

**Meeting Minutes**  
**Trust Audit, Finance and Resources Committee**  
**Wednesday 22 January 2020, 5.00pm**  
**Conference Room, Cranbrook Education Campus**

**Meeting Summary Sheet**

Item Ref	Meeting Summary Information
	<b>List of Actions from the Meeting</b>
7.	The Internal Audit Report to be added to the Agenda for the next AFR Meeting for follow up with SP – MF
9.	Funding Inadequacy (Point 5) on the Strategic Risk Register to be updated following the revised budget predictions – ALH/MM
9.	The Risk for School Place Planning (Point 13) on the Strategic Risk Register to be reduced – MM/ALH
10.	JM to provide further detail on the operational costs of the Children’s Centre Usage of the Mothballed Wing at CEC
11.	SMRT Action Plans to be carried forward to the next AFR Committee Meeting.
12.	Competitive Tendering and Supporting Pupils at School with Medical Conditions policies to be updated and circulated – MF
13.	A full Business Case with Risk Register and Costs for the PFI project to be provided to the Board – SP/JM
	<b>List of Decisions Taken Under the Scheme of Delegation</b>
8.	The Capital Spend Programme was noted and permission given for SP to request that schools contribute to projects, where they are in a position to do so.

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**In attendance:**      **Alex Walmsley –Chair (AW)**                      **Rob Bosworth (RB)**  
                                  **Philip Bostock (PB)**    **Richard Jacobs (RJ)**  
                                  **Moira Marder (MM)**    **Rebecca Mitchell (RM)**  
                                  **Melody Floyd - Clerk to the Trust (MF)**

**Meeting Minutes**

Item Ref	Business	Action
1.	<p><b>Welcome and Attendance</b></p> <p>The meeting opened at 17:00.</p> <p>AW welcomed everyone to the meeting. Apologies were received from Sue Pym (SP) and Josie Medforth (JM).</p>	
2.	<p><b>Declarations of Interest</b></p> <p>None were recorded.</p>	
3.	<p><b>Minutes of Previous meetings</b></p> <p>The minutes of the meeting held on 13.11.19 were approved as a full and accurate record. The actions from the previous meeting were reviewed and all marked as complete.</p>	
4.	<p><b>Matters Arising</b></p> <p><u>Related Party Transactions</u> – still awaiting a response from the University. RB will follow this up again. The lack of response is a strategic issue. RB is trying to raise the profile of the Trust with the University so it was agreed that, if there is no response forthcoming, the Trust would not use the University for events in the short-term.</p> <p>It was felt that a case could be made about how inhibitive the rules are for schools. RB intends to raise this at the RSC Chairs meeting and has requested that financial bureaucracy is on the Agenda.</p>	
<b>For Monitoring</b>		
5.	<p><b>Executive Structure</b></p> <p>MM updated on the Executive Structure. The new Director of Finance is starting on 13 February 2020 and will have leadership responsibility for the whole business function of the Trust, as well as line managing the Plymouth Finance Manager. She will also oversee PFI and will have oversight of the Plymouth schools.</p> <p>JM has a six-month consultancy contract and will also be line managed by the Director of Finance.</p>	

6.	<p><b>LGB Finance &amp; Resources Minutes</b></p> <p>The meeting summaries from St James (04.11.19); Isca (06.11.19 &amp; 13.11.19); Exwick Heights (14.11.19) and West Exe (12.11.19) were reviewed. There were no major issues reported and no significant actions were identified.</p> <p>Isca had identified a need for an increased social space for students if there was an increase in student numbers. This would cost a significant amount of money so would need to be agreed with DCC as a condition of taking the extra students.</p> <p>MM reassured Trustees that SP’s SMRT benchmarking was robust and that all LGBs were formulating action plans.</p>	
7.	<p><b>Trust Financial Update 2019/20 and Draft Budget</b></p> <p>AW gave an overview of the Financial Update in SP’s absence.</p> <p>A full record of the discussion is recorded in Part B of the Minutes.</p> <p><b>Internal Audit Report</b></p> <p>The Internal Audit Report was received later than the other papers so it was appreciated that Trustees would not have had time to fully review this ahead of the meeting.</p> <p>There was one red point relating to Whipton’s payroll, however this was not a significant trust wide issue.</p> <p><b>Action – The Internal Audit Report to be added to the Agenda for the next AFR Meeting for follow up with SP.</b></p>	MF
8.	<p><b>Capital Programme 2019/20</b></p> <p>AW updated that the schools’ have a Capital Allocation of approximately £395k which is managed internally and is expected to be spent within two years. There is a rolling plan, showing the proposed level of expenditure over the next two years. There is still £200k unspent from the previous year. <b>The Capital Spend Programme was noted.</b></p> <p>SP had requested reassurance to ask schools to contribute to projects where they have sufficient reserves. In particular St James, who have already had a significant amount spent on them, and are in a position to contribute towards the CCTV. SP was keen not to weight Trust funding unduly towards particular schools. <b>This was agreed by the Group.</b></p> <p>RB asked for clarification on the relatively high cost of the St James CCTV compared to the similar project at CEC. This was unclear but the Group were confident that SP had fully looked at the details.</p> <p>SP and JM’s positive work on the Capital Programme was noted. Trustees were confident that the Capital was being spent to improve the quality of the schools.</p>	

