

# Engage Finance & Personnel Meeting

## Minutes

**Monday 23<sup>rd</sup> January 2017 @ 1700**

Drayton Old Lodge, Norwich NR8 6AN

Attendees
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Mark Winson-Pearce (MWP) <b>(via Skype)</b>	Des Reynolds (DR)	Gill Wardlow (GW)
Phil Harris (PH)	Barbara Johnson (BJ)	
		Andriana Sneddon - <b>TA/ Clerk</b>

**Meeting commenced at 1700**

No	Item	Action
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<b>1.0</b>	<b>Apologies and Absence</b>	
1.1	Apologies were received and accepted from Clive Evans.	
1.2	MWP attended meeting via Skype.	
<b>2.0</b>	<b>Declarations of Interest</b>	
	Standing declarations for PH previously noted; no impact on agenda items.	
<b>3.0</b>	<b>Previous Minutes</b>	
3.1	The Minutes of Trust Finance and Personnel meeting, 19/12/16 were accepted as a true and accurate record of the meeting and authorised to be signed off by PH by the Chair.	
3.2	Confidential Minutes of 19/12/16 were distributed to those present at previous meeting, accepted as a true and accurate record authorised to be signed by PH by Chair and sealed by the Clerk.	

3.3	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> <li>1. ET RR Directors requested a written plan should either DR or GW not attend work- DR will compile plan for GW and PH will compile plan for DR; in hand</li> <li>2. GW advised possible progress of availability of School Condition Allocation via DfE contact; to keep advised.</li> <li>3. MWP to draft letter of concern to Lord Nash outlining impact lack of funding has on financial viability of ET.</li> <li>4. GW advised that invoices to SCC and IES Breckland now paid.</li> <li>5. 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.</li> <li>6. Earthsea Borehole update; DR advised connection costs had significantly increased to £36k and a reduced option currently in hand of re chlorinating supply for retest by Breckland Council. Should test prove negative then boil notice can be removed. Directors queried why quote had escalated from £25k; DR reported first quote had been indicative rather than detailed second quote. Directors queried action if retest failure; DR reported that mains connection would have to be paid but with possible contribution by Childhood First. DR to revert next meeting</li> <li>7. Debtors report to next meeting</li> <li>8. Request for governors to carry out staff exit interviews; determine whether staff turnover is high/ patterns and decide action if necessary with senior staff.</li> <li>9. Update CONFIDENTIAL MINUTE.</li> </ol>	<p>PH/DR</p> <p>MWP</p> <p>CHALLENGE DR</p> <p>CHALLENGE CHALLENGE</p> <p>DR GW</p> <p>DR</p>
4.0	<b>P4 Figs- Dec 16</b>	
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"> <li>1. Why was GDC Grounds Maintenance one charge?; GW explained that monthly invoice received from GDC was not split by site</li> <li>2. GW confirmed that cash flow figures included SSSfN staffing restructure from May. Directors identified and were concerned with significant cash flow issues noted from May and requested solutions at next meeting. DR to readdress cost cutting.</li> </ol> <p>Debtors report to be reviewed next meeting</p>	<p>CHALLENGE</p> <p>CHALLENGE CHALLENGE DR</p> <p>GW</p>
5.0	<b>Budget Revision</b>	
5.1	<p>GW advised that Budget Revisions completed; proposed staffing restructure at SSSfN included but would be updated to PSF once structure finalised TW.</p> <p>Despite revision, Directors recognised total £176k deficit and requested recoup method. DR advised possible options / projects discussed with NCC to help reduce deficit;</p> <ul style="list-style-type: none"> <li>• Proposal to open 2 new schools</li> <li>• Management of pupil waiting lists</li> </ul> <p>still awaiting outcome.</p>	<p>CHALLENGE DR</p>

