

Engage Finance & Personnel Meeting

Minutes

Monday 21st November 2016 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

Attendees

Dennis Freeman (DF)	Des Reynolds (DR)	Gill Wardlow (GW)
Phil Harris (PH)	Mark Winson-Pearce (MWP)	
Mark Proctor- Lovewell Blake- by invitation		Andriana Sneddon - TA/ Clerk

Meeting commenced at 1635

No	Item	Action
----	------	--------

1.0	Apologies and Absence	
	Apologies were received and accepted from Roger Stephenson and Clive Evans. TA advised successful recruitment of Director with specialist financial skills- will join next Board meeting 28/11/16	
2.0	Declarations of Interest	
	Standing declarations for DR and PH previously noted; no impact on agenda items.	
3.0	Previous Minutes	
3.1	The Minutes of Trust Finance and Personnel meeting, 31/10/16 were accepted as a true and accurate record of the meeting and were signed off by the Chair.	
3.2	Confidential Minutes of 31/10/16 were distributed to those present at previous meeting, accepted as a true and accurate record, were signed by acting Chair of previous meeting and sealed by the Clerk.	

3.3	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> 1. GW confirmed that Pinetree water costs were all own use. 2. Pinetree succession plan requested for long term absence HT 3. 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. 4. Clive Lewis would like to visit Locksley visit booked for February 2017. 5. DR advised that Norman Lamb MP visit to DBS had generated press interest and article. 6. GW advised possible progress of availability of School Condition Allocation via DfE contact; to keep advised. 7. DR advised that Facilities Manager position will be vacant following end of secondment December 201; staffing structure will be reviewed. 8. Update CONFIDENTIAL MINUTE. 	<p>DR</p> <p>DR/PH</p> <p>GW</p> <p>DR/GW</p>
4.0	Election of Committee Chair	
4.1	<p>No previous nomination and current Chair expressed wish not to continue in order to direct attention to Pinetree School improvement.</p> <p>PH proposed MWP, seconded by GW and unanimously agreed.</p> <p>MWP took the Chair</p>	
5.0	Presentation Annual Accounts 2015-16	
5.1	<p>Mark Proctor, Lovewell Blake was welcomed to the meeting and presented ET Annual Accounts 2015-16, figures were summarised with points to note as follows;</p> <ul style="list-style-type: none"> • Clean audit report • Impact of pension (support staff) increased contributions confirmed as +1% each year for next 3 years and subsequent impact on future cash flow <p>DR queried actual deficit figure to that shown of £568k. MP advised that this assume income £435k NCC invoice and £300k was due to restricted fixed asset fund, so probable deficit £268k.</p> <p>MWP queried when CFA should be revisited; DR advised that Brandon Lewis had referred case to Lord Nash who had initially responded and was now awaiting secondary response as well meeting with Norman Lamb and Members Action Group. GW advised that she had requested building revaluations as the figures in Accounts were out dated and provided by drive by valuations, and had made EfA aware of multiple site situation; now confirmed as having to wait for next year's round.</p> <p>Directors queried what else could be done- GW advised possible access to £1m funds from SCA but SSSfN could not satisfy qualifying criteria due to low pupil numbers and 1 URN identifier for SSSfN obscuring the multiple site nature; Directors requested that DR look at process required to split SSSfN into separate URN's</p> <p>Directors requested that GW provide evidence/amount of claw back of revenue used to support capital expenditure.</p> <p>MWP to draft letter of concern to Lord Nash outlining impact lack of funding has had on financial viability of ET.</p>	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>REQUEST DR REQUEST GW MWP</p>

	<p>Directors queried concern from EfA re financial position; GW advised that subsequent to Accounts publication could expect a Financial Notice of Improvement or an FMGS validation visit from EfA officer.</p> <p>Directors were encouraged to bring any further queries to Board meeting.</p> <p style="text-align: right;">MP LEFT MEETING AT 5.30PM</p>	CHALLENGE
6.0	P2 Figs-Oct 2016	
6.1	<p>Accounts, previously distributed were discussed with points to note as follows;</p> <ul style="list-style-type: none"> • Pinetree income low due to reduced NOR to artificially support school out of Special Measures (25 NOR currently vs 40 commissioned places). PH queried when NOR could be increased; DR advised careful management and would be confident to increase NOR once grade improvement achieved. • Pinetree resolution of staffing costs; GW to provide budget revision for January meeting. Pinetree other costs were attributed to remedial works identified by HMI • Awaiting new pricing structure from SCC to allow invoicing for Suffolk and IES Breckland pupils • ET zero income due to Top slicing income received only P6 and P12 • ET other costs for DOL • SSSfN slight increase income due to earlier receipt KSX income. • PH queried whether any benefit could be derived from small business rates; GW confirmed not but that confirmation of charity status at Rosebery school had generated £12k rates rebate and ongoing for other bases. • Directors queried expected AP costs TY; DR advised accurate figure at P3 would inform year end expenditure especially if NOR maintained. GW advised that if P1-3 cost £250k, yearend expectation could be £750k. 	<p>CHALLENGE</p> <p>GW</p> <p>CHALLENGE</p> <p>GW</p> <p>CHALLENGE</p>
6.2	Cash flow; DR advised that this extremely tight with September and November invoices having to await income before payment and was hopeful that December should be adjusted. Directors expressed some concern over £300k BAC's catch up run	
6.3	GW advised setting up of separate bank account to manage NSFT funding to ensure all payments made as contracted.	
7.0	Recovery Plan update	
7.1	<ol style="list-style-type: none"> 1. DR advised still awaiting response from £435k invoice submitted to NCC, terms expire 28/11/16 and will then chase via email/letter/telephone. 2. Staffing restructure SSSfN; DR advised meeting planned to discuss new structure and timeline and warned of possible resultant press attention 3. Proposal to increase per pupil cost +£500 per pupil from Sept 17 to go to LA 4. Curriculum revision to further reduce AP expenditure progressing 5. Application to CIF to fund additional space to support in house AP in hand 6. Restructure and relaunch EES January 2017. 	
8.0	Risk Registers	

8.1	ET; <ul style="list-style-type: none"> • S05- reduce probability to Low across all 3 RR's • F08- query why risk LOW; DR advised that manageable deficit, recovery plan in place and clear proof that loan and advance GaG being paid to time; adjust Actions to date. 	TA TA
9.0	Policies	
9.0	For ratification, previously distributed and attached: <ul style="list-style-type: none"> • Volunteer: Proposed for acceptance by DF, seconded by GW and unanimously accepted. TA to pass to Admin and Operations to ensure use with immediate effect • Recruitment and Selection; Proposed for acceptance by PH, seconded by DF and unanimously accepted • Parental Complaints Procedure; Proposed for acceptance by PH, seconded by MWP and unanimously accepted. • Revision Leave and Time Off; Proposed for acceptance by MWP, seconded by PH and unanimously accepted TA to adjust and upload to websites. Noted that DR and GW did not participate in vote in staffing policies.	TA
10.0	Personnel	
10.1	See CONFIDENTIAL MINUTE	
11.0	Confidential items	
11.1	SEE CONFIDENTIAL MINUTE	
12.0	AOB	
12.1	GW advised request received for local filming at DBS school; Lettings policy had been distributed and £175 donation will be forthcoming.	
	Next meeting: 19/12/16 4.30pm at Drayton Office	
	Meeting closed at 1855	

Signed.....

Position.....

Date.....