9.	<p><b>Strategic Risk Register/ Risk Impact Review</b></p> <p>The updated Risk Register was reviewed and Trustees noted that Point 5 (Funding Inadequacy) would need updating in line with the revised budget figures. <b>Action: Point 5 to be updated following revised budget predictions – ALH/MM</b></p> <p>School Place Planning (Item 13) – RB noted that this feels less risky than is reflected in the register. <b>Action - The Risk for School Place Planning to be reduced – MM/ALH</b></p> <p>RJ queried if the reduction in primary school student numbers would eventually reach secondary schools. MM noted that this was not felt to be the case, as the number of primary schools have expanded but not secondary schools.</p>	ALH  ALH
10.	<p><b>Cranbrook Education Campus Plan for Mothballed Wing – Direction of Travel</b></p> <p>PB updated on the plans for the Mothballed Wing at Cranbrook Education Campus (CEC) which had been discussed in detail at the Growth Working Group meeting on 15.01.20.</p> <p>A full record of the discussion is recorded in Part B of the Minutes.</p>	
<b>For Approval</b>		
11.	<p><b>LGB SMRT Action Plans</b></p> <p>Only four schools have submitted their SMRT Action Plans to date and these are not yet in an appropriate format to share. <b>Action: Carry Forward SMRT Action Plans to the next AFR Committee Meeting.</b></p>	MF
12.	<p><b>Policies</b></p> <p>The Trustees agreed the updates to the policies.</p> <p><u>Supporting Pupils at Schools with Medical Conditions</u> No changes.</p> <p><u>Competitive Tendering Policy</u> The changes in-line with the updated finance policy were agreed.</p> <p><b>Action: Policies to be updated and circulated.</b></p>	MF
13.	<p><b>PFI Business Case</b></p> <p>AW updated that SP had been developing a PFI Business Case which would be discussed in detail at the next meeting of the PFI Working Group on 05.02.20.</p> <p>A full record of the discussion is recorded in Part B of the Minutes.</p>	

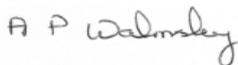
**For Information**

14.	<p><b>Growth/ Management Agreements</b></p> <p>The minutes of the Growth Working Group held on 15.01.20 were circulated.</p> <p><u>St Luke's</u></p> <p>The new Headteacher has been appointed. Academisation is still due for completion on 1 February 2020.</p> <p><u>Creative School</u></p> <p>The Creative School is still going ahead and is due to open September 2022. Some concerns had been raised regarding the need for the School in 2022, due to the expected pupil numbers not materialising and whether the school would need to be mothballed. The school is being built before the houses in the area. It was felt that the Trust had learnt lessons from CEC that could be applied to the Creative School.</p> <p><u>Plymouth</u></p> <p>This will be discussed in full at the Extraordinary Board Meeting on 12 February 2020. Full information and analysis have been requested for this. The positives of a good relationship with the RSC for further expansion were noted.</p> <p>RB felt that the only way the Trust can grow within Greater Exeter is by taking on Plymouth, however consensus is needed from the Board. The Business Case would be sent to RM for review, from an analytical point of view, ahead of circulation to the Trustees.</p>	
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**Any Other Business and Next Meeting Date**

	<p><b>Any Other Business</b> - None raised</p> <p><b>Date of next meeting:</b> Wednesday 18 March 2020, 5.00pm, Cranbrook Education Campus</p> <p>The meeting closed at 7.20pm</p>	
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**Signed by the Chair of the Committee:**



**Date: 22.04.20**