



**MINUTES OF THE MEETING OF THE FINANCE & PREMISES COMMITTEE**

Wednesday 14 June 2023 at 6.00 pm

Venue: Large Conference Room, Fambridge Road

**Present:**

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr J Everard (JE) Trustee, Vice-Chair of Trustees
- Mrs D Gray (DG) Trustee
- Mr M Howell (MH) Trustee, Health and Safety Link
- Mr P Nagle (PN) Chair of Trustees, Vice-Chair of Finance & Premises Committee
- Ms L Smart (LS) Trustee, Chair of HR Committee
- Mrs J Smith (JS) Trustee
- Mr C Wakefield (CW) Executive Principal

**In attendance**

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy
- Mrs K Redmond (KRE) Clerk to Trustees
- Mr R Scott (RSC) Director of Finance & Premises

**Apologies:**

- Ms J Ellum (JE) Trustee
- Mrs M Foster (MF) Trustee, Vice-Chair of HR Committee
- Mrs J Halewood (JH) Trustee
- Mr E Judge (EJ) Trustee, Safeguarding Trustee Link
- Mrs K Mehrtens (KM) Trustee

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.  Trustees welcomed CWA on his return to the academy. CWA offered his sincere thanks to RCL and TBA for all their efforts in his absence.
2.	Appointment of Trustee	Trustees APPROVED the appointment of Ms Jennifer Ellum as Trustee with immediate effect following an interview process with the Executive Group as proposed by PN, seconded by TB and AGREED unanimously.
3.	Minutes of the previous meeting	Minutes of the previous Finance & Premises Committee meeting held on 1 March 2023 were APPROVED unanimously.
4.	Matters Arising	Trustees NOTED that all matters were covered by the agenda.
5.	Notification of Any Other Business	Exclusion Training Key Indicators of Performance (KIP)

6.	Declaration of Business Interests	There were no new declarations of business interests and no trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
7.	Summary of actions taken since the spring term	Trustees NOTED that TB had met with RSC every two weeks in CWA's absence and will attach the minutes of the meetings to the termly KIP report.
8.	Responsible Officer (RO) Report	Trustees NOTED the RO report on risk management and recommendations for the development of the Risk Register and Risk Management Policy. The academy was generally following the Department for Education's (DfE) guidelines in regard to the risk register. <b>Action RSC</b>
10	Finance	Trustees RECEIVED the Finance Report including:  a. Update on Three Year Budget Summary  Trustees REVIEWED the three year budget plan based on a 4% uplift in year one and a 3% uplift in salaries in Years 2 and 3 which would provide a £20k surplus in Year 1 (after using all reserves) and then a £390k deficit in Year 3, as well as a £400k efficiency savings target to Year 2.  PN referred to the assumptions made for staffing vacancies, including for the Executive Principal role, and queried what other assumptions had been made.  RSC advised that the weekly staffing strategic meeting reviewed the budget in detail and vacancies were built into the budget.  TB queried whether the income from the sale of Primrose Meadow could be used to sustain reserves.  RSC advised that the academy was not permitted to transfer capital income into revenue and 80% of the capital had to be spent on sports provision. The academy can be reimbursed for expenditure spent on the strategic development plan and those costs were being recorded.  Trustees APPROVED the budget subject to final changes being made and circulated to Trustees tomorrow for agreement. <b>Action RSC</b>  b. Proposed Budget Plan for 2023-24  Trustees AGREED the summary budget plan with the assumption of no further funding from government.  i. Trustees APPROVED the increase in the cost of the school meal from £2.40 to £2.50 due to inflationary costs.  MH requested that the reasons for the increase be explained to parents and carers including an explanation of what the costs would actually be if they had risen with inflation.

