



Engage Finance & Personnel Meeting

Minutes

Monday 4th July 2016 @ 1600

The Locksley School, Locksley Road, Norwich NR4 6LG

| Attendees |
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| Dennis Freeman-Chair (DF) | Des Reynolds (DR) | Gill Wardlow (GW) |
| Phil Harris (PH) | Mark Winson-Pearce (MWP) | |
| | | Andriana Sneddon - TA/ Clerk |

Meeting commenced at 1600

| No | Item | Action |
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| 1.0 | Apologies and Absence | |
| | Clive Evans was absent due to agreed sabbatical- to be reviewed September 2016 | |
| 2.0 | Declarations of Interest | |
| | Standing declarations for DR and PH previously noted. | |
| 3.0 | Previous Minutes | |
| 3.1 | The Minutes of Trust Finance and Personnel meeting, 23/05/16 were accepted as a true and accurate record of the meeting and were signed off by the Chair. | |
| 3.2 | The Confidential Minute of 23/05/16 was distributed to those present at that meeting, accepted as a true and accurate record and signed off by the Chair. These were then sealed by the Clerk. An update on these matters can be seen in ***CONFIDENTIAL MINUTES*** item 13. | |

| 4.0 | Matters Arising | |
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| 4.1 | <p>Update on previous actions as follows:</p> <ul style="list-style-type: none"> • DR advised that CST staffing restructure was finalised and last vacancies were now filled. • DR advised that contract renewal with NCC was now confirmed for 3 years • TA asked whether FMR should be reinstated; DF to compile • RR presented for Pinetree School and queries raised as follows: <ol style="list-style-type: none"> 1. Pinetree possible duplication points S01,S03 and S04;DR to review with TM 2. S06 update actions to educate Governors as to Corporate Responsibility: TA to update Induction Handbooks for Pinetree and SSSfN. 3. O01 Succession plan requested for long term absence HT in light recent Ofsted report; DR reassured no early warning signs of stress related absence. 4. SSSfN F01 Budget in deficit to be remedied by balanced budget submission TY. 5. O01 requested expansion of current position; GW advised that succession/cover for her role was improving with Trust Finance team relocation allowing for increased delegation of duties .DR advised that his position would improve with recruitment of Exec Head and ongoing development of Heads of Schools, DR assured directors that day to day operation of academies and EES would continue but that development and expansion MAT work would be stalled. 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. 6. S05; Directors queried who would be responsible for policy review and managing access ; DR advised that Network Manager would manage this from September 2016 7. O03 Revise wording to Failure of Governance with Actions of: Replace LGB with internal IEB comprised experienced Directors. 8. DR to check calculation formulae in response to query of different risk levels. <ul style="list-style-type: none"> • Pinetree water costs; GW advised that water meter now located and Anglian Water have assured own use. Will test during summer to confirm. • Letters to MP's re disparity Allocation Capital Allowance funding received 2 replies who advised that concerns had been forwarded to Minister; PH to contact Clive Lewis re non-response in his constituency. • GW advised availability of School Condition Allocation based upon Mat of 5 + academies and at least 3000 NOR; automatic allocation from DfE to be raised in next correspondence with Minister/MP's • Review Trust Office space; following approval by email of proposal re DOL, PH advised that he had accepted response to queries raised (attached). | <p>DF</p> <p>CHALLENGE DR/TM TA</p> <p>DR</p> <p>TA</p> <p>TA DR/PH</p> <p>TA</p> <p>DR</p> <p>GW</p> <p>PH</p> <p>DR/TA</p> |
| 5.0 | P9 Monitoring | |
| 5.1 | <p>Papers for May (P9) previously distributed to members with follow up required/queries as follows:</p> <ul style="list-style-type: none"> • Pinetree no queries. Awaiting outcome water as point 4 above • ET Directors concerned re 50% budget overrun Professional Services and | <p>CHALLENGE</p> |

