



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

Monday 21 November 2022 at 6.00 pm

Venue: Canteen, Fambridge Road

Present:

- Mr T Bailey (TB) Trustee, Chair of Finance & Premises Committee
- Mr J Everard (JE) Trustee, Vice-Chair of Trustees
- Mr M Howell (MH) Trustee, Health and Safety Link
- Mr P Nagle (PN) Chair of Trustees, Vice-Chair of Finance & Premises Committee
- Mr C Wakefield (CW) Executive Principal

In attendance

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

Apologies:

- Mr T Baster (TBA) Joint Head of Academy
- Mrs R Clark (RCL) Joint Head of Academy

*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 the HR Committee.  PN proposed TB, seconded by JE and AGREED unanimously.  JE proposed PN, seconded by TB and AGREED unanimously.
3.	Minutes of the previous meeting	Minutes of the previous Finance & Premises Committee meeting held on 29 June 2022 were APPROVED unanimously.
4.	Matters Arising	02.02.22 - Item 9.2i: Fire Door Replacement Tenders  Trustees RECEIVED the final tender analysis and that an update would be provided during the meeting.  05.07.22 – Item 6.2: budget working party.  Trustees NOTED that the meeting had taken place to provide the budget for approval on 13 July 2022.  05.08.22 – Item 6.8: Whole Academy Safety and Security Policy  Trustees NOTED that the policy had been reviewed by the Executive Group for ratification at the Board of Trustees meeting on 7 December 2022.
5.	Notification of Any Other Business	Uniform Procurement.

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.	Terms of Reference including Governance Key Objectives	<p>1. Trustees NOTED the Terms of Reference approved by the Board of Trustees within the Trustees' Handbook and AGREED that the minimum number of attendees should be reduced from five to four.</p> <p>2. Trustees APPROVED the Governance Key Objectives for 2022/23 which had been drafted with reference to the government's Academies Planning calendar.</p>
8.	Summary of actions taken since the summer term	<p>All matters will be covered by the Finance Report.</p> <p>Trustees NOTED that there continued to be ongoing reviews of the budget.</p>
9.	Responsible Officer (RO) Report	<p>Trustees NOTED the Responsible Officer's report and that the RO undertook three visits to ensure compliance with the Academy Trust Handbook. An action plan has been prepared and will be presented at the next meeting.</p> <p>TB requested that dates be added to reports when tasks had been completed.</p> <p>Trustees AGREED that the RO focus for 2022/23 should be:</p> <ul style="list-style-type: none"> <li>a) control regime over capital expenditure model for large capital projects</li> <li>b) to spot check the tender process against the Financial Regulations</li> <li>c) to review the financial risk plan.</li> </ul> <p>RO to draft of the Scope of Work for this committee's approval before commencing visits.</p>
10.	Finance	<p>Trustees RECEIVED the Finance Report including:</p> <ul style="list-style-type: none"> <li>a. Update on Three Year Budget Summary</li> </ul> <p>Trustees NOTED:</p> <ul style="list-style-type: none"> <li>i. the reports for the overall position at the end of the financial year that indicated the academy achieved an in-year deficit position at year end of £-90,881 (excluding fund activities). This was mainly due to the unfunded teachers' pay rise in July 2022</li> <li>ii. a review was taking place to ensure that all capital revenue was appropriately allocated to capital spend</li> <li>iii. £175,383 savings had been made to date as part of the attrition model</li> <li>iv. three scenario budget projections and assumptions made for each one for 2022/23, 2023/24 and 2024/25 with the assumption that staffing had been increased for 2024/25</li> </ul>

		<p>because of the new build but the new build may not be ready for that academic year</p> <ul style="list-style-type: none"> <li>v. the government’s recent budget statement had announced £2billion of additional funding for education but grants of this type had previously been focused on areas of deprivation. The criteria for the additional funding had yet to be announced for this funding and therefore the budget had been forecast on what was known</li> <li>vi. income was down £50k on lettings and rentals from pre-pandemic levels and there was scope for increased revenue</li> <li>vii. there continued to be an increased demand for school places at the academy year on year and therefore lagged funding will increase for every academic year moving forward. College numbers will also be increasing.</li> </ul> <p>MH queried whether parents and carers were still being encouraged to apply for Free School Meals (FSM).</p> <p>RSC confirmed that regular communications were sent regarding eligibility criteria as well as for Pupil Premium Grant (PPG). The academy was moving towards having 400 Disadvantaged students. CWA referred Trustees to the detailed information PPG and FSM reports available on the academy’s website.</p> <p>Trustees AGREED that the Executive Group should hold a Teams call to review Senior Leadership Team posts for the next academic year considering the attrition model.</p> <p>b. Management Accounts</p> <p>Trustees NOTED:</p> <ul style="list-style-type: none"> <li>i. the Management Accounts and that all items had been accrued to budget</li> <li>ii. the Efficiency Savings tracker 2022-23 and the confirmed detailed savings and the remaining target for the attrition model.</li> </ul> <p>PN queried whether it would become harder to make attrition savings following the first phase.</p> <p>CWA advised that there were more savings to be made within staffing. The issue will be for the next academic year as staffing cannot be stretched any further. The academy would have to be smart with recruitment and for Spring 2024 there will need to be forensic monitoring of the staffing profile.</p> <p>JE queried whether class sizes will need to grow.</p> <p>CWA advised that the curriculum was designed to be fit for purpose to provide a broad, rich and enhanced curriculum. In being forensic with the staffing profile there may need to be</p>
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11.	Premises Report	<p>Trustees RECEIVED the Premises Report including:</p> <p>a. Condition Improvement Fund (CIF) bids</p> <p>i. 2022/23</p> <p>1. Fire Doors</p> <p>The project had been completed and the final snagging will take place on 23 November by Ingleton Wood and the academy to forensically check every item and the quality of workmanship.</p> <p>2. Boiler replacement at Fambridge Road Campus (FRC)</p> <p>The project had been completed with a new boiler management system which was very effective and much more efficient.</p> <p>3. Pipework at Mill Road Campus (MRC)</p> <p>A balance of £550k remained for the replacement pipework at MRC which would commence during the summer holidays 2023. The contractor's estimate to complete the work was approximately £350k. The tender process for the pipework project and confirmation of costs will take place before Christmas and that will identify the exact remaining balance which should be returned to the Department for Education (DfE).</p> <p>RSC advised that he had submitted an application for a formal change of scope to DfE to use the remaining balance and they had advised of the requirements before a change of scope would be approved by them.</p> <p>The change had to remain within the general confines of original project and the aim was to request use of the remaining funds for an air source heat pump to heat</p>

