



MINUTES OF THE MEETING OF THE FINANCE & PREMISES COMMITTEE

Wednesday 2 February 2022 at 6.00 pm

Venue: Canteen, Farnbridge Road

Present:

Mr T Bailey	(TB)	Chair of Finance & Premises Committee, Trustee
Mr K Bannister	(KB)	Trustee
Mr M Howell	(MH)	Trustee, Health and Safety Link
Mr P Nagle	(PN)	Chair of Trustees
Mr C Wakefield	(CW)	Executive Principal

In attendance

Mrs K Redmond	(KRE)	Clerk to Trustees
Mr R Scott	(RSC)	Director of Finance and Premises

Apologies:

Mr M Judd	(MJ)	Trustee
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This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Minutes of the previous meetings	The Minutes of the Finance & Premises Committee meeting held on 6 October 2021 were APPROVED.
3.	Matters Arising	All matters are covered by the agenda.
4.	Notification of Any Other Business	There were no other matters raised for discussion at the end of the meeting not covered by the agenda.
5.	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.
6.	Summary of the actions taken since the autumn term	RSC advised that there were no significant actions taken outside of the committee meeting.
7.	Responsible Officer (RO) Action Plan with reference to the Academy Trust Handbook – Compliance	RSC referred to discussion at the last meeting and advised that the next RO visit will be at the end of February; the aim is for two RO visits per term which was hindered by lockdown. The current programme will finish at the end of the spring term and RSC will discuss with TB the programme for the summer term.
8.	Finance Report	1. Update on 2021/22 to 2023-24 Budget Three Year Summary RSC highlighted: a) predicting an improvement in the carry forward by £77k against the agreed budget which had a predicted deficit of £266k. This in effect reduces the in-year deficit to £189k. Overall, remaining on track with the original budget and making good

		<p>savings against it. TB asked if this was for revenue. RSC confirmed for revenue as capital should never be overspent as it is ring-fenced for agreed projects</p> <ul style="list-style-type: none"> b) there is a saving in support staff costs but there could be cost of living rises from April and is holding funds just in case c) teaching staff costs are spot on with few vacancies d) there are big savings in the examinations budget as the full costs had been budgeted for but, because of Teacher Assessed Grades process, the academy will receive refunds of £35k to £40k e) curriculum budgets have a small overspend of £6k which is primarily due to additional materials for catch up sessions. One main area affected is resistant materials as costs have doubled for physical materials f) catering is showing a slight overspend and a proposal is being considered later in the meeting g) utilities - as discussed at the last meeting, the contract was tendered last summer with British Gas at a favourable fixed rate for two years. The academy is investigating the gas usage at Mill Road as the amount used was expected to reduce with the installation of the new boilers. MH referred to 2024/25 utility costs and asked if there could be a significant rise. RSC advised that this was a genuine concern unless something significant happened in the utility market. <p>TB queried whether there would be an investment required by the academy from reserves as some point i.e. trading as well as a capital deficit. RSC confirmed the trading deficit is being managed through cash and in terms of spend to date, £160k has been spent on the expansion project for which a claim has been submitted to the local authority. This is first claim to the local authority and RSC has not been informed when the academy can expect reimbursement. Capital spend has always been very small historically.</p> <ul style="list-style-type: none"> h) income streams are as expected. Lettings income is down as they have not yet returned to normal usage i) there has been no deviation to the three year budget which was reviewed in detail at the last meeting. An increase in sixth form and Age Weighted Pupil Unit (AWPU) funding is expected but cannot quantify what that will be as it goes through the local authority first where they top slice for their services j) staffing costs – any increase in funding could be consumed by increased salary costs. Increases have not yet been agreed by government and unions. The current staffing structure is sustainable. Information should be available by Easter for post September funding. <p>2. Management Accounts</p> <p>Trustees NOTED the circulated management accounts. RSC advised that the overall position is to move away from cost centre reporting to ledger code reporting which ties in better with the management accounts and will ease the end of year audit.</p>
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		<p>need to make. It provides the DfE with a mechanism for collecting data from academies for their auditors.</p> <p>PN queried question 30 i.e. does the trust benchmark the size of its senior leadership team (SLT) annually against that of similar schools and asked if that academy carried out that exercise. RSC advised that this takes place as part of the annual staffing review and budget setting. CWA also confirmed that this is reviewed regularly by SLT and there is regular open dialogue with Trustees about that structure. There is an audit trail in place and was referred to at a recent discussion at the HR committee.</p> <p>Trustees AGREED with the proposed responses for the academy which have met the required standards for submission by the deadline of 31 March 2022.</p> <p>8. Key Indicator of Performance (KIP) Report</p> <p>Trustees NOTED that TB and RSC have discussed which areas should be reviewed and their next meeting is on 24 February. The KIP report will then be circulated.</p>
9.	Premises Report	<p>1. Valuation of Land</p> <p>RSC advised that the last valuation was at the time of academy conversion in 2011. The auditors have asked how accurate that valuation is today even though it is a fictitious figure as the land is not for sale and it would be given a commercial valuation e.g. as if it was sold for housing.</p> <p>There are six main assets: the land and buildings at both Fambridge Road and Mill Road, the caretakers house and Primrose Meadow for which there is an accurate valuation now it has been sold.</p> <p>RSC advised that the auditors will accept a justification as to why the valuation is not required. Strutt & Parker have advised that there would not be any material change and the land is almost impossible to value. RSC will investigate the value of the caretaker's house through the land registry or online platforms.</p> <p>Trustees AGREED with the advice provided by Strutt & Parker that there is unlikely to have been any material change since 2011 and therefore a valuation was not required.</p> <p>2. Condition Improvement Fund (CIF) bids</p> <p>i. Fire Door Replacement</p> <p>This project is now out for tender by Ingleton Wood following the successful £300k bid to commence during the Easter holidays and be completed during the summer holidays. The DfE has accepted the rationale for the delay in the project due to the pandemic and shortage of materials. There has been a reduction in the number of doors being replaced from 90 to 61</p>

