



TRUST BOARD RESOURCES COMMITTEE

Minutes of a Meeting of the Resources Committee of the Trust Board of South East Cornwall Multi Academy Regional Trust held at Liskeard School & Community College on Thursday 4th April 2019 at 5.30 pm

Present: **Mr B Cook**
 Mr K George
 Mr J Kitson
 Mr R Newton Chance

Absent:

In Attendance: Mr D Buckley, CEO
Mrs J Lumbar, CFO
Mrs K Williams, Clerk to Trust Board

25. **Welcome**
The Chair welcomed everyone to the meeting.
26. **Evacuation Procedure**
The evacuation procedure was explained.
27. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**
None.
28. **Apologies for Absence**
All Trustees were present.
29. **Capital Funding**
A document had been circulated in advance of the meeting. From this:
- a) Mrs Lumbar advised that the summary paper has been circulated to the Trustees.
 - b) Condition surveys for all six schools have been completed and the reports have been combined into one report. By doing so, it is possible to apply a common principle across the Trust. Mr Taylor and Mrs Lumbar have reviewed this report with Mr Green. **A Trustee asked when the surveys have been completed** and the response was that Looe had a survey completed in 2014 and this is due for renewal in summer, Landulph and Trewidland have been completed in 2019 and the other schools were completed in 2017 so surveys across the Trust are of variable age.
 - c) The Landulph fire alarm issues have been added to the report. Kendall Kingscott have erred on the side of caution when giving estimated costs and the condition of the buildings. It was noted that this is a working document and once work has been completed, this can be logged on the report. A pool of money has been identified including the other funding streams available.
 - d) The funding of £478,993 which was provided in 17/18 will be added to this year's allocation of £478,993. It was noted that it is possible to gain some savings by grouping works together in the schedule.
 - e) A Trustee noted that the estimates were cautious and Mrs Lumbar advised that these were

provided by the same company so are common across all the school.

- f) Mrs Lumbard advised that the HPCF (Healthy Pupil Capital Fund) is a one off payment and needs to be spent this academic year.
- g) Liskeard 2019 backlog PFI works – The backlog PFI works have been agreed already and include window walling works. There is some work to be completed on the roof. **A Trustee asked for clarification on this funding stream** and Mrs Lumbard clarified that this is funding from Cornwall Council. PFI is an agreement to maintain the school building for a set amount of years. It was noted that the term has finished but there is a backlog of works. **A Trustee asked if the original contractor has failed to provide the necessary maintenance and if this responsibility been taken on by Cornwall Council.** Mr Buckley clarified the situation. It was noted that the Business Manager at Dobwalls has not managed to gain a timetable of works from Cornwall Council but Mr Taylor is moving this forward.
- h) **A Trustee asked what would the implication be, if the backlog PFI works are not funded by Cornwall Council, would the Trust have to find the money for future years.** It was advised that further condition surveys would be required and the offsetting funding and prioritising issues was discussed.
- i) There are examples of required works in the report, which will not necessarily need full replacement as they are regularly maintained.
- j) This year a significant amount of work needs to be initiated. **A Trustee asked if it is a realistic expectation for all these works to be started in 2019.** Mrs Lumbard advised that these works need to be conducted over the next 12 months. A Trustee noted that some works will fall into 2020. Mrs Lumbard advised that the allocation of funds will be assigned under the column of 2019 but the work may not be undertaken in that year. A Trustee noted that accruals and prepayments would come into play and capital can be carried forward if not spent.
- k) A programme of works across the Trust is required. Mrs Lumbard noted that it is more difficult for the primary schools as they do not have their own maintenance teams and are reliant on teams from the secondary schools or contractors to undertake the works.
- l) A Trustee asked if there is adequate funding available for the planned works for the information supplied. Mrs Lumbard advised that there is. In response to an accounting questions from a Trustee, Mrs Lumbard advised that there will be no depreciation if completed at the end of August 2019.
- m) A Trustee noted that Saltash have a total requirement of £729,000 when the report is filtered into category D which are the highest priority and Mr Buckley confirmed that filtering the report into category D will show the schools urgent priorities and will give a total amount required. A Trustee noted that this report is a good way of managing the works.
- n) **A Trustee asked if categories have been audited to ensure that they are correct** and Mrs Lumbard and the Business Managers have reviewed this. Mr Buckley advised that the Headteachers will not be able to bid for funding this year as the funds will be committed to priority one and two's that have been identified in the report.
- o) **A Trustee asked if the judgement made about the priorities had been considered by the schools themselves.** Mr Buckley advised that Landulph and Saltash are brand new surveys, in Looe and Liskeard the Business Managers are well aware of the most urgent issues, Dobwalls and Trewidland are also aware of their most pressing issues. The schools have only been able to change the priority for older D1's. Mr Taylor is requesting a quote for a survey update service for Liskeard, Dobwalls and Trewidland. Looe will require a new condition survey in the summer.

