



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 on Tuesday 29th October 2019 at Liskeard School & Community College on at 6.00 pm

Present	Yes/No	In Attendance	Yes/No
Mr B Cook	Yes	Mrs J Lumbard, CFO	Yes
Mr J Kitson	Yes	Mrs K Williams, Clerk	Yes
Mr R Newton Chance	No		
Mr D Buckley, CEO	Yes		

1. **Welcome Evacuation Procedure**

The Chair welcomed everyone to the meeting. The evacuation procedure was explained.

2. **Declaration of Business or Pecuniary Interest and Academy-related parties - update on any changes since completion of written declaration**

None.

3. **Apologies for Absence**

Mr Newton Chance had emailed his apologies to the Clerk and advised that he was unwell. His apologies were received and accepted by the committee.

Mr Newton Chance had emailed the Clerk with questions and comments ahead of the meeting.

4. **Approval of minutes of meeting held on 20th June 2019**

The minutes of the meeting held on 20th June 2019 were taken as read, accepted and signed by the Chair as a true and accurate record of the proceedings.

5. **Matters Arising**

M44. Update on Insurance provision – verbal

c) Trustees unanimously agreed the 12-month contract with Zurich and requested that Mrs Lumbard contact surveyors to gain full re-build costs as this is a priority.

Update: Mrs Lumbard explained that the ESFA RPA scheme is an alternative to Zurich and includes the cost of reinstatement of buildings. Mrs Lumbard has completed some investigations and she is waiting on further information about the ESFA RPA scheme as this may be made compulsory by the ESFA and the Trust may not have the option of insuring through a commercial broker. Therefore, it would not be good value for money for the Trust to tender for a valuation now. The ESFA scheme is a self-insured scheme which is taken directly from the GAG. The risk to the Trust would be if there are several large claims at one time. Mrs Lumbard is expecting to have a resolution to this after Christmas.

6. **Issues raised by LGC's**

Dobwalls

Fencing – Mrs Lumbard explained this this was perhaps a miscommunication and the fencing has already been installed.

Section 106 Funding – Mr Buckley explained that 106 funding is attached to developments in the community. The latest set of funding is being provided for development of the school field or the local football club. There is currently no scope for improvement of the school field and the use of

funding for longer term plans are being discussed with the local councillors. **A Trustee queried the 106 agreement funding and asked if it is decided before each stage of development** and Mr Buckley explained that they have a responsibility to contact us in the initial stages. Trustees agreed to support the football club's proposal at this time but noted that further funding should be prioritised to the school.

7. **CEO Annual Report**

- a) **A Trustee commented that the CEO's report in this format is very useful.**
- b) Mr Buckley noted that using the ESFAs own tool and comparing like for like, there are only three Trusts which are able to cope with the financial pressures.
- c) Confidential Appendix

8. **CFO Finance Report**

- a) Mrs Lumbard explained the Trust wide end of year result included reserves of £900k, which was an increase of £16k.
- b) At Liskeard their end of year result was expected to be £43K but there was actually a £16k deficit and this is mainly due to staff absence, the related supply costs and accruals which have now been corrected and processes surrounding this improved.
- c) The CBU budget came in more favourably due to the ICT contract works being delayed.
- d) **A Trustee asked if there had been any changes in government expenditure or GAG which impacted the budget.** Mrs Lumbard explained that the Teachers Pay Grant was introduced and this has made a change but 2018/19 in year budgets were updated. There have not been a lot of other changes.
In 2019/20 the Teachers' Pension Grant has been introduced to help to offset the increase in staffing costs due to the increase in employers' contribution rates. This is being funded until 2023. In 2019/20, there has been an increase in Teachers pay from 2% to 2.75%. The 2% increase has been included in the budget. The Teachers Pay Grant has now been guaranteed until 20/21 but no new methodology will be available until the spring of 2020. Therefore, Mrs Lumbard is basing calculations on current methodology.
- e) Following announcements by the government regarding an uplift in funding, Mrs Lumbard advised that school allocations will be circulated by the LA in November. These allocations will be used to update future years' budget scenarios.
- f) Mrs Lumbard explained that the ESFA visited the CBU for a meeting on the 8th October and she noted it was a useful meeting. There were three representatives from the ESFA and the format of the meeting was summarised. Mrs Lumbard explained to the ESFA that there is a lack of timely information being provided. Mr Buckley also explained the term "Curriculum Bonus" and it was noted that the ESFA have not challenged the views around "Curriculum Bonus" and that some of this would need to be used in order to provide a balanced curriculum offer.
- g) **A Trustee noted that due to a complete lack of organisation and timely decision making by the Government, it is making planning school budgets almost impossible. It was also commented that regarding the KPIs sheet, Trustees really need three-year budget projections as soon as possible.** Mrs Lumbard will be reviewing this.
- h) **A Trustee asked when the audit will be complete.** The auditors will be in the CBU until the end of next week. The audit clearing meeting is on 18th November. Mrs Lumbard will circulate the details.

