

Finance & General Purposes Committee Part I Minutes: 30th September 2022 9.30am

This meeting was held in person at Landscove School House

Ben Thorne (Chair) Nicky Dunford (CEO) Cheryl Mathieson (CM) Christopher Norman (CN) In attendance: Matt Matthew – Deputy Chief Executive Officer (DCEO) Charlotte Roe (GP)

No Item

No	Item	Action
1.	Welcome and apologies	
	The Chair welcomed those in attendance to the meeting.	
	The Chair accepted the apology from Paul Waterworth	
2.	Declarations of interest	
	The CEO is a trustee of the Bearnes Education Foundation. Christopher Norman is a	
	director and shareholder of CANE Properties Ltd. Ben Thorne is no longer a trustee of	
	Tor Bridge High Academy Trust.	
3.	Any other business	
	Changes to the Academy Trust Handbook – it was noted that there were only 4 minor	
	changes and nothing of concern.	
4.	Approval of meeting minutes	
	The Part I minutes of the meeting held on 1 st July 2022 were approved as a true and	
	accurate record. The Chair initialled and signed accordingly.	
5.	Matters arising from minutes of 1 st July 2022 not on the agenda	
	Feedback from DCEO regarding investing reserves	
5.2	The Chair confirmed that there was a meeting arranged with the bank which due to	
	technical issues did not go ahead – another one would be arranged. It was noted that	
	with interest rates going up there could be more options. Following a question from CM,	
	the Chair confirmed that the reserves would be split into short-, medium- and long-term	
	investments to allow flexibility and maximise growth. The trustees discussed the	
	options.	
	Feedback from trustees on actions for current year	
14.	The Chair updated the committee on the progress of his actions. CN confirmed that this was in hand.	
	DCEO/Chair to update on planned spending of surplus reserves	
17.	This item was to be discussed under item 7. Finance	

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6.	Governance Terms of Reference There was a discussion about financial statements, whether they come under the Audit committee or Finance & GP committee. It was agreed that the current procedure was sufficient and so 6.3 of the terms of reference could be omitted. The wording was added that DCEO would attend the meeting 'as required' in line with the NGA governance action plan. With small changes of job titles and names, the terms of reference were agreed by the committee for approval at the next Full Board Meeting. It was further noted that the Scheme of Delegation was being reviewed and so the committee might need to revisit the terms of reference at this time.	
7.	 Finance. Finance Performance to 31 August 2022 – Month 12 The DCEO was invited to present the current financial position of the Trust. The Trust is being audited next month. With the support of the Chair, the finance report was now presented in an easier manner however continues to be a 'work in progress' – the Chair added that this new report would be generated monthly to allow a more informed track of the actual financial position throughout the whole year. This would in turn avoid any 'surprises' at the end of the year. The figures were circulated, and the following points/questions were made: The variances in the budgets across each trust school were due to several reasons such as staffing changes, projects that did not go ahead, pupil numbers. The DCEO felt that there would still be further adjustments to the final figure once audited. The CEO raised a concern about the reserve and urged that a proportion of it was spent across the trust to improve the educational outcomes for the pupils. There was a long discussion about the way forward recognising risks such as possible freezing of future funding from central government, unknown tender costings and timings, however still ensuring that essential issues were addressed within 	
	 the Trust. The Chair suggested and it was agreed that a lump sum was ringfenced for one school while waiting for the outcome of the two bidding streams. The CEO outlined the need for additional experienced teachers and HLTAs across the Trust. The DCEO added that the schools' staffing levels were constantly under review. 	DCEO
	• The Chair asked the DCEO to add pupil numbers to the overview financial report. The CEO gave a brief overview of the pupil numbers across the trust.	DCEO
	 The trustees recognised that there was a high reserve which could be detrimental to future funding and tasked the CEO and DCEO to do a feasibility study of possible projects/spending across the trust for the next meeting. The DCEO shared the projections for the next 3 years (attached) which illustrated that there could be a deficit. It was noted however that there were many variances which could change, and historically projected budgets nearly always presented a deficit. The DCEO raised consideration around teachers' pay awards, NJC awards and cost of living crisis; no allowance for Government additional funding has been considered in these budgets. The DCEO reported that most of the schools had had their energy bills tied in for the next 3 years (until 2025). 	CEO/DCEO
0	CN asked how much funding had been set aside for the Asset Plan. The DCEO said it was just the DfE devolved capital funding currently.	
8.	 Property – DCEO to raise any issues for discussion The DCEO reported the following:- The roof (through the CIF bid) had been replaced on Bearnes' over the summer. Following a question from CM, the CEO confirmed that new schools joining the trust needing essential building works would unlikely join with the additional 	