		<p>RSC agreed to include to include that information in the communication.</p> <p style="text-align: right;"><b>Action RSC</b></p> <p>ii. Trustees APPROVED the recommended increase in mileage allowance from 40p to 45p for the first 10,000 miles based on the current HMRC rate with effect from 1 September 2023 following a request from a professional representative.</p> <p>c. Management Accounts including cost centre summary to 31 May 2023.</p> <p>RSC provided a detailed explanation of the Month 9 accounts including additional grants received which increased in-year income. There was a £100-£150k forecast overspend by the end of the year and the original budget had an assumed £315k deficit. The staffing attrition report outlined how those savings had been made.</p> <p>d. Trustees NOTED that the Risk Register will be developed along with a Risk Management Policy for presentation in the autumn term as referred to in the RO report.</p> <p>e. Trustees NOTED the Gifts &amp; Hospitality Register had been reviewed by TB and was available for review at the meeting.</p> <p>RSC advised that he had reminded all staff of the reporting requirements.</p> <p>f. Trustees NOTED the report on the financial impact of admitting over Published Admission Number (PAN).</p> <p>Trustees NOTED that for the 2023/24 financial year the academy had agreed to accept five students over PAN which will provide an additional sum of £23,417. This will be a rolling agreement (subject to annual review) until the academy increased its overall PAN once the construction work was completed in 2025.</p>
11	Premises Report	<p>Trustees RECEIVED the Premises Report including:</p> <p>a. Condition Improvement Fund (CIF) bids</p> <p>Trustees NOTED the bids for a new build sports hall building and the replacement of the main Fambridge Road Campus (FRC) building roof were rejected and was awaiting from DfE feedback for the reasons why.</p> <p>Trustees AGREED, due to the escalating costs for the Mill Road Campus (MRC) pipework requiring revised tenders, to appoint a Planned Environmental Services (PES) Limited who had previously worked successfully at the academy.</p> <p>b. Premises Report</p> <p>Trustees NOTED that the current utilities contract will end on 1 October 2023 and RSC had received quotes from Zenergi</p>

		<p>suggesting an increase of at least of £75% for gas and 67% for electricity.</p> <p>LS queried what sum had that been budgeted for.</p> <p>RSC advised that the sums quoted were £30k less than budgeted for at present.</p> <p>Trustees AGREED permission for RSC to negotiate rates for the new gas and electricity contracts based on achieving the best rate for 12 months subject to final Chair's Approval.</p> <p style="text-align: right;"><b>Action TB/RSC</b></p>
12	Health & Safety Update	<p>Trustees NOTED the minutes of the Health &amp; Safety Committee dated 8 June 2023.</p> <p>Trustees NOTED that there were no RIDDOR reportable incidents.</p>
14	Strategic Academy Update	<p>Trustees REVIEWED the Whole Academy Strategic Priorities (WASP) 2023-24 including academy context having considered the Ofsted Inspection Data Summary Report for the academy.</p> <p>Trustees REVIEWED the proposed objectives for Quality of Education, Personal Development, Behaviour &amp; Attitudes and Leadership and Management.</p> <p>Trustees NOTED that the WASP could be amended should the academy be subject to an Ofsted inspection.</p> <p>PN queried where did support staff sit within the plan.</p> <p>TBA advised that support staff were covered by Objective 9: To maintain a positive whole academy culture built on highly effective policies, strategies and procedures to ensure the academy's stakeholders' health, safety and wellbeing remains of paramount importance.</p> <p>PN queried what support TBA and RCL required from Trustees from September.</p> <p>RCL advised that constant dialogue was of great importance.</p> <p>TBA advised that there was also a very strong Senior Leadership Team (SLT) who would help deliver the plan and provide them with support.</p>
15	Policy for approval	<p>Trustees AGREED the CCTV Policy for ratification by the Board of Trustees noting there were no changes.</p>
16	Any Other Business	<p>1. Exclusions Training</p> <p>Trustees AGREED to postpone the exclusions training scheduled for 19 June until the autumn term due to low availability.</p>

		2. KIPs  Trustees AGREED to a discussion at the Board of Trustees' meeting regarding training for KIP monitoring and allocations. <b>Action Clerk</b>
17	Confirmation of confidential items for the minutes	Agenda item 9 and 13
18	Date of next meetings	To be confirmed

*Meeting closed at 8.00 pm*

**Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
14.06.23 – item 8	Risk Management	RSC to present revised Risk Register and Risk Management Policy for approval in the autumn term
14.06.23 – item 10a	Three Year Budget Summary	RSC to make final changes to the budget plan and circulate the documentation to Trustees for agreement.
14.06.23 – item 10bi	School Meal cost increase	RSC to communicate increase in the cost of the school meal from £2.40 to £2.50 to parents and carers due to inflationary costs with an explanation of what the costs would actually be if they had risen with inflation.
14.06.23 – item 11b	Utility contracts	RSC to negotiate rates for the new gas and electricity contracts based on achieving the best rate for 12 months subject to final Chair's Approval.
14.06.23 – item 14.2	KIPs	Agenda item for Board of Trustees' meeting regarding training for KIP monitoring and allocations.