



MINUTES OF THE MEETING OF THE FINANCE & PREMISES COMMITTEE

Wednesday 1 March 2023 at 6.00 pm

Venue: Canteen, Fambridge Road

Present:

Mr T Bailey	(TB)	Trustee, Chair of Finance & Premises Committee
Mr T Baster	(TBA)	Joint Head of Academy
Mrs R Clark	(RCL)	Joint Head of Academy
Mr P Nagle	(PN)	Chair of Trustees, Vice-Chair of Finance & Premises Committee

In attendance

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

Apologies:

Mr J Everard	(JE)	Trustee, Vice-Chair of Trustees
Mr M Howell	(MH)	Trustee, Health and Safety Link
Mr C Wakefield	(CW)	Executive Principal

This group was not quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	NOTED.
2.	Minutes of the previous meeting	Minutes of the previous Finance & Premises Committee meeting held on 21 November 2022 were APPROVED unanimously.
3.	Matters Arising	There were no Matters Arising not covered by the agenda.
4.	Notification of Any Other Business	There was no notification of Any Other Business.
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. TB advised that his company had closed down so could be removed from the Business Interests register.
6.	Summary of actions taken since the autumn term	Trustees NOTED the amendment to the Financial Regulations to ensure that the Executive Principal's current authorisation levels were vested with the Joint Heads of Academy over the period of his sickness absence. In the interim period, TB will increase his dialogue with RSC and PN will be copied into any significant financial matters. The wording was amended as follows:

		<p>insert another bullet point into section 205 (page 4) that says “in the extended absence of the Executive Principal either Joint Acting Head of Academy will act individually as signatory and authority in their place”.</p> <p>All other matters were covered by the Finance Report.</p>
7.	Responsible Officer (RO) Report	<p>a) Trustees NOTED that the RO will be visiting on 3 March 2023, and will also meet with TB on that day, and a report will be provided at the next meeting.</p> <p style="text-align: right;">Action RSC</p> <p>b) Scope of Work 2023</p> <p>Trustees AGREED that the Risk Management Strategy should be the focus for this year to determine whether the academy met the Department for Education’s (DfE) statutory requirements for risk management and risk registers.</p> <p>PN asked that the review include how could the academy ensure risk management was embedded as a corporate risk management process.</p>
8.	Finance	<p>Trustees RECEIVED the Finance Report including:</p> <p>a. Update on Three Year Budget Summary</p> <p>Trustees NOTED that a plausible summary was not available for this meeting due to a number of changes which would impact on the budget forecast. RSC referred to the last meeting and advised that that information was still relevant.</p> <p>TB referred to the £315k attrition savings plan that was built in as an income line and queried what the implications were if the academy did not achieve that notional income.</p> <p>RSC advised that there would be a worsening position on the management accounts and the final position which would require use of reserves of £200/250k. This would cause a huge impact on next year’s budget.</p> <p>b. Management Accounts and Cost Centre summary</p> <p>Trustees NOTED the Month 6 budget summary which outlined that the budget was breakeven at this point.</p> <p>RSC advised that there were two areas of concern:</p> <p>i. the academy had significantly overspent in all areas of staffing but primarily teaching. A 1.5% vacancy factor had been built in of £100k but posts were being filled. The vacancy factor will have to be removed altogether next year</p> <p>ii. the unbudgeted increase in teaching staff costs backdated to September and support staff costs backdated to April 2022.</p>

TB requested a bridging report for the overspend in staffing; the budget per person with salary and with any differences as the attrition and savings plan was based on staffing costs savings.

Action RSC

RSC advised that the academy had received additional income of a pay grant of £43k and a mainstream schools additional grant of £320k.

PN queried whether those additional grants were recurrent.

RSC advised that the grants were separate for this and next year and from 2025 would be part of the Age Weighted Pupil Unit (AWPU).

Trustees discussed the Published Admission Number (PAN), numbers in each year group and the capacity within the academy to admit over PAN to provide additional income.

PN queried whether there could be a review of the financial impact of admitting over PAN within Year 7 and 8.

RSC advised that he could model that and discuss with RCL to make any recommendations for Trustees to consider.

Action RSC/RCL

c. School Resource Management Self-Assessment:

Trustees NOTED that the document had been submitted on 24 February to meet the 15 March 2023 submission deadline.

d. Gifts & Hospitality Register

TB advised that he would review the Register with RSC and provide a report at the next meeting.