	<p>GW advised expectation of donation from EES at end year( @£300k ) and possible reduction borehole cost (-£30k)</p> <p>Directors queried impact of Apprenticeship Levy- GW/DR to provide paper following planned briefing with CCN.</p> <p>Directors queried longer-term leadership at Pinetree- DR advised plan from September 2017 to revert to 1x HT supported by 1xDeputy and with increase pupil places back to 40 an expectation of surplus being generated.</p>	<p>CHALLENGE GW/DR</p> <p>CHALLENGE</p>
<b>6.0</b>	<b>Recovery Plan update</b>	
6.1	<p>GW confirmed that repayment of advance GaG funding had commenced.</p> <p>DR advised awaiting Annual Conversation with LA.</p> <p>Directors request revisit next ARP of original Recovery Plan as below;</p> <ol style="list-style-type: none"> <li>1. NCC payment £435k</li> <li>2. Staffing restructure SSSfN;</li> <li>3. Proposal to increase per pupil cost +£500 per pupil from Sept 17 to go to LA</li> <li>4. Curriculum revision to further reduce AP expenditure</li> <li>5. Application to CIF to fund additional space to support in house AP</li> </ol>	<p>REQUEST</p>
<b>7.0</b>	<b>Risk Registers</b>	
7.1	<p>Outstanding action as point 3.3.1 above</p> <p>ET; F01 Adjust income from LA received</p>	<p>PH/DR TA</p>
<b>8.0</b>	<b>KPI/KRI for Board reports per academy</b>	
8.1	<p>Previous Directors discussion of inclusion of KPI and KRI per academy in Board reports from Link Directors; MWP/DR to propose a one page set of KPIs and KRIs as follows;</p> <p>KPIs</p> <p>DR to suggest some academic stats on progress and attainment and on school/short stay for positive turnover - e.g. we are using SSSfN as intended not as a long stay.</p> <p>KRIs</p> <ol style="list-style-type: none"> <li>1. Expenditure % v plan</li> <li>2. Capacity % v plan</li> <li>3. Staff turnover %</li> <li>4. Staff absence % (of workdays)</li> <li>5. Whistleblowing events</li> </ol> <p>1 &amp; 2 are more about point in time KRI 3-4 are more relevant for us monitoring trends</p> <p>List to be agreed next ARP and once approved, TA to pass to relevant Link Directors for inclusion next Board reports</p>	<p>DR</p> <p>TA</p>
<b>9.0</b>	<b>Policies</b>	
9.1	<p>For ratification, previously distributed and attached:</p>	

	<ul style="list-style-type: none"> <li>Whistleblowing; adjustments made and concerns page approved. TA to load on to websites and DR to advise staff. Proposed for ratification by MWP, seconded by BJ and unanimously approved.</li> <li>Travel, Subsistence and Excessive Mileage; requirement clarified that staff should be advised to ensure Business travel included in personal vehicle insurance as claims against them would be own responsibility- GW to advise via staff bulletin. Proposed for ratification by PH, seconded by MWP and unanimously approved.</li> <li>Pay; DR advised that as generally mirrored model NCC policy which is pre-approved by unions, staff consultation was not strictly necessary but would be deemed good practice . Directors approved this action and proposed policy for ratification by BJ, seconded by PH and unanimously approved.</li> <li>Performance Management; as per Pay policy above. Proposed for ratification by MWP, seconded by BJ and unanimously approved.</li> <li>Improving Attendance and Ill Health Management; proposed for ratification by PH, seconded by MWP and unanimously approved.</li> <li>Revised Trust Finance Handbook December 2016; proposed for acceptance by MWP, seconded by PH and unanimously approved. Acceptance signatures obtained and TA to disseminate to remainder Board directors.</li> </ul> <p>It was noted that staff did not have a vote.</p>	<p>TA</p> <p>DR</p> <p>GW</p> <p>DR</p> <p>DR</p> <p>TA</p>
<b>10.0</b>	<b>Personnel</b>	
10.1	See CONFIDENTIAL MINUTE	
<b>11.0</b>	<b>Confidential items</b>	
11.1	SEE CONFIDENTIAL MINUTE	
<b>12.0</b>	<b>AOB</b>	
12.1	Additional meeting date for committee 28/6/17, 4pm at Drayton.	
	<b>Next meeting: 27/02/2017 4.30pm at Drayton Office</b>	
	<b>Meeting closed at 1805</b>	

Signed.....

Position.....

Date.....