



MINUTES OF THE MEETING OF THE FINANCE & PREMISES COMMITTEE

Wednesday 6 October 2021 at 6.00 pm

Venue: Canteen, Fambridge 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.	Election of Chair and Vice-Chair	Trustees AGREED to appoint TB as Chair and PN as Vice-Chair of this committee. PN proposed TB, seconded by MH and AGREED unanimously. KB proposed PN, seconded TB and AGREED unanimously.
3.	Minutes of the previous meetings	The Minutes of the Joint HR and Finance & Premises Committee meeting held on 23 June 2021 were APPROVED.
4.	Matters Arising	All matters are covered by the agenda.
5.	Notification of Any Other Business	There were no other matters raised for discussion at the end of the meeting not covered by the agenda.
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.	Approval of the Committee's Terms of Reference	Trustees NOTED the approved Terms of Reference AGREED by the Board of Trustees on 22 September 2021.
8.	Summary of the actions taken since the summer term	Trustees NOTED the approval of the budget for 2021/22 and the three year budget forecast.

9.	Responsible Officer (RO) Report: Academy Trust Handbook – Compliance	<p>Trustees AGREED with the proposal for Mr Gothard to continue as RO for 2021/22.</p> <p>RSC advised that the RO programme will be based on Part 8: Schedule of Requirements of the Academy Trust Handbook, effective from 1 September 2021, in order to independently verify the actions taken by the academy.</p> <p>RSC advised that the first RO visit of the academic year had taken place and referred Trustees to the circulated RAG rated report. RSC advised that the only ‘red’ item outstanding was “<i>not have members as employees, nor have members occupy staff roles on an unpaid voluntary basis</i>”. The Plume Academy Articles state that the Executive Principal is an ex-officio Member and this will require further discussion.</p> <p>Trustees AGREED with the proposed approach to evidence action points and for the action plan to be a standing agenda item.</p>
10.	Finance Report	<p>RSC referred to the circulated report for the financial year 2020/21 and stated that the year went well finishing with a balanced budget which was very pleasing considering all the anomalies that had to be dealt with because of the impact of Covid-19.</p> <p>a) Trustees NOTED the update on the 2021/22 to 2023/24 Budget Three Year Summary.</p> <p>b) Management Accounts: August and September 2021</p> <p>Trustees NOTED the circulated management accounts and the new reporting format. RSC advised that a manual register is being kept to ensure processes have been completed before circulating. RSC advised that the next report would be circulated with the Aged Debtors Report to the Board of Trustees.</p> <p>TB questioned how the academy managed commitments on the budget.</p> <p>RSC provided an explanation of how this works in practice.</p> <p>PN questioned where the strategic costs for the project plan development work would be reflected.</p> <p>RSC advised it these will be shown under the capital section of the budget as an ‘in and out’. RSC could add more detail if required.</p> <p>PN questioned how inflationary pressures such as for energy costs could impact the budget.</p> <p>RSC advised that there is no pay inflation in the public sector this year and the academy has received pay grants in the past to cover inflationary rises. RSC advised that the academy’s utility costs finish at end of this month but the academy had retendered at the end of August for a two year contract and British Gas</p>

		<p>(covering both electric and gas) will commit to those rates if agreed by end of this month. Trustees APPROVED accepting the rates provided by British Gas with immediate effect.</p> <p>TB questioned whether there were any other risk issues with the current environment e.g. cost and delivery of products.</p> <p>RSC confirmed that there had been huge increases in material costs e.g. paper, building materials and shortages with items such as furniture and the strategy is to use what is in place already as far as possible. RSC advised that he will be submitting a proposal for catering costs at the next meeting as the current rates were set four years ago.</p> <p>TB asked for a line in the budget report for this matter for highlighting any issues of concern.</p> <p>CWA advised that there is a continual operational discussion regarding these issues.</p> <p>c) Trustees NOTED the circulated Cost Centre Summary to 31 August 2021 and as discussed above.</p> <p>d) Trial Balance</p> <p>Trustees NOTED the trial balance referred to the in the circulated documentation and as discussed above.</p> <p>e) Key Indicator of Performance (KIP) Report</p> <p>TB and RSC to begin producing KIP Reports Finance for 2021/22 to be in line with other KIP responsibilities.</p>
11.	Premises Report	<p>a) Trustees NOTED the circulated Premises report and Boiler report.</p> <p>Condition Improvement Fund (CIF) projects 2021-22:</p> <p>i) Fire doors – due to the impact of shortages of materials and a delayed decision for the successful bid during Covid-19, the project will be completed by summer 2022. The Department for Education accepted the change of scope request for this purpose.</p> <p>ii) CIF Bids - RSC suggested bids for:</p> <ul style="list-style-type: none"> • Mill Road (MRC) sports hall and additional classrooms because of local demand. <p>TB questioned whether planning permission was required for the sports hall.</p> <p>RSC advised that a letter of intent would be submitted to the local planning office which he believed would be positively received.</p>