- p) **A Trustee asked if these items are forecast in the cash flow** and Mrs Lumbard advised that this can be adjusted moving into the future. **A Trustee asked if the schools had been able to bid, is it likely that the CBU would have received a large number of bids?** Mr Buckley advised that he would have expected that Saltash would have bid for funding as there is a backlog of works. A Trustee noted that despite previous funding, Saltash still requires a lot of funding to repair the building. It was noted that this programme focusses more on repairs and renewals rather than new projects.
- q) All Trustees unanimously agreed that this is the correct process to use and they fully accepted the format and proposed expenditure as outlined.

30. Auditor Tender

A document was circulated in advance of the meeting. From this:

- a) Mrs Lumbard advised she had circulated a document to the Members and Trustees and requested feedback. There has been no other feedback apart from that given by Mr Martin.
- b) **A Trustee asked if this document was just an update from a previous version** and Mrs Lumbard advised that this had been drafted from other template documents. **A Trustee suggested that perhaps more than three firms should be approached** and it was suggested that an advert should be placed requesting tenders. It was discussed that only companies with appropriate education expertise are needed. Mr Buckley advised that guidance suggests that only three companies need to be approached, however it was decided that the invitation to tender should be broader than just three companies but that the shortlist should include a minimum of three companies.
- c) **A Trustee asked what would be the process for contacting auditors in the first instance.** Mrs Lumbard advised that she would be able to email companies. It was noted that there are probably only about 10 registered auditors in the county. A Trustee asked if there is a ESFA list and Mrs Lumbard would look into this. Mrs Lumbard will contact Auditors in Cornwall, Devon and Plymouth.

Action: J Lumbard

- d) A Trustee asked if indemnity insurance needs to be added to the document. Mrs Lumbard will check.

Action: J Lumbard

- e) Mrs Lumbard asked Trustees if they require a further meeting to discuss the catering and cleaning contracts. The catering contract has bidder presentations on 8th May 2019 at Looe Community Academy. After these presentations, there will need to be a meeting to agree the contracts. **A Trustee asked what service will Litmus supply after the presentations** and Mrs Lumbard advised that the individual MATS will be able to choose which contractor they wish to use and Litmus manages the process through to the signing of contracts. **A Trustee asked for the time of presentation** and Mrs Lumbard will confirm to Trustees.

Action: J Lumbard

- f) Mr Taylor will be asked to attend the next Resources meeting. It was agreed that an extra meeting would be scheduled for Thursday 16th May 2019 at 5.00 pm before the LGC meeting at Trewidland. Mrs Lumbard will provide all the information in advance of the meeting. Mr George asked if there was a conflict of interest regarding the catering contracts as his wife is an employee of Caterlink and it was not thought to be the case.
- g) **A Trustee asked who will make the recommendations on which contractor** and it was confirmed that it will be the MSLT (MAT Senior Leadership Team) and through the CEO.
- h) The cleaning tender presentations will be week commencing 1st July. Mrs Lumbard will confirm

details when dates have been arranged.

Action: J Lumbard

- i) A Trustee asked if Trustees were content with the process which has been clarified by Mrs Lumbard and Mr Buckley following the queries raised in the last meeting. The Trustees unanimously agreed that the process is correct and clear.

31. **Date of next meetings:** Additional meeting on Thursday 16th May 2019 at 5.00 pm and full Resources/Audit meeting on Tuesday 4th June at 6.30 pm

At the Trust Board meeting on 5th March 2019, it had been agreed that the meeting should be changed from 22nd July, which was at the very end of the term, to 1st July to allow Mrs Lumbard adequate time for the work she needs to complete for the EFSA before the end of the school year.

Mr Buckley advised that on further consideration the meeting should be moved back to the 22nd July. The reason for this is the process around the ratification of school budgets. Mrs Lumbard noted that draft budgets will be discussed at LGC (Local Governing Committee) meetings in May. There may be further changes to the budgets which will be discussed and ratified in the July LGC meetings. The Final Trust Board meeting of the year therefore approves schools' budgets after full consultation with the LGCs.

It was agreed that the Trust Board meeting should be moved back to the 22nd July at 5.30 pm.

A Trustee asked if there had been any further work been completed on the insurance options and obtaining the correct valuation of assets. Mrs Lumbard advised that this is her next task now the Condition Survey Allocation funding is moving forward.

The meeting closed at 18.48

Action Summary	
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