

Resources Committee – Part I Minutes							
Date/Time	10:05:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Ralph Crook	RC	Ian Courtney	IC	Philip Sanders	PS
Lee Rose	LR						

Apologies	Initials	Reason (Category of Trustee)

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Susanne Kiff	SK	Chief Financial Officer
Hazel Fox	HF	Vice CEO
Sally Wood	SW	Governance Manager

Minutes to
Attendees
Apologies

22 - Apologies
<ul style="list-style-type: none"> All individuals were present.

23 – Declaration of Interest
<ul style="list-style-type: none"> All Trustees were reminded to declare any conflict of interest that may arise during the meeting.

24 – Agree & Sign Off Previous Minutes
<ul style="list-style-type: none"> The minutes of the Resources Committee meeting held on 07:03:18 were agreed and signed by RC.

25 – Matters Arising

- IC updated Trustees that the COO had resigned and there was another proposed model for the MAT. There were a number of areas where expected progress had not been made, ie risk register, fixed asset register and GDPR.
- Trustees noted that a software solution for risk management was needed, but a number of returns were due to be submitted and therefore there was a need to do something in the interim. The Executive Heads groups had been presented with the proposal and they were in agreement. Therefore, there will be two 'groups' of schools, one overseen by Alan King, who would take a lead on Premises and the other by Alison Horn who would take a lead on HR and Finance.
- The meeting moved to Part II

26 – Matters Brought Forward at the Direction of the Chair

- There were no matters brought forward by the Chair.

27 – Budgets

27.1 Budget Reports

- SK updated Trustees that the new budgeting software was called Orovia and there was training next week, this will work more seamlessly than PSBudgeting
- SK handed out the final balance for all the schools from Devon County Council where Trustees could see what was budgeted for and what was received.

Trustees queried some of the numbers for individual schools where there was a substantial difference and asked whether this was due to a cautious approach.

SK responded there was a bit of work to do on realistic budgeting with some of the schools

Trustees noted that Chagford was quite a way off, having budgeted £-12500 and the actual carry forward being £-25986

SK advised this would include payment of £20k Velp loan and that should be taken into account

Trustees referenced that Tavistock were out on their numbers, having budgeted £72000 and the actual was £32048.44

SK responded that converting to a MAT had led to uncertainty for schools about the way that Devon County Council were undertaking processing.

- Trustees discussed whether the schools that were astray with their predictions would be challenged and whether unrealistic figures opened the possibility of the MAT being challenged

- Trustees noted that different decisions may have been made at some schools, for example school leadership.
- SK advised it wasn't clear from Devon how to deal with payments in advance and they didn't give clear guidelines. Budgeting was 'we think' a best guess.
- Holsworthy Community College, Okehampton College and Okehampton Primary were conservative and being worst case where the others took a different stance.

Trustees queried where some Primary school capital figures were grouped together as there weren't figures in for all the schools

SK advised she was trying to get figures against each school. Dartmoor Federation had had two separate budgets pre conversion and Holsworthy Area Federation had run one single budget across the four schools.

- Trustees noted that the Heads have signed to say they agree with the balances, lists and breakdowns had been provided and they made sense.

Trustees asked if there was any possibility of claw back

SK responded no, there had been analysis for each school, the Heads had signed in agreement and the figures were now submitted to the DfE.

- Trustees noted that the majority of the money for Dartmoor Federation, Tavistock and Holsworthy Community College was in the bank account

Trustees asked if the monies were separated out by primary / secondary in the Dartmoor Federation

SK responded they had followed guidance from the DfE using the formula provided, this was on the recommendation also of the external auditors.

