

Meeting Minutes
Trust Audit, Finance and Resources Committee
Wednesday 22 April 2020, 5.00pm
Virtual Meeting via GoogleMeet

Meeting Summary Sheet

Item Ref	Meeting Summary Information
	List of Actions from the Meeting
10.	RB to send a communication to Whipton Barton Headteacher and LGB to express the Board of Trustees' gratitude for the hard work in achieving the improvement in the Whipton Barton position.
11.	MF to add PFI subsidiary set-up to the Agenda for the next Members Meeting. CD and AW to also be invited to attend.
13.	MF to circulate the Debtors Control in Respect of Nursery Lettings Policy and update the policy schedule.
14.	MF to add Plymouth Governance to the agenda for the next Growth Working Group. MF & PB to liaise regarding setting a date for the next Growth Working Group meeting.
	List of Decisions Taken Under the Scheme of Delegation
13.	The Debtors Control in Respect of Nursery Lettings Policy was agreed.

Meeting Minutes
Trust Audit, Finance and Resources Committee
Wednesday 22 April 2020, *Virtual Meeting*

In attendance:

Alex Walmsley –Chair (AW)	Rob Bosworth (RB)
Philip Bostock (PB)	Charlotte Davies (CD)
Richard Jacobs (RJ)	Moira Marder (MM)
Rebecca Mitchell (RM)	Sue Pym (SP)
Melody Floyde - Clerk to the Trust (MF)	

Meeting Minutes

Item Ref	Business	Action
1.	<p>Welcome and Attendance</p> <p>The meeting opened at 17:00.</p> <p>AW welcomed everyone to the virtual meeting. No apologies were received.</p>	
2.	<p>Declarations of Interest</p> <p>None were recorded.</p>	
3.	<p>Minutes of Previous meetings</p> <p>The minutes of the meeting held on 22.01.20 were approved as a full and accurate record. The actions from the previous meeting were reviewed and marked as complete.</p>	
4.	<p>Matters Arising</p> <p><u>Operational Costs of Children’s Centre Usage of Mothballed Wing (CEC)</u></p> <p>A report was circulated and CD outlined the proposed arrangements for the Children’s Centre use of mothballed wing at CEC. There is still the potential to license out the use of the space to the Children’s Centre despite the current Covid-19 situation. This was noted by the Committee.</p>	
For Monitoring		
5.	<p>Internal Audit Report</p> <p>The Internal Audit Report was reviewed. SP confirmed that the one red point relating to Whipton Payroll had been considered and she does not consider that there are any further problems going forwards. RB noted his concern that the red point related to a wrong signatory authorising claims and that this could potentially be seen as fraudulent. SP confirmed that she knows the school and the person in question well, this was a mistake during the payroll process and has been remedied.</p> <p>The current plan is to hold an audit during the Summer Term. SP confirmed that she had been in discussions with the auditor to see what is appropriate.</p>	

	<p>RB queried what the employee self-service related to. SP confirmed that this is an electronic submission system for expense claims, but that the roll out of this had been delayed due to Covid-19.</p>	
6.	<p>LGB Finance & Resources Minutes</p> <p>The Minutes of the LGB Finance & Resources Minutes that had been received were noted. No issues were highlighted.</p>	
7.	<p>Covid-19 Financial Impact</p> <p>The Interim Finance Policy & Procedure is in place and has been circulated to Trustees. The document is being updated regularly. SP noted that appendices are included within the document with key information that can be shared with others.</p> <p>A template has also been put in place to monitor the ongoing costs of Covid-19 incurred by TWMAT. Currently £80k has been isolated, of which £41k is due to free-school meals. There is a Government funding programme in place so this can be recovered. Funding for each school will be claimed on an individual basis. SP queried what the Trust’s position would be on providing free meals over Whitsun if the Government did not provide funding for that period. This is to be confirmed.</p> <p>SP noted that as public funding is being maintained, the Trust has an obligation to protect key suppliers from risk so that they are able to resume services as and when necessary. Sodexo are losing the opportunity to sell food to our staff and children, however there is an expectation that the Trust would still have to pay the usual amount. SP is consulting with each supplier individually. Due to the nature of the PFI contract, payment of these suppliers is being negotiated by DCC.</p> <p>RJ queried if PPE would be required for teachers and if this would require funding. MM confirmed that this was a possibility, however it was not anticipated that this would incur a large cost.</p> <p>SP updated that there had been several school trips affected by the Covid-19 outbreak.</p> <p>Full details of the discussion are recorded in Part B of the Minutes.</p>	
8.	<p>Capital Programme Monitoring</p> <p>The current position was noted and ratified.</p> <p>SP was confident that the money received from the school condition funding would still be spent within the two year deadline.</p>	
9.	<p>IT Equipment for Disadvantaged Students</p> <p>The Trust had identified students who were worst affected and had to date issued approximately 100 devices.</p>	