 emergency funding to address their existing issues and this would need to be sought through (Cf application. Several schools had been redecorated over the summer mainly under the individual devolved capital. Two parallel bids for considerable work had been submitted for one school – there was no further update. The Chair asked if there was a cost for the trust. The DECD side there would be acost, via the Urgent Capital Rebuild route but this was currently an unknown figure despite being requested. The Chair asked if there have to be kept regularly updated even if there was no actual progress. It was noted that the is forwation informed the CIF funding. The DECD side that this information to undertake all the work - from urgent (grade D) to low level (grade A). The meeting went over the priorities, and it was agreed that this information informed the CIF funding. The DECD of scussed in more depth the costs of each project in all the schools. It was noted that the information informed the CIF funding. The DECD of scussed in more depth the cost of each project is solubilite bids on behalf of the trust - there was a nominal cost for the trust for new bids. Following a question from the Chair, the DECE confirmed that there was an absets register for all the schools and noted that some work was essential under health and safety and providing a learning environment. The OECD solid that another bid would hopefully be submitted into the public sector decarbonation scheme to change the boilers in several schools sover already LED are redurbihments were completed. C. Masked whether the energy saved could be tracked – the DECD aid that this would be reasered. C. Masked whether the energy saved could be tracked – the DECD aid that this would be reasered. Funding from South Brent Community Energy fund was to be used to put solar panels on the pre-school roof. Once permission from the diacose had been received it would go ahead. There was a diverse more using th			
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	the Trust, line managed by Claire Slee. The post was on a trial period up to half term.	
	The DCEO recommended that he was employed permanently as he had had a positive	
	impact across the whole trust. Following a question from the Chair, the DCEO confirmed	
	that the cost for the new handyman would be through the central budget and charged	
	out to each school.	
	Claire Slee was now booked onto the NEBOSH course. Claire Slee was also overseeing	
	health and safety related reports such as fire risk assessments. The CEO added that	
	Claire Slee would visit each school twice a year for a walk around.	
11.	Data Protection – CEO / DCEO to raise any issues for discussion	
	Susan Stansfield, the Data Protection Officer (DPO) had completed the course and so was	
	now up to date.	
	The CEO informed the meeting that there had only been one data protection issue and	
	outlined what had happened. She confirmed that it had gone through the DPO to the	
	ICO – it had been classed by them as low risk. The CEO added that all the necessary	
	actions had been completed.	
12.	ESFA Bulletins – DCEO to raise any issues for discussion	
	The following issues from the latest bulletins were noted:	
	 Tutoring money – returns were now due 	
	 Unspent PE money and Sports Premium – The DCEO confirmed that the 	
	outstanding amount would be spent or returned	
	It was agreed for the GP to be added to the circulation list.	
16.	Policies for review	
16.1	Fundraising Policy – trustees agreed to recommend the policy to the Full Board. The	
	only changes were the date and TBM to DCEO	GP
	CM informed the meeting that there were other policies due however on 12 th October	
	2022 herself, CEO and GP were meeting to create a policy schedule for all the trust	
	policies, reviewing at what level policies needed approval and frequency.	

The meeting finished at 11.31am

Dates of next meetings 25 November 2022 03 February 2022 24 March 2022 05 May 2022 30 June 2022