



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

Wednesday 20 November 2024 at 6.00 pm

Venue: Large Conference Room, Farnbridge Road

Present:

Mr T Bailey	(TB)	Trustee, Chair of Finance & Premises Committee
Mrs E Crees	(EC)	Trustee
Mr M Howell	(MH)	Trustee, Health and Safety Link
Mrs L Marshall	(LM)	Trustee
Ms S Milward	(SM)	Trustee
Ms S Robinson	(SR)	Trustee, Vice-Chair of Finance & Premises Committee

In attendance

Mr T Baster	(TBA)	Joint Head of Academy
Mr M Beckett	(MB)	Director of ICT <i>for agenda item 7</i>
Mrs R Clark	(RCL)	Joint Head of Academy
Mrs K Redmond	(KRE)	Clerk to Trustees (Governance Professional)
Mr R Scott	(RSC)	Director of Finance & Premises

Apologies:

Ms J Ellum	(JE)	Trustee
------------	------	---------

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Apologies for absence were NOTED.
2.	Election of Chair and Vice-Chair	EC nominated TB for the role of Chair, seconded by MH and AGREED unanimously.  TB nominated SR for the role of Vice-Chair, seconded by LM and AGREED unanimously.
3.	Minutes of the previous meeting	Minutes of the previous Finance & Premises Committee meeting held on 12 June 2024 were APPROVED unanimously.
4.	Matters Arising	All Matters Arising were covered by the agenda or had been carried forward
5.	Notification of Any Other Business	There were no matters of Any Other Business
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.	Cyber Security	Trustees RECEIVED a presentation from the Director of ICT regarding cyber security including current measures and enhancing the cyber security posture and clear roadmap for improvement.  In response to Trustees' questions MB advised:

		<ul style="list-style-type: none"> <li>i. there were have four servers on site which hosted 50 virtual machines that were backed up every night and backed up off site once every half-term. Each year group had its own virtual network and storage</li> <li>ii. the operating systems were up to date as the academy only had production service systems and the software was updated every half-term holiday</li> <li>iii. there was evidence that some backups worked and were working towards building a more rigorous system</li> <li>iv. the academy cannot enforce multi-factor authentication (MFA) with students. Students were introduced to cyber security as part of the curriculum</li> <li>v. students had very limited access to systems. The recent cyber attacks on two local schools had been external attacks. There was a risk that if a student's account was compromised, the hacker could email staff who could click on an insecure link</li> <li>vi. staff had completed cyber security training and regular reminders were given</li> <li>vii. guest access to the academy's Wi-Fi lasted 24 hours. Wi-Fi was a risk which was mitigated with the latest firmware which was password protected</li> <li>viii. all curriculum computers had basic Microsoft. Administration and staff laptops have WatchGuard DNS (Domain Name System) and anti-virus protection</li> <li>ix. the academy was moving from an on premise system to a cloud based system which will make processes more automatic and will enforce tasks such as virus checks</li> <li>x. Trustees will need to use MFA and staff will be expected to use their own mobile phones and support will be provided for those who could not do that</li> <li>xi. password reset was not pushed out as it had caused many issues in lessons. It will form part of a more rigid process for staff but not for students</li> <li>xii. user access reviews were currently being carried out on an ad hoc basis and a policy will be drafted. It simpler to monitor once on cloud based management information systems by Easter 2025</li> <li>xiii. email accounts were closed when staff left as soon as informed by HR</li> <li>xiv. the assessment framework was very helpful and the academy had plans of action in place</li> <li>xv. additional staff capacity would aide additional cyber security but there were financial constraints.</li> </ul> <p>Trustees discussed the proposal to insure against cyber security risks with the Department for Education's recommended Risk Protection Assurers (RPA) at a cost of either £3.5k for £0.5 million cover or £7k for £1 million for both sites, with an excess of £5k for four areas of cover up to £20k excess.</p> <p>Trustees AGREED that the academy seek insurance cover of £1 million subject to confirmation of what was covered and what was the most common amount covered for larger schools to mitigate as much as possible against any risk.</p> <p style="text-align: right;"><b>Action TBA/RCL/RSC</b></p>
--	--	--