Trustees AGREED that this should be a standing item for each meeting.

Action RSC/Clerk

e. Key Indicator of Performance (KIP) Report.

Trustees NOTED the KIP report for Finance.

PN queried whether any savings had been made from teachers' strike action.

RSC advised that the estimated savings were £7-8,000 per day.

f. Risk Register

As referred to above with regard to the RO Scope of Work.

Trustees NOTED that a score must be added against the safeguarding risk and educational risks were to be reviewed.

Action RSC/TBA/RCL

9.	Electricity Consumption/ Energy Grant	<p>Trustees NOTED that the fixed price contract finishes in October 2023 and the retendering process will commence in June.</p> <p>RSC advised that that costs will at least double if not treble with an estimated increase of £200-£250k across both campuses.</p> <p>Trustees NOTED that the academy had received a government grant of £64k for Energy Efficiencies, alongside the Formula Capital Grant, and was seeking quotes for LED lighting and sensor switches. A survey of the site had taken place and staff and students were being encouraged to be more energy efficient.</p> <p>Trustees AGREED that a consultant should be appointed to identify any further potential savings.</p> <p style="text-align: right;">Action RSC</p>
10.	Premises Report	<p>Trustees RECEIVED the Premises Report including:</p> <p>a. Condition Improvement Fund (CIF) bids</p> <p>i. 2020/21 – fire doors project. This had been completed, with a door entry system included, and the DfE CIF completion notice had been accepted.</p> <p>The academy’s £65k contribution was not utilised as the final bids were cheaper than original estimates and there were also a small number of glass screens which were still compliant and did not need replacing.</p> <p>ii. 2022/23 – replacement of Fambridge Road Campus (FRC) boilers and Mill Road Campus (MRC) pipework. Trustees NOTED the spend to date on the phased programme. There was also a total failure of the dance studio boilers at MRC in December which had to be replaced immediately.</p> <p>The remaining balance was currently £452,110.73 and it was hoped that there will be remaining funds to provide solar panels and ground/air source heat pumps.</p> <p>PN queried whether the replacement pipework was likely to go over areas sealed for asbestos.</p> <p>RSC confirmed that it would and testing had taken place to ensure appropriate actions were taken; the professional advice was that it was safer and less expensive to cap the pipes and leave them in place.</p> <p>iii. 2023/24</p> <p>Two projects have been lodged with DfE for the sports hall and for a replacement pitched roof at FRC main building and the outcome was expected after Easter.</p> <p>b. Premises Report</p> <p>Trustees NOTED the:</p>

		<p>i. planned works for Easter and the summer holidays 2023</p> <p>ii. five year rolling programme for fixed wire testing had commenced.</p> <p>c. Ongoing routine maintenance</p> <p>Trustee NOTED the planned routine and annual testing and servicing.</p>
11.	Health & Safety Update	<p>Trustees NOTED the minutes of the Health & Safety Committee dated 9 February 2023.</p> <p>Trustees NOTED that an updated plan was being drafted for fire evacuation to use fire marshalls to check certain zones/areas and to report to the senior fire marshal rather than using staff registers.</p> <p>Trustees NOTED that there were no RIDDOR reportable incidents.</p>
12.	External Review of Governance	Trustees REVIEWED the findings and areas to address.
14	Any Other Business	There were no matters of Any Other Business.
15	Confirmation of confidential items for the minutes	Agenda item 13
16	Date of next meetings	14 June 2023

Meeting closed at 8.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute
01.3.23 – item 7a	RO Report	RO report to be provided at the next meeting.
01.3.23 – item 8bii	Report for overspend in staffing	RSC to provide a bridging report for the overspend in staffing; the budget per person with salary and with any differences as the attrition and savings plan was based on staffing costs savings.
01.3.23 – item 8bii	Report for Financial impact of admitting over PAN	RSC/RCL to provide a report on the financial impact of admitting over PAN within Year 7 and 8.
01.3.23 – item 8d	Gifts & Hospitality Register	TB to review the Register with RSC and provide a report at the next meeting. The Register to be a standing item for each meeting.
01.3.23 – item 8f	Risk Register	RSC to add a score against the safeguarding risk and educational risks to be reviewed with TBA and RCL.
01.3.23 – item 9	Energy Efficiencies	RSC to appoint a consultant to identify any further potential savings.