	<p>The Government has announced a scheme aimed at Year 10 pupils to ensure that they have access to equipment to allow them to prepare for exams next year. A business case is due to be submitted for this.</p> <p>RB queried the legalities around the Trust’s Crowd Funding for IT equipment for students and if this was still going ahead. CD confirmed that clarity and clear guidance was awaited from the Government and that the Crowd Funding would be adjusted appropriately.</p>	
10.	<p>Management Accounts – March 2020</p> <p>The accounts were reviewed and no questions were raised.</p> <p>SP updated that without the PFI legal costs it would be possible for the Trust to break even this year. The forecast is that in the long-term the Trust is sustainable and has a strong position going forwards.</p> <p>The Covid-19 has posed financial risks, but SP reiterated that this is an operational short to medium term issue that is being dealt with.</p> <p>CEC, Exwick and Whipton had been identified as problem schools. Whipton and Exwick have been working with SP on this. Whipton have resolved their position going forwards. This is very positive news and RB felt that a communication should be sent from the Board of Trustees expressing gratitude.</p> <p>Action: RB to send a communication to Gary Read and Whipton Barton LGB to express the Board of Trustees gratitude for the hard work in achieving the improvement in the Whipton Barton position.</p> <p>AW confirmed that the financial plan was currently only for the Exeter Schools. SP noted that Plymouth schools would follow the same structure and would be incorporated into the accounts going forwards.</p>	RB
11.	<p>PFI De-Scoping Project</p> <p><u>Subsidiary Set-Up</u></p> <p>A subsidiary company needs to be set up to manage the PFI delegation. Legal advice has been received, there are two options of the type of company that can be set up (company limited by shares or limited by guarantee). CD and AW’s preference was for a company limited by shares, however it would work either way. The feeling was that this should be run past the Members for their agreement.</p> <p>RB queried the timeline for communicating to the members. CD confirmed that the subsidiary would ideally be in place by July 2020 so that it would be active over August 2020 for recruitment activity. Action: MF to add PFI subsidiary set-up to the Agenda for the next Members Meeting. CD and AW to also be invited to attend.</p> <p>AW confirmed that tax would be dealt with by the subsidiary and that professional advice had been taken.</p> <p><u>Project Update</u></p>	MF

	<p>Josie Medforth is working on progressing the project in a practical way and is keeping everyone fully updated with progress.</p> <p>RJ still has concerns regarding the legal fees and felt that a meeting with MSEL could potentially lead to a reduction.</p>	
12.	<p>LGB SMRT Action Plans</p> <p>The position was noted. SP is confident that everything has been well managed and has moved forwards.</p>	
For Approval		
13.	<p>Debtors Control in Respect of Nursery Lettings Policy</p> <p>The policy was noted and agreed. Action: MF to circulate the policy and update the policy schedule.</p>	MF
For Information		
14.	<p>Plymouth Update</p> <p>Marine Academy joined TWMAT on 1 April 2020. AW noted that Plymouth now comes into TWMAT's financial management and will form part of the accounts and be formally included in the Financial Reports going forwards.</p> <p>CD confirmed that the rebrokerage had been completed. Both schools are in a sustainable position with a combined reserve of £685k. The forecast position is for a slight improvement towards year end with a predicted £720k combined surplus. This is very positive.</p> <p>There were no significant update on All Saints, CD is still having regular discussions around sports hall provision. Another meeting is scheduled with the ESFA for w/c 27 April 2020. The transfer in of All Saints is dependent on the sports hall funding.</p> <p>AW noted that SP's medium-term forecast did not include Marine, so the turnover will increase substantially when this is brought in.</p> <p>RJ queried the low numbers at the schools in Plymouth and if there was spare capacity. MM confirmed that there is capacity within schools in Plymouth generally as demographically it is volatile. There is the potential to take more pupils, particularly in All Saints. Marine numbers are where they are expected to be at this point. MM confirmed that both schools have a good intake for next year's Year 7s which is very positive and reflects the improvements made by the Trust.</p> <p>PB asked for an update on the Governance arrangements and development of the Plymouth Hub. RB noted that there was no further news at this stage and that this would be discussed at the next Growth Working Group. Action: MF to add Plymouth Governance to the agenda for the next Growth Working Group.</p> <p>Action: MF & PB to liaise regarding setting a date for the next Growth Working Group meeting.</p>	<p>MF</p> <p>MF</p>

Any Other Business and Next Meeting Date

AW thanked SP and CD for keeping him fully informed throughout the fast moving developments. The ethos of the Trust had been completely followed. Also thanks to MF for setting up the GoogleMeet which had worked successfully.

PB had no concerns about the items discussed. He reiterated that he feels reassured by the actions taken by the Executive throughout the current Covid-19 situation and this was to the credit of the Trust. RJ echoed this and agreed that the work shows the strength of the Trust. RM also acknowledged the fantastic work by the whole Team across the Board. It was particularly impressive that sight of the long-term strategy had been maintained throughout the current situation.

MM has taken on responsibility as lead for the Exeter Learning Community, the focus is mainly on the secondary schools. The network has been supporting St Peters whilst the Headteacher has been unwell. West Exe ran the Easter holiday provision for all schools in Exeter including St Peters.

MM also extended her thanks to the ELT for their hard work. The relationships between staff within the Trust and the networks have become stronger with regular meetings and support.

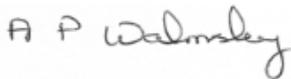
RJ queried the current Steiner position, MM confirmed that there was a new Headteacher in post. The sudden closure of Bramdean School had also led to extra pupils being picked up by the Trust.

Any Other Business - None raised

Date of next meeting: Wednesday 4 June 2020, 5.00pm, Cranbrook Education Campus

The meeting closed at 18:20

Signed by the Chair of the Committee:



Date: 04.06.20