Action: Mrs Lumbard

9. **Financial Health checks - DfE School Resource Management self-assessment tool**
- a) Mrs Lumbard explained that this year the ESFA has made this a mandatory return. This will be inputted into an online portal.
 - b) **A Trustee queried if it compulsory to use the old tool, or the new tool?** Mrs Lumbard explained that we need to use the new version. **A Trustee asked if it compulsory for all schools, or just academies?** Mrs Lumbard explained that this particular tool is compulsory for academies and that LA Schools have an ongoing requirement called SFVS which is very similar.
 - c) **A Trustee asked regarding the amount spent on teacher salaries, how does this relate to teacher contact ratios?** It was thought that if a school is spending around 60% on teachers and its contact ratio is .78, then it is pretty much as efficient as it can be. It was recommended that Trustees need to know this for each school. It was considered that the banding is irrelevant then, unless the ESFA want the Trust to make all the more expensive staff redundant. Mrs Lumbard explained that the closest school is Saltash but Liskeard are close to it. Mr Buckley explained that there will be a variation in schools and ours will be different. We have 70% of staff on UPS.
 - d) **A Trustee asked if this is a useful an exercise.** Mr Buckley explained that if the KPIs are merged with this then there will only be one system rather than two. Mrs Lumbard explained that this is being completed on a regular basis and this time we have reviewed the KPIs. **A Trustee asked if there is an appeals procedure for Headteachers to challenge curriculum/budget choices.** Mr Buckley explained that there is not and clarified the two situations which resulted in a negative decision. **A Trustee asked if the LGCs are involved in the choices of methodology.** Mr Buckley explained that previously they have been involved. **A Trustee thought that an appeal process is required and a possible appeals process was discussed at length.**
10. **Brexit**
- a) Mr Buckley explained that supply chains for the catering company could collapse following the UK leaving the EU. Because of this, the Chartwells has offered assurance that contingency plans are in place to ensure that there is no disruption in service.
11. **CBU staff sickness absence**
- a) Confidential Appendix
12. **Risk Management**
- a) Mr Buckley explained that there has been research conducted into the most appropriate format for a Risk Register. The recommendation was to take the strategic goals of the MAT and identify no more than 30 key risks. There have been 27 risks identified. This document has been circulated to the Headteachers and includes the mitigations. It brings together the tools such as compliance checklist and the H&S audit. **A Trustee asked how is this drawn together and how are they managed.** Mr Buckley suggested that this could be circulated by email.
 - b) Mr Buckley summarised the content and the use of the document. The scales are 1-5 and are colour coded. Control procedures are identified and are updated by the Headteachers.
 - c) **A Trustee asked if this document has been a standing item.** Mr Buckley explained that this is the first iteration and it is currently a trial document. This will need to be reviewed and this will be coming to the Audit Committee as an agenda item for discussion.
13. **Tenders and Contracts**
- a) Mrs Lumbard explained that the cleaning contract is now in place. The mobilisation of the contract went well. The staff from Future Cleaning which TUPE'd across to Churchill are very happy. There has been an improvement in standards in the schools. Trustees noted that this was a good recommendation.

- b) Chartwells catering are in place across the Trust. There were some teething problems at Saltash and this was dealt with quickly. It was noted that portion sizes are industry standards. There were some comments on social media and this was addressed by the school and Chartwells.
- c) Confidential Appendix
- d) Mr Lumbard explained that the ICT contract is still ongoing. Mr Buckley advised that cloud storage is being supplied by Optinet. The first on site server is being installed at Saltash and this is a complex task. There are regular meetings between the IT working group and Nexus. **A Trustee asked if we are still confident in Nexus** and Mr Buckley explained that we are. Mr Buckley explained that the cloud storage is in the UK.
- e) Mrs Lumbard explained that the next tender process will be photocopier contracts for Liskeard, Saltash and Dobwalls and it is hoped that this will be eventually a common contract. **A Trustee asked what will be the approximate cost of this contract.** The two contracts which end next year will not be over OJEU. **A Trustee asked if contracts are being staggered.** Mrs Lumbard explained that this is the intention. Mr Buckley explained that contracts have optional additional years so we can stagger them.

14. **Policies for Review**

HSW Statement

Item 14 - Revised copy attached - with all these policies, we need to describe the origins of the policy and to acknowledge authorship/copyright if necessary. Mr Newton Chance is included in the responsible Trustee pending appointments.

Trustees were happy with the policy as amended.

15. **Guidance/instructions to LGCs**

a) None.

16. **Date of next meetings:** – 12-02-2020, 04-06-2020 and 15-07-2020 all at 5.30 pm.

It was discussed that the meeting on the 12-02-2020 would need to be changed. It was suggested that could be either the 4th March or 5th March. Clerk to circulate suggested dates for agreement.

It was discussed that a further trustee is asked to join the committee until the H&S and Premises Trustee is recruited. Clerk to email and discuss with Mr Newton Chance.

Action: Clerk

The meeting closed at 19.30.

Action Summary	
<p>M8. CFO Finance Report h) A Trustee asked when the audit will be complete. The auditors will be in the CBU until the end of next week. The audit clearing meeting is on 18th November. Mrs Lumbard will circulate the details.</p>	<p>Action: Mrs Lumbard</p>
<p>M16. Date of next meetings: – 12-02-2020, 04-06-2020 and 15-07-2020 all at 5.30 pm. It was discussed that the meeting on the 12-02-2020 would need to be changed. It was suggested that could be either the 4th March or 5th March. Clerk to circulate suggested dates for agreement. It was discussed that a further Trustee is asked to join the committee until the H&S and Premises Trustee is recruited. Clerk to email and discuss with Mr Newton Chance.</p>	<p>Action: Clerk</p>