

Engage Finance & Personnel Meeting

Minutes

Monday 27th February 2017 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

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

Meeting commenced at 1630

| No | Item | Action |
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| 1.0 | Apologies and Absence | |
| 1.1 | No Apologies or Absences- full attendance | |
| 1.2 | | |
| 2.0 | Declarations of Interest | |
| | Standing declarations for PH and DR previously noted; no impact on agenda items. | |
| 3.0 | Previous Minutes | |
| 3.1 | The Minutes of Trust Audit, Risk and Personnel Committee meeting, 23/1/17 were accepted as a true and accurate record of the meeting and signed off by the Chair. | |
| 3.2 | Confidential Minutes of 23/1/17 were distributed to those present at previous meeting, accepted as a true and accurate record and signed off by Chair; sealed by the Clerk. | |

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| 3.3 | <p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> 1. ET RR Directors requested a written plan should either DR or GW not attend work- DR has compiled plan for absence GW, see point 7 below. PH to compile plan for DR and submit by end week. 2. MWP to draft letter of concern to Lord Nash outlining impact lack of funding has on financial viability of ET; draft available next ARP Committee meeting. 3. Directors queried high perceived staff turnover rates Directors requested staff turnover by academy by category and over preceding year to recognise trends and to determine if this an area for concern; revert next ARP Committee meeting. 4. Earthsea Borehole update; DR advised second testing had proven clear, now awaiting Breckland Council's testing results. Should samples be clear will result in removal Boil Notice. Ongoing, scheduled chlorination costs est £2k pa 5. DR presented, attached, Action Plan for reducing monthly expenditure in response to concern significant cash flow issue ongoing- see CONFIDENTIAL MINUTE 6. Apprenticeship paper, attached, GW advised will be meeting with additional provider this week. 7. Update CONFIDENTIAL MINUTE. | <p>PH MWP</p> <p>DR</p> |
| 4.0 | P5 Figs- Jan 17 | |
| 4.1 | <p>GW summarised areas to consider in Monitoring Summary and documents and invited queries as follows;</p> <ol style="list-style-type: none"> 1. Why Pinetree income low? GW advised outstanding Suffolk invoice £28k now sent and awaiting payment 2. Pinetree telephone costs +£12k?; GW advised subject to telephone fraud in September 2016 and confirmed reimbursement through RPA insurance 3. Concern raised SSSfN expenditure 93% of budget; GW advised due to higher than expected costs AP and maintenance 4. Cash flow discussed – see CONFIDENTIAL MINUTE <p>Debtors report to be reviewed next meeting</p> | <p>CHALLENGE CHALLENGE</p> <p>CHALLENGE CHALLENGE</p> |
| 5.0 | <p>Appointment External Auditors</p> <p>Earthsea Insurance</p> | |
| 5.1 | <p>TA advised approval of external auditors required for AGM (13/3/17). GW advised that Lovewell Blake had provided a good service ensuring timely requirements satisfied and submissions achieved within deadline. MWP and PH were impressed with presentations made.</p> <p>PH proposed that Lovewell Blake be referred to Board as preferred External Auditors for ET, seconded by MWP and unanimously agreed.</p> | |
| 5.2 | <p>GW advised request from Diocese to convert ET Insurance with RPA to Diocese RPA as they own Earthsea School; GW confirmed that there would be no additional costs and would ensure that Diocese protected from difficult claims at Earthsea.</p> <p>CE proposed conversion to Diocese RPA, seconded by BJ and unanimously</p> | |

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| | agreed; GW to action | GW |
| 6.0 | Trust Development | |
| 6.1 | DR advised that SSSfN staffing restructure nearing completion resulting in 12 redundancies from April. | |
| 6.2 | NCC Commissions; awaiting final confirmation Assessment Centres; press launch tbc Waiting list management to start in next few weeks managed by temporary staff. | |
| 7.0 | Risk Registers | |
| 7.1 | ET RR updated F08 to reflect high risk and action plan updated. TA to submit RR to Board | TA TA |
| 7.2 | PH to produce continuity plan for long term absence CEO. Continuity plan for GW agreed and GW to implement action to achieve | PH |
| 8.0 | KPI/KRI for Board reports per academy | |
| 8.1 | Directors agreed inclusion of KPI and KRI per academy to enable easier comparison at Board level and format; KPIs and KRI's, attached and agreed TA to pass to Data Lead for formulation and population. | TA |
| 9.0 | Items of referral | |
| 9.1 | From SSSfN LGB; 1. Sufficient staff CPD- Leadership team to communicate all training methods as much is not captured as such. Leadership team should address specific issues. 2. Designate Staff Safeguarding lead- defer until affordable 3. Recruit Family Support Worker- defer until affordable TA to advise Link Director | TA |
| 10.0 | Policies | |
| 10.1 | For ratification, previously distributed and attached: <ul style="list-style-type: none"> Trustees and Governors Allowances; Proposed by BJ with no exceptions, seconded by MWP and unanimously agreed. Grievance Policy; Proposed by PH with no exceptions, seconded by CE and unanimously agreed. It was noted that staff did not have a vote. | |
| 11.0 | Personnel | |
| 11.1 | SEE CONFIDENTIAL MINUTE | |
| 11.2 | Review job descriptions; TA advised annual requirement; Directors satisfied addressed by recent staff restructure and relative newness of Trust staff and | |

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| | Pinetree staff roles | |
| 12.0 | Confidential Items | |
| 12.1 | SEE CONFIDENTIAL MINUTE | |
| 13.0 | AOB | |
| 13.1 | There was none | |
| | Next meeting: 20/03/2017 4.30pm at Drayton Office | |
| | Meeting closed at 1830 | |

Signed.....

Position.....

Date.....