8.	Terms of Reference and Governance Objectives	Trustees AGREED the Terms of Reference and annual governance objectives planner.
9.	Summary of actions taken since the summer term	<p>Trustees NOTED:</p> <p>a) Food Supplies</p> <p>The academy had changed their main food supplier with a non-binding agreement and who will provide a discount should the academy spend above a threshold of £135k in the year.</p> <p>b) Land and Buildings Collection Tool</p> <p>The Tool had been completed over the summer term and had been approved by TB.</p> <p>c) Strategic Expansion</p> <p>Trustee NOTED that a meeting had been arranged for 5 December 2024 for Trustees to receive a detailed update. Trustees were asked to provide any questions for Ingleton Wood in advance to allow them prepare for the meeting.</p>
10.	Finance Report	<p>1. Management Accounts:</p> <p>Trustees REVIEWED the new format for the management accounts agreed with SR to provide clearer reporting for Trustees.</p> <p>Trustees NOTED:</p> <p>a) Month 2 analysis which outlined year to date and forecast to Month 12 with monthly variance commentary</p> <p>b) the forecast £146k overspend on the year was because the agreed budget had been set with an overspend of £148k which was covered by reserves</p> <p>c) recent staffing salary cost savings had not yet been factored into the budget. The government had also agreed to cover staff pay awards for all schools which will the academy with £480k over and above the set budget.</p> <p>Trustees AGREED the adjustment to the General Annual Grant (GAG) for the additional government funding with £1k to go into education supplies.</p> <p>d) the increase in employers' National Insurance contributions will be covered by a government grant from April 2025</p> <p>e) RSC will add reserves to the Trustees' monthly report and will add a comment to the budget if there was a 10% variance. <b>Action RSC</b></p> <p>f) TB requested that RSC circulate the Month 12 2023/24 management accounts report to the committee. <b>Action RSC</b></p>

		<p>2. Update on Three Year Budget Summary</p> <p>Trustees NOTED the summary demonstrated a sustainable position if income and expenditure remained the same. The focus for the spring term will be the three year budget plan and will incorporate an estates strategy plan and an ICT strategy plan.</p> <p>TB referred to the small amount of bank interest of £2.5k and queried whether there were opportunities to increase it.</p> <p>RSC advised that an automated sweep account had now been set up with Lloyds Bank which will provide interest on savings of just under 2% and, if the cash balance remained the same, would provide approximately £18k a year in interest.</p> <p>Trustees NOTED that there had been an issue with the management of the academy's credit cards which had been addressed and a more robust system was now in place.</p> <p>SR and RSC to meet to discuss use of alternative methods of payments rather than using credit cards for ordering purposes.</p> <p style="text-align: right;"><b>Action SR/RSC</b></p> <p>3. <i>Confidential minute</i></p> <p>4. External Audit Update</p> <p>Trustees NOTED that the external audit was ongoing and the Trustees' report to the accounts was being drafted. An Audit Committee will be arranged to review the draft accounts prior to the Board meeting on 11 December 2024.</p> <p>5. Gifts &amp; Hospitality Register</p> <p>Trustees NOTED the current register and that clarification of the policy and training had been provided for staff. There was also a new monitoring system in place.</p> <p>6. Key Indicator of Performance (KIP) Report</p> <p>Trustees NOTED the KIP report was now part of the management accounts report which will be circulated monthly.</p>
11.	Health & Safety update	<p>Trustees RECEIVED the minutes of the Health &amp; Safety Committee dated 3 October 2024.</p> <p>1. Trustees NOTED that the management of staff during a fire evacuation was being reviewed. SR had met with RSC to review fire risk assessments to ensure they were compliant with the latest legislation. The academy had also instructed a company to conduct a fire risk assessment on 6 January 2025 at a cost of £1k and which will provide a report to inform an action plan; fire training will be part of that plan.</p> <p style="text-align: right;"><b>Action RSC</b></p> <p>2. Trustees NOTED that the academy had been reported to the Health &amp; Safety Executive (HSE) for a number of misdemeanours</p>