		<ul style="list-style-type: none"> the replacement of thermostatically controlled boilers for Fambridge Road (FRC) similar to those recently installed at MRC. <p>TB questioned whether the bid would be more successful if a ground pump system was sourced.</p> <p>RSC advised that this system would not work on buildings such as those within the academy site.</p> <p>RSC advised that the bids have to be submitted by 31 December 2021. Trustees AGREED with the two proposed bids. RSC to begin the process for tendering the projects and finalising the bids.</p> <p>iii) Toilets</p> <p>TB advised that he and PN had recently interviewed a number of students and most had raised the condition of toilets. TB questioned whether there was a need to improve them.</p> <p>CWA advised that this is a common theme raised by students alongside catering. FRC toilets were replaced two years ago and both campuses have regular toilet inspections and are cleaned daily. CWA invited Trustees to inspect the toilets before leaving the building. RSC advised that there will be a new set of toilets in the new build.</p> <p>b) RSC advised that the CCTV due diligence report requested by the Board of Trustees to this committee is in process and will be submitted at the next meeting.</p>
12.	Health & Safety Update	<p>RSC advised that the Health & Safety Committee meeting scheduled for 6 October had been postponed. The next meeting is scheduled for 24 November.</p> <p>RSC confirmed there were no RIDDOR reportable incidents.</p> <p>MH suggested linking reports from operational meetings to feed into the Health & Safety Committee to ensure there is joined up health & safety reporting within the academy.</p> <p>CWA advised that safety is covered in all meetings which are held and particularly safeguarding. All protocols are consistently enforced and maintained especially with regard to Covid-19 which has resulted in very low case numbers. The vaccination process was managed for Years 9 to 13 students over three days. Risk assessments are continually reviewed and assessed.</p> <p>CWA advised Trustees of the continuing frustration at the lack of support by external agencies for both the academy and its vulnerable families which impacts on staff.</p>

14	Policy for approval	Trustees APPROVED the Charging & Remissions Policy for ratification by the Board of Trustees. RSC advised that there were no changes as it was robustly rewritten with Stone King two years ago.
16	Any Other Business	None.
17	Confirmation of confidential items for the minutes	Agenda items 13 and 15
18	Date of next meetings	2 February 2022 29 June 2022 – jointly with HR Committee Audit Committee tbc

Meeting closed at 9.25 pm

Actions

Date of Meeting/ Item number	Topic	Minute
19.10.21 – item 9	Articles	Plume Academy Articles state that the Executive Principal is an ex-officio Member and this will require further discussion in order to comply with the Academy Trust Handbook.
	RO action plan	Action plan by RO to be a standing agenda item.
19.10.21 – item 10b	Management Accounts	The next report to be circulated with the Aged Debtors Report to the Board of Trustees. An additional line to be added to the budget report to highlight any issues of concern with regard to increased costs and availability of resources.
19.10.21 – item 10b	Catering Costs proposal	Proposal to be submitted at the next committee meeting.
19.10.21 – item 10e	KIP Report	TB and RSC to begin producing KIP Reports Finance for 2021/22 to be in line with other KIP responsibilities.
19.10.21 – item 11a ii	CIF Bids	RSC to begin the process for tendering the projects and finalising the bids.
19.10.21 – item 11b	CCTV Due Diligence Report	RSC to submit CCTV due diligence report requested by the Board of Trustees at the next meeting.