		<p>water at a lower temperature and to have solar panels to power them as this remained within the spirit of being energy efficient and heating the school. The solar panels may not be permitted as there was a different funding mechanism for that.</p> <p>JE queried whether there was any value in the old pipework.</p> <p>RSC advised that there was no value as they were either rotten or would have to be left in place as they were wrapped in asbestos and be too expensive to touch; this was safe to do so.</p> <p>ii. 2023/24</p> <p>Trustees AGREED to submit two bids for:</p> <ol style="list-style-type: none"> <li>1. additional funding for the FRC sports hall; a resubmission</li> <li>2. replacement roof on the main FRC building to bring it to current specifications including insulation; the original 1907 tiles were rotten between the two pitches and was a health &amp; safety concern. RSC has sought for costs for this project.</li> </ol> <p>b. Sixth Form Toilet refurbishment - boys and girls</p> <p>RSC outlined the proposal to refurbish the Sixth Form toilets using available formula capital grant during February half-term as they were now not fit for purpose. RSC has obtained two quotes and was awaiting a third quote but was expecting it to be more expensive as it was from a national company.</p> <p>Trustees APPROVED use of the formula capital grant and to proceed on the basis of the lowest of the three quotes.</p>
12.	Health & Safety Update	<p>Trustees NOTED that:</p> <ol style="list-style-type: none"> <li>a. there were no RIDDOR reportable incidents</li> <li>b. there had been three unplanned fire alarms for genuine reasons at FRC and one at MRC. CWA confirmed that everyone had evacuated well on each occasion within four minutes including evacuation chairs. Students' behaviour had been excellent.</li> <li>c. CWA referred to an incident last week where a student had passed out. The Whole Academy Safety and Security Policy had been adhered to and best practice was commented on by the ambulance service. The incident demonstrated that the policy was robust and that staff followed process. The parents were pleased with the care their child received.</li> </ol>
13.	Strategic Development Update	No further updates at this time.

14.	Policy for Approval	<p>Trustees APPROVED the proposed changes to the Financial Regulations &amp; Scheme of Delegation for ratification by the Board of Trustees including:</p> <p>Debtor write offs and authority levels for write off:</p> <ul style="list-style-type: none"> <li>• Up to £1,000 – Director of Finance &amp; Premises</li> <li>• Between 1,001 and £5,000 – Executive Principal</li> <li>• Greater than £5,001 – Finance Committee</li> </ul> <p>All write offs must be reported to this committee and appropriately recorded.</p>
15.	Any Other Business	<p>Uniform Procurement Process</p> <p>Trustees REVIEWED the comparison of prices and the invitation to tender for the supply of uniform at Plume Academy as the government required a re-tender process every three years to ensure affordability for parents and carers.</p> <p>Trustees NOTED that there had been six expressions of interest and six responses all of which were competitive and close in price.</p> <p>RSC advised that the main complaint received by parents and carers was the cost of postage with the current supplier and therefore proposed the appointment of a local supplier. The quality of the garments was of high quality, which had been checked by PE Staff, students and parent panels, and had received positive answers to all queries raised.</p> <p>TB queried how confident RSC was with the company's cash flow and had that been part of the diligence process to check their accounts.</p> <p>RSC confirmed that due diligence had taken place with all companies and all had reasonable cash in their accounts.</p> <p>PN queried whether there was any mitigation if they could not cope financially or operationally or if many complaints were received.</p> <p>RSC advised that if there was any concern with a supplier, the retender process would be re-run to change suppliers; the academy would not have to retender within the first year.</p> <p>Trustees AGREED to appoint the local company, Yours in Sport, which was easily accessible without postal costs.</p>
16.	Confirmation of confidential items for the minutes	There were no confidential items.
17.	Date of next meetings	<p>1 March 2023 14 June 2023</p> <p><i>Audit Committee: date to be confirmed w/c 28 November 2022</i></p>

*Meeting closed at 8.00 pm*

**Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
26.11.22 – item 9	Responsible Officer	RO compliance action plan to be presented at the next meeting. RSC to add completion dates to tasks. RO to draft of the Scope of Work for this committee’s approval before commencing visits.
26.11.22 – item 10a	Executive Group meeting re staffing/ attrition model	Executive Group to hold a Teams call to review Senior Leadership Team posts for the next academic year considering the attrition model.