was being reviewed as the project may no longer be needed.</p> <p>The work at West Exe for items 12 and 13 was due to be completed in October half-term 2019.</p> <p>The St James perimeter gate project had been cancelled as the new head teacher felt that it was no longer required.</p> <p>Year 2 – CEC classroom extension is progressing well. JM is also looking at remodelling the mothballed wing and is working with Simon Niles (DCC) about the possibility of using part of the wing for the Children’s Centre, one floor of the mothballed wing would be cash flowed if this went ahead. Steve Farmer &amp; Tim Rutherford have developed a masterplan for CEC when it is full which is being phased through.</p> <p>MM noted the need for caution in relation to the longer-term plans and that putting the curriculum needs of the school children should be at the forefront. JM confirmed that she would work on the plans with MM and that all decisions would need to go through the Audit, Finance and Resources (AFR) committee. JM confirmed that there would need to be an agreement in place for future use by the children’s centre. PB queried what the children’s centre would entail. JM confirmed that this would be an office base for the Children’s Centre staff. <b>Action: CEC mothballed wing to be taken to AFR meeting in January 2020 for approval.</b></p> <p>It was also noted that there may be a need to take extra children within the Trust. An agreement would be needed with DCC if this were to happen with a clear strategy in place.</p> <p>Whipton Juniors – there have been some customer engagement meetings about the refurbishment programme. JM confirmed that she has been advised that this is the best outcome, and that there is no value in trying to be strategic but to wait until after the general election for a final decision. JM noted that Meeting 6 is approaching where oversight of the project and sign off will be completed. This ideally needs to go to the next Growth Working Group and then AFR on 22.01.20 but it was recognised that, due to the timescale, it may need to go straight to AFR. Caroline Neal is keeping an oversight of the meetings. JM and Victoria are feeding back the plans to Caroline outside of the meetings.</p> <p>MSCF is based on a number of different factors including the condition of buildings. Confirmation of this will be received in April/May 2020 but SP can calculate this if needed.</p>	<p>JM</p>

	RB acknowledged the positive feedback he had received from Plymouth Schools on his recent visits about JM's input and support.	
9.	<p><b>Strategic Risk Register/ Risk Impact Review</b></p> <p>The updated Risk Register was reviewed. No questions were raised.</p>	
<b>For Approval</b>		
10.	<p><b>PFI De-Scoping Project</b></p> <p>The notes of the PFI working group were circulated. A full record of the discussion is in Part B of the minutes.</p>	
11.	<p><b>Bank Signatories</b></p> <p>SP noted that it was becoming increasingly difficult to get sign off with only four authorised signatories for the bank account.</p> <p>It was proposed that Rob Jackson (Payroll Manager) be added for the time being with the intention to add MF in time once her probationary period had been completed. <b>This was agreed.</b></p>	
12.	<p><b>ICT Replacement Programme</b></p> <p>The grant for hardware for Sparx had been applied for. The intention is to use unspent capital to buy this equipment. SP requested permission to spend £35k of unspent capital to be used for equipment for West Exe. It was noted that Tim R would prefer Ipads. PB queried if West Exe could contribute towards repaying the extra costs associated with this. <b>It was agreed to support this, with the expectation that West Exe pays back the extra costs associated with the additional expense for providing ipads.</b></p>	
13.	<p><b>Teachers Pay Award 2019</b></p> <p>Agreement was sought to implement the 2.75% pay award to teachers. SP has worked on these figures based on the government paying back the extra 0.75%. The intent of the government is that it is a funded pay award. SP noted the need to also bear in mind that there is the intention to increase entry level salaries for teachers.</p> <p>SP had drawn up a series of projections taking into account different scenarios. It was felt that there was little benefit in inflating just the top and bottom points of the scale. The level of detail was well received. <b>It was agreed to implement Option 1 – applying the 2.75% to all scale points.</b> This will be paid in November payroll.</p>	
<b>For Information</b>		
14.	<p><b>Growth/ Management Agreements</b></p> <p><u>Creative School</u> – JM reported that this is possibly going out to a new contractor as the current contractor is pushing back on the design. JM is working closely with the DfE on this and confirmed that the project can still be completed on time.</p>	

15.	<p><b>Lord Agnew Letter to Chief Financial Officers</b></p> <p>The letter from Lord Agnew was circulated for information.</p> <p>SP confirmed that Plymouth has requested mentoring support for finance.</p> <p>AW noted that Trustees would be more involved in Ofsted inspections under the new framework. MM confirmed that the next major Ofsted within the Trust is not due until September 2020.</p>	
16.	<p><b>Related Party Transactions</b></p> <p>This had been discussed in detail as part of Item 5.</p> <p><b>Action: SP to forward the last communication with Exeter University to RB for information.</b> SP noted that a lot of the communication had been verbal.</p>	SP
<b>Any Other Business and Next Meeting Date</b>		
	<p><b>Any Other Business</b> - None raised</p> <p><b>Date of next meeting:</b> Wednesday 22 January 2020, 5.00pm, Cranbrook Education Campus</p> <p>The meeting closed at 19:00.</p>	

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



**Date: 22 January 2020**