

Resources Committee – Part I Minutes							
Date/Time	24:01:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Lee Rose	LR	Ralph Crook	RC	Ian Courtney	IC	Philip Sanders	PS

Apologies	Initials	Reason (Category of Trustee)
Daryll Chapman	DC	Meeting in London

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Susanne Kiff	SK	Chief Financial Officer
Sally Wood	SW	Clerk to Trustees

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> Apologies were accepted from DC and HF.

2 – Declaration of Interest
<ul style="list-style-type: none"> Trustees present completed their register of business interests and were reminded to declare any conflict of interest that may arise during the meeting

3 – Election of the Chair – Resources Committee
<ul style="list-style-type: none"> RC was elected Chair of the Resources Committee for the period of one year, although it was agreed that PS would chair the meeting and any duties of the Chair for a short period of approximately 6 weeks.

4– Election of the Vice Chair – Resources Committee

- Trustees agreed not to elect a Vice Chair for the Resources Committee.

5 – Terms of reference for the Resources Committee

- Trustees considered draft terms of resources and agreed that the quorum for the Committee would be a minimum of 3 Trustees plus the CEO or their designated representative.
- Trustees agreed the responsibilities of this Committee were the exercising of responsibility and oversight of Finance, Personnel and Premises.
- Trustees discussed the pay review group and agreed this was required for the performance management of the CEO, but responsibility for pay progression within Schools would remain with the LGBs
- Trustees agreed two KPIs for LGBs which were 1) they had a requirement to confirm to the Trustees that they have completed the pay reviews for their cluster and 2) that money was being used appropriately and efficiently for staffing decisions. Trustees acknowledged that these responsibilities were delegated to the LGBs through earned autonomy, but that autonomy could be reclaimed if the responsibilities were not met.
- Trustees agreed that they could request information from and / or ask for the attendance of any member of staff necessary to these meetings to ensure they could meet their responsibilities.
- Trustees agreed the pay review group would have two direct performance managements to carry out, the CEO and Vice CEO, but they would also have a responsibility to ensure that the central staff team’s performance management was completed.
- The model of earned autonomy that the Trust was implemented had been commented on in a positive way as to how much delegation the LGBs were being given.
- Trustees did discuss the benefits on setting the terms of reference for LGBs from a consistency and simple practice point of view.

Trustees asked the MAT position on holidays in term time for pupils.

IC responded a MAT position had yet to be defined and acknowledged there was a piece of work to be done to align policies. The Executive Leadership Group will be asked to look at this.

Trustees asked if there was a fund for Governance

SK responded there was a Governance line in the budget, currently £2k

Action:

- DC** to undertake a piece of work with the Executive Leadership Group to align the policy for holidays in term time for pupils.
- CLERK** to draft the Committee Terms of Reference and forward to PS.
- CLERK** to agenda the Committee Terms of Reference for the Full Trustee Board meeting.

6 – Policies

- Trustees were advised that the Finance Policy was being worked on by RL.
- Trustees discussed petty cash and agreed their expectation was that the use of cash would be minimised in all circumstances with a transition period towards a cashless system.
- SK advised Trustees that the Auditors view petty cash as a high risk area and would encourage reimbursement via BACS.
- Trustees noted there was not a debit card facility from the bank account, only a procurement card.
- Trustees discussed a system of an order number given for every order. SK advised that typically Catering is an area where this doesn't occur which is largely based to how catering companies operate, but it would be a future discussion with the Catering Managers. It was agreed that SK would raise this with the Auditors on their first visit and gain their opinion.
- Trustees agreed the Finance Policy should be ready for the Full Trustee meeting on 06:02:18 and it was agreed that the Clerk would follow this up with RL for a progress update
- Recruitment Policy - Trustees were asked for clarification by the Clerk on sections 5.2 and 9.1.1 and **it was agreed that the Executive Leadership Group would own these responsibilities via the Heads bringing vacancies and recruitment to that group.**

Trustees asked if that process would be used for supply decisions

IC responded that was an operational decision and would need to be made quickly, but longer term supply decision such as sickness cover should be made through the Executive Leadership Group.

Action:

SK to raise order numbers for every order with the Auditors and gain their opinion
CLERK to follow up progress of the Finance Policy with RL
CLERK to update the Recruitment Policy

7– Risk Register

- Trustees noted that the interim position was a risk register that DC, HF and SK were working on with each Committee having their own identified risks.
- The Full Trustee Board would then be able to ensure that all risks were identified.
- Trustees acknowledged that CalQRisk was likely to be implemented at the end of February cluster by cluster.
- Trustees discussed the difference between 'risks' and 'issues'

Action:

CLERK to agenda the risk register for the Full Trustee Meeting on 06:02:18

8 – Temporary / Adjustment Arrangements

- Both Okehampton College and Tavistock College have school funds and have asked for permission for those to continue until the end of August 2018. Trustees agreed this in principle subject to SK seeking the agreement of the Auditors.

Action: SK to query school funds with the Auditors and report back.

9 – Trigger Points

- Trustees noted that intervention would be triggered using the KPIs
- Trustees discussed whether it should be as straightforward as identifying a measure and if a School didn't meet that measure, then the Trustees would investigate further or whether flexibility was needed, however Trustees agreed they should be clear from the outset.
- Trustees agreed that with some KPIs, they would expect DC and / or HF to be having conversations with the Head.

Action: CLERK to agenda KPIs for the next Resources Committee meeting.

10 – Frequency of Committee Meetings

- Trustees agreed the Committee would meet half termly, however if required, it would be more frequently.

11 – Date of next meeting

- Okehampton College – Wednesday 7 March – 4.00pm

Action Table from 24:01:2018

WHO	WHAT	WHEN
DC	Undertake a piece of work with the Executive Leadership Group to align the policy for holidays in term time for pupils	March 2018
CLERK	Draft the Committee Terms of Reference and forward to PS	DONE

CLERK	Agenda the Committee Terms of Reference for the Full Trustee Board meeting	DONE
SK	Raise order numbers for every order with the Auditors and gain their opinion	27:03:18
CLERK	Follow up progress of the Finance Policy with RL	DONE
CLERK	Update the Recruitment Policy	DONE
CLERK	Agenda the risk register for the Full Trustee Meeting on 06:02:18	DONE
SK	Query school funds with the Auditors and report back.	27:03:18
CLERK	Agenda KPIs for the next Resources Committee meeting.	DONE