

Engage Finance & Personnel Meeting

Minutes

Monday 19th December 2016 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

Attendees

Mark Winson-Pearce (MWP)	Clive Evans. (CE)	Gill Wardlow (GW)
Phil Harris (PH)	Barbara Johnson (BJ)	
		Andriana Sneddon - TA/ Clerk

Meeting commenced at 1635

No	Item	Action
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1.0	Apologies and Absence	
	Apologies were received and accepted from Roger Stephenson and Des Reynolds	
2.0	Declarations of Interest	
	Standing declarations for PH previously noted; no impact on agenda items.	
3.0	Previous Minutes	
3.1	The Minutes of Trust Finance and Personnel meeting, 21/11//16 were accepted as a true and accurate record of the meeting and were signed off by the Chair.	
3.2	Confidential Minutes of 21/11/16 were distributed to those present at previous meeting, accepted as a true and accurate record, were signed by Chair and sealed by the Clerk.	
3.3	Update on previous actions as follows: 1. TA advised Interim Deputy to start at Pinetree from January to support	

	<p>leadership capacity</p> <ol style="list-style-type: none"> 2. ET RR Directors requested that RR amended to show loss of DR/GW and that a written plan should be provided should either individual not attend work- DR will compile plan for GW and PH will compile plan for DR; TA to book date. 3. GW advised possible progress of availability of School Condition Allocation via DfE contact; to keep advised. 4. MWP to draft letter of concern to Lord Nash outlining impact lack of funding has on financial viability of ET. 5. GW advised that invoices to SCC and IES Breckland have been sent (Pinetree pupils) 6. TA advised CIF bid submitted to deadline (£764k) and would await outcome Spring 2017 7. GW confirmed Accounts 2016 submitted to deadline inclusive of £435k NCC invoice and showing £268k deficit (see previous Minutes point 5). GW confirmed that £435k had been received but that there was still an expectation of visit from EfA. Directors advised that any visit should be used as an opportunity to highlight lack of capital funding versus expenditure (£306k) 8. Update CONFIDENTIAL MINUTE. 	<p>TA</p> <p>MWP</p> <p>SUPPORT</p>
4.0	Annual Accounts 2015-16	
4.1	<p>GW advised Accounts 2015-16 submission to deadline as point 3.3.7 above.</p> <p>Directors thanked Finance Team for their management of a complex situation this term</p>	SUPPORT
5.0	P3 Figs- Nov 16	
5.1	<p>Accounts, previously distributed were discussed with points to note as follows;</p> <ul style="list-style-type: none"> • Pinetree overspend will be adjusted at Budget revision • SSSfN income and expenditure to be revised at Budget revision (KSX expenditure) with expectation that figures should come in close to budget • Restructure budget in hand and once complete budget revisions for academies will take place; Directors requested clarification of redundancy liability and whether staff would be entitled to redundancy payment for part loss of hours. Subsequent to meeting GW has confirmed with HR that staff are not entitled to redundancy pay for loss of hours. • Directors queried high perceived staff turnover rates; GW advised pressurised environment significant contributing factor and internal staff movement creating additional vacancies; PH advised recommendation of staff exit interviews by Governors to ascertain; TA to liaise with LGB's. Directors requested staff turnover by academy by category and over preceding year to recognise trends. • Directors queried progress of Earthsea Borehole and connection to water mains; DR to update next meeting • Noted significant overspent at AP; GW advised expected reduction due to reduced usage as Y11's on site focusing on English and Maths to support qualifications • November Cash flow verbally updated; GW advised that of £835k income, 	<p>GW</p> <p>GW</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>TA</p> <p>REQUEST</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

	<p>£415K has paid out to clear all outstanding creditors and £353k salaries leaving £67k. Directors queried when EfA advance payback would commence; GW confirmed this would be deducted from funding from January 2017 at £50k per month to achieve clearance August 2017. Directors queried whether an overdraft facility could be used; GW advised that this was not available.</p> <ul style="list-style-type: none"> GW advised that Horatio House funding would finish March 2017 and this would be seen in December cash flow figures GW advised that 2x Compass payment installments had been received and kept in separate account but that as yet no payments made pending finalisation contract. 	<p>CHALLENGE</p> <p>CHALLENGE</p>
6.0	Recovery Plan update	
6.1	<ol style="list-style-type: none"> NCC payment received Staffing restructure SSSfN; TA advised staff consultation papers distributed and feedback clinics booked with end date January 24th 2017. Unions have also been advised. Directors queried readiness for media interest; GW advised this an expectation and that DR would manage media. Proposal to increase per pupil cost +£500 per pupil from Sept 17 to go to LA Curriculum revision to further reduce AP expenditure progressing Application to CIF to fund additional space to support in house AP in hand submitted Restructure and relaunch EES January 2017 on schedule. 	<p>CHALLENGE</p>
7.0	Bad debt	
7.1	<p>Outstanding debtors x3 amounting to £59.30 requested for write off, despite pupils still attending as disproportionate amount time to chase.</p> <p>Proposed for write off by PH, seconded by MWP and unanimously approved.</p> <p>Directors requested Debtors report to meetings to further understand scale; GW advised @£1500 pa</p> <p>GW requested amendment to debt recovery from parent's procedures (Finance Handbook) due to lack of response to current letters. Advised amendment to sending invoice directly after telephone call advising of damage. PH proposed acceptance of amendment with immediate effect, seconded by CE and unanimously approved. Update Finance Handbook referred to Board.</p>	<p>REQUEST</p> <p>TA</p>
8.0	Risk Registers	
8.1	<p>ET;</p> <ul style="list-style-type: none"> F01 update actions restructuring process underway F06 review once outcome known <p>Pinetree;</p> <ul style="list-style-type: none"> Remove F01,02 and 03 and replicate on ET St01 update actions with Wellbeing Action Plan and consider probability rating next ARP. O03 update actions to reversion to IEB until revised Ofsted grading achieved <p>SSSfN;</p> <ul style="list-style-type: none"> St01 and 04 adjust following any trends identified next ARP. 	<p>TA</p> <p>TA</p> <p>TA</p>

	Directors discussed the desirability of inclusion of KPI and KRI per academy in Board reports and will decide which information would be of most use for dissemination and compilation by Link Directors; members attending would propose a small set of KPIs and KRIs at next ARP e.g. KRI staff turnover , KPI academic achievement.	ARP
9.0	Top slicing review	
9.1	GW advised directors of the need to review top slicing methodology to avoid disproportionate charges to academies within the ET; CF to Feb Awayday for discussion.	TA
10.0	Policies	
10.1	<p>For ratification, previously distributed and attached:</p> <ul style="list-style-type: none"> Whistleblowing; adjustments requested to highlight who to contact with address and possibility of anonymous email box. Adjust safeguarding to include statutory duty- revert next ARP Travel, Subsistence and Excessive Mileage; Directors queried obligation to ensure staff have sufficient insurance, MOT and driving licence and methodology of document storage if necessary- GW to determine and revert next ARP. Directors queried whether ET had sufficient legal coverage if necessary; GW confirmed ET subscribes to NCC Legal as well as access to additional local law firm 	TA GW CHALLENGE
10.0	Personnel	
10.1	See CONFIDENTIAL MINUTE	
11.0	Confidential items	
11.1	SEE CONFIDENTIAL MINUTE	
12.0	AOB	
12.1	TA advised confirmation of Channel 4 commissioning of documentary at Rosebery.	
	Next meeting: 23/01/2017 4.30pm at Drayton Office	
	Meeting closed at 1820	

Signed.....

Position.....

Date.....