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| | <p>requested clarity as to what this constituted. GW advised ICT was included as a new cost and Legal was whole year cost but would revert with detail</p> <ul style="list-style-type: none"> • SSSfN; Queries re high Recruitment and Advertising fees; GW reported that adverts for Exec HT had been £9000 as well as cheaper option to advertise all vacancies through SSSfN on NCC website; Directors queried whether ET advert costs would be journaled back; GW advised that this was not necessary • GW advised of discussions re developing separate payroll for ET staff. • Cash flow; GW advised of surplus for May and June but that May figures indicated July and August would be close. GW advised that June cash flow indicated that should all expected income be received, the year-end position would show a surplus. Directors discussed other options for cost reduction. DR advised no other income stream and difficulty in reducing costs last weeks of term which, if actioned, could breach duty of providing FT education | <p>GW</p> <p>CHALLENGE</p> <p>GW</p> |
| 6.0 | Budget Approval 2016-17 | |
| 6.1 | Approval for 2016-17 Budget delegated to F&P Committee from EMAT Board 27/06/16. | |
| 6.2 | <p>Previously circulated with queries raised as follows:</p> <ul style="list-style-type: none"> • What benefit does submitting to DfE a surplus budget give? GW advised this demonstrated security of EMAT to EfA and reliability of loan pay off (due to finish Dec 17). • How was the budget balanced? DR advised following previous meeting letters had been sent to NCC and Norfolk schools advising that SSSfN would adhere to commissioned pupil places 2016-17, a reduced AP budget and exploring alternative income streams had contributed to the balance. DR warned that he should be held to account for adhering to this position despite expected pressure late Autumn once capacity reached in order to maintain a balanced budget .DR advised that SSSfN Primary capacity will be full Sept 16 and KS3+4 expected full end October 2016 based on TY's patterns. Directors were aware that the overflow pupils would remain the responsibility of LA but recognised that this position would pose a massive issue as they were not aware of any long term alleviating strategy. • DR advised of possible future cost reduction by bringing AP in house from Sept 17 and subsequent SSSfN staffing restructure to meet needs of a new curriculum model; DR to revert to Board Autumn 2016 • Low training costs: GW advised that this was entered as nominal per head figure • Taxi for lunches? as no on site catering facilities, pupil lunches are taxied in from local cooking schools. • Directors queried whether it was appropriate that profit should be made/taken from a school in Special Measures re Pinetree School. DR assured Directors that he was confident that educational provision was improving and price charged was reasonable compared to other similar providers. Sufficient money had been spent there on premises and increasing staffing levels to address identified issues and this was reflected in the budget. • Query raised re cost TV licences between Pinetree and SSSfN. GW advised that a TV licence was required per Head and per postcode; SSSfN | <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> |

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| 6.3 | <p>therefore only required x3 licences as opposed to 8</p> <p>Budget proposed for acceptance by DF and seconded by PH; unanimously accepted.</p> <p>GW to submit to DfE by 31/07/16</p> <p>Approval for write off non-recoverable debt.</p> <p>GW advised total £786 bad debt comprised of:</p> <ul style="list-style-type: none"> • £15 non-take up of allotment Locksley • £126 HR invoice to reimburse supply cover for training • £340 NCC Family focus refund doe project • £42.50 school lunches for LAC child • £250 pupil damage charge to parent unlikely to pay as child Y11. <p>Directors were pleased to note reasonable bad debt amount.</p> <p>Write off proposed by PH, seconded by MWP and unanimously approved.</p> | SUPPORT |
| 7.0 | Company Agreement | |
| 7.1 | <p>Intercompany Agreement between ET and EES; Directors queried whether this should be supported by Performance Level Agreement to quantify service provided; GW to revert.</p> <p>Subsequent to meeting GW been advised by external auditors that Intercompany agreement as presented is sufficient.</p> <p>Once confirmed, TA to seek Directors approval via email; Conflict of PH/DR noted and advised non-participation in vote.</p> | <p>CHALLENGE GW</p> <p>TA</p> |
| 8.0 | SLA's between EMAT and component schools | |
| 8.1 | <p>Advised that SLA's should support an Intercompany agreement; GW to revert</p> <p>Subsequent to meeting, GW been advised by external auditors that intercompany agreement not necessary as the component academies are not separate trading entities to ET nor EES.</p> <p>Once confirmed, TA to seek Directors approval via email.</p> | <p>GW</p> <p>TA</p> |
| 9.0 | Disposal Pinetree VANS | |
| 9.1 | <p>GW advised that asset register indicates worth £5900 as opposed to offered price £2500 from local garage. Directors were assured that vans were not being sold to anyone working nor related to employee of EMAT.</p> <p>Disposal proposed by PH, seconded by MWP and unanimously agreed</p> | |
| 10.0 | EMAT Office registration | |
| 10.1 | <p>GW advised new office address now registered.</p> <p>TA advised headed paper adjusted for ET and EES and distributed to users.</p> | |

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| 11.0 | Policies | |
| 11.0 | <p>For ratification , previously distributed and attached:</p> <ul style="list-style-type: none"> FOIS : Proposed for acceptance by DR, Seconded by MWP and unanimously accepted DBS; Proposed for acceptance by PH, Seconded by DF and unanimously accepted Visitor; adjustment to add procedure for lost lanyards. Proposed for acceptance with adjustment by PH, seconded by MWP and unanimously accepted <p>TA to adjust and upload to website</p> | TA |
| 12.0 | Personnel | |
| 12.1 | <p>Facilities Manager; DR outlined previously distributed and attached proposal in response to identification of capacity issues within current team failing to achieve training, statutory paperwork, proper use of Smartlog, attendance at meetings and focus on detailed project work. GW advised that cost had been built into budget and would be line managed by her. Directors queried a JD; DR to compile ready for Autumn advert.</p> <p>PH proposed that proposal be accepted, seconded by DF and unanimously approved.</p> <p>DR advised that post may be seconded during summer to manage workload.</p> | CHALLENGE DR |
| 12.2 | DR advised recent resignation receptionist SSSfN following investigatory interview for breach Data Protection and Admin Handbook guidelines. | |
| 13.0 | Confidential items | |
| 13.1 | There were none | |
| 14.0 | AOB | |
| 14.1 | Next meeting scheduled for 22/08/16 was deemed unnecessary | |
| Next meeting: 31/10/16 4.30pm at Drayton Office | | |
| Meeting closed at 1840 | | |

Signed.....

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Date.....