		<p>as material costs have increased by 25% and there are also increased labour costs. Some doors with minor issues will be fixed by the skilled site team in order to complete the project on budget.</p> <p>RSC will share the tender proposals with Trustees for approval to proceed.</p> <p>ii. Pipework and Boiler replacement across both campuses</p> <p>As agreed at the last meeting, a bid of £900k has been submitted to replace the pipework at both campuses and a boiler at Fambridge Road (FRC). If this bid is unsuccessful, the academy must address the pipework at Mill Road (MRC) as a priority, at an estimated cost of £80k, to provide a fully controlled system which will assist with long term energy cost savings.</p> <p>TB queried whether the same problems with pipework found at MRC after the installation of new boilers will occur if a boiler is replaced at Fambridge Road. RSC advised that should not be the case as the boiler at MRC was long past its useful life whereas the boiler at FRC could last another three to four years but it would be good to address it before it fails.</p> <p>iii. Sports Hall for MRC</p> <p>As agreed at the last meeting, a bid of £1.2m was submitted with the academy contributing £0.5m of Section 106 funding as part of the whole academy expansion.</p> <p>RSC advised that the academy is now awaiting the outcome of the bids which are usually announced on the last day of term before Easter. RSC to circulate bid documents for information.</p> <p>3. CCTV Due Diligence Report</p> <p>Trustees NOTED the circulated report. RSC confirmed that a notice is in place at the location of each camera stating who is responsible for it, why it is there and why the information may be used. CCTV is overseen by the IT team who are fastidious in ensuring the system is compliant and in working order.</p>
10.	Health & Safety Update	<p>MH advised that the last meeting of the Health & Safety Committee was held on 24 November and the next scheduled meeting is on 9 February 2022.</p> <p>RSC advised that there was one RIDDOR reportable incident to note which occurred very early on 17 January 2022. RSC outlined the cause of the accident, which was recorded on CCTV, involving the bread delivery man catching his heel on the back gate which resulted in him falling and dislocating his shoulder. As he went straight to Accident & Emergency from the site of the accident and was kept overnight, it became a RIDDOR reportable incident. RSC confirmed</p>

		<p>that due diligence had been carried out and the incident had been recorded and reported in the correct manner.</p> <p>TB asked the company had considered the impact of delivering so early in the day when the site was unmanned.</p> <p>RSC advised that he had spoken to the academy's insurers and they confirmed that it is the responsibility of his employer to carry out a lone worker risk assessment which is why he had mobile phone to call for help mitigating being on his own.</p> <p>CWA suggested emailing the company to request they deliver from 6.00 am when site staff are available.</p>
12	Policy for approval	Trustees NOTED that there were no policies for approval for this meeting.
13	Any Other Business	None.
14	Confirmation of confidential items for the minutes	Agenda item 11
15	Date of next meetings	29 June 2022 – jointly with HR Committee

Meeting closed at 8.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute
02.02.22 - Item 9.2i	Fire Door Replacement Tenders	RSC to share the tender proposals with Trustees for approval to proceed.
02.02.22 - Item 9.2	CIF bid documentation	RSC to circulate bid documents for pipework and boiler replacement at both campuses and MRC sports hall for information.