		<p>and had provided a response for each point raised. None of the points had been upheld.</p> <p>3. Trustees NOTED that Ingleton Wood was in the process of submitting a Condition Improvement Fund (CIF) bid to address electrical safety at the academy. If unsuccessful, there will be some areas that will need to be addressed immediately and will be funded by the academy's reserves.</p> <p>Trustees NOTED that there were no RIDDOR reportable incidents.</p>
12	Policies	<p>Trustees REVIEWED the following policies:</p> <p>a) CCTV</p> <p>Trustees AGREED that this policy required further review before being submitted for approval. Trustees asked that RSC confirm when the last audit had been conducted.</p> <p style="text-align: right;"><b>Action RSC</b></p> <p>b) Premises Management</p> <p>Trustees AGREED that this policy required redrafting before being submitted for approval together with an asset management strategy. SR and MH to support RSC.</p> <p style="text-align: right;"><b>Action MH/SR/RSC</b></p> <p>c) Charging and Remissions</p> <p>d) Financial Regulations &amp; Scheme of Delegation - <i>to remove reference to faxing</i></p> <p>e) Gifts and Hospitality inc Anti-Fraud &amp; Corruption</p> <p>f) Investment</p> <p>g) Local Government Pension Scheme (LGPS) Discretions</p> <p>h) Lockdown <i>with minor amendments</i></p> <p>Trustees AGREED policies c) to h) for ratification by the Board of Trustees.</p>
13	General Data Protection Regulation (GDPR)	<p>a) Trustees NOTED that there had been five breaches and none reached the threshold for reporting to the Information Commissioner's Office (ICO).</p> <p>b) Trustees NOTED that there had been one Freedom of Information request that was refused.</p> <p>TB queried how robust was the tracking of minor breaches or near misses and was staff training sufficient.</p> <p>RSC advised that all new staff completed GDPR training.</p> <p>c) Data Protection training</p> <p>RCL advised that training for all staff needed to be repeated and will review alongside annual training requirements. Training for Trustees will be arranged.</p> <p style="text-align: right;"><b>Action RSC</b></p>

14	Any Other Business	There were no matters of Any Other Business.
15	Confirmation of confidential items for the minutes	Agenda item 10.3 – Support Staff Pay
16	Date of next meetings	12 March 2025 11 June 2025

*Meeting closed at 8.30 pm*

### **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>
06.03.24 - item 10	Risk Register/Risk Management	Risk Register/Risk Management to be presented at the next meeting.
06.03.24 - item 11.2	GDPR training requirements for Trustees	RSC to review training requirements for Trustees.  <i>Update 20.11.24 – RSC to confirm which Trustees have yet to complete the Handsam GDPR</i>
20.11.24 – item 7	Cyber Security insurance	The academy to seek insurance cover of £1 million subject to confirmation of what was covered and what was the most common amount covered for larger schools to mitigate as much as possible against any risk.
20.11.24 – item 10.1 e&f	Management Accounts monthly report	RSC to add reserves to the Trustees' monthly report and to add comments to the budget if there was a 10% variance. RSC to circulate the Month 12 2023/24 management accounts report to the committee.
20.11.24 – item 10.2	Alternative to using credit cards	SR and RSC to meet to discuss alternative methods for payments rather than using credit cards for ordering purposes.
20.11.24 – item 11.1	Fire Risk assessment report	RSC to provide report from the fire risk assessment on 6 January 2025 and action plan
20.11.24 – item 12 a&b	Policies	CCTV to be reviewed before being submitted for approval. RSC to confirm when the last audit was conducted. Premises Management to be redrafted before being submitted for approval together with an asset management strategy.
20.11.24 – item 13c	Data Protection training	Data Protection training to be repeated for all staff and training to be arranged for Trustees by RSC.