Trustees asked how the monies received from DCC equated to

SK responded it wasn't all of the £1.5 million shown on the document

Trustees asked what the monthly salary bill was

SK responded £1.6 million

- Trustees agreed that if the carry forwards matched a months' salary bill, that was a positive place to be.
- SK advised that although schools had made decisions based on the predictions, there was a difference since Christmas in those carry forwards due to cash already spent ie trip money, so the figures stated might not be all additional cash.
- Trustees discussed predictions that were out, in particular Chagford, which was a small school with a small cohort.
- HF updated Trustees with progress within the Central Hub Cluster, where the FGB was now up and running, a second meeting had been held which was positive. There was a mix of Governors / experience in place.
- Trustees noted they had agreed on the structure with an Executive Head overall with a Head of School in each school. They wished to re-advertise for the Executive Head for September 2019 as they didn't want schools messed about mid-year. This would mean starting a formal consultation process with January being the earliest end date for that.
- Staff were happy to support their Head of School / Deputy for a further year based on a model where they are out of class 5 days a week
- The proposal was for HF to be Acting Executive Head for 2 days a week till Christmas and then for HF to continue for the remainder of the academic year from January, taking responsibility for Chagford at that time.

- Trustees discussed this was not ideal, given the ambitions for the MAT and that HF was Executive Head for the new school for a year at the same time.
- Trustees noted the people in the communities were unhappy and relationships needed to be built. HF stated she felt Trustees should support the proposal and that some quick school improvement work could be done in those primaries. However work could continue during this time to see if a secondment for Executive Head could be found.
- Trustees discussed that the commitment for HF might be become difficult. DC advised that he and HF would meet regularly and that PW and LP would have their reporting line to DC for the period.
- Trustees stated they would want to have the right to review the situation and that it would be a secondment for HF.
- HF advised there were individuals looking for roles, but the Governors were not keen for another round of recruitment, having concerns about stability.
- Trustees agreed to the proposal, but wanted recruitment to take place as soon as it could. Trustees wanted to move forward and felt that by not recruiting, they were on 'hold'.
- Trustees noted that when the Executive Headteacher was in place, the Head of School would have some element of teaching as part of their role.

Trustees asked if the Governors were attending new governor training, to understand their responsibilities.

HF responded yes, this had been discussed with them.

- The meeting returned to discussing budgets and SK asked for approval to put some funds in short term money markets to generate funds. This would create a 'pot' but it would not be a huge amount of money.

Trustees asked how safe it was to undertake this

IC responded it was safe until £100k

Trustees asked if the funds would be split

SK responded that it would be invested in blocks of money, not as one lump sum.

Trustees asked what the percentage return would be

SK responded 0.55%

LR left meeting 5.05pm

Trustees asked why income on the cashflow statement was £1million more in May

SK responded that was the carry forward amounts being credited to the bank.

Trustees asked where there were more budgeted payments in May

SK responded that some invoices had been held back and would now be paid.

Trustees raised concerns at some of the totals on the spreadsheet as the expenditure exceeded income

SK advised that some schools were using their carry forward position.

Trustees asked what budgetary returns were due

SK responded that on 12:05:18, a return showing actual expenditure up to 31:03:18 and predictions up to end of August had to be submitted. The ESFA would see the end of March actuals and then predictions for the rest of the year. If the

MAT was out on their predictions, it may look unsecure in the ability to plan. SK added that at the end of July, she had to submit budgets for the following financial year.

Trustees asked what the money made from money markets would be used for

SK advised it was unrestricted and could be used for anything, DC added there had been work on a school improvement model and based on exam results at KS1, 2, 4 and 5 they would come up with a priority list as to the most vulnerable to feed the school improvement model.

Trustees asked if the MDIF grant was included in those figures

SK advised no, that was ringfenced and they have to produce invoices. DC added that £126k was granted, under categories of leadership training, admin support, £62k SLE deployment and £29k legal fees over the £25k given for each of the 15 schools. £38k was for primary and what was left from the £62k was for secondary. DC advised that they would use the priorities currently to direct that. The only monies that can be claimed now are legal expenses.

- SK advised that two contracts were up for renewal for electricity, Okehampton College which was quoted for 01:07:18-30:09:19 for £51461k and Holsworthy Community College from 01:07:18 – 30:06:19 for £42458.31, both of these were with EDF Energy. SK added that Keith gets the rates on the day after watching them for a period of time and a decision has to be made quickly.

Trustees asked when they would have the data

SK responded that schools were putting budgets into PSAccounting and some reports would be run at that time, with more detailed ones to follow.

- Trustees noted it was only the budgeting side of PSFinancials moving, with the HR and Accounting packaging being kept. Orovio syncs in the background with PSFinancials.
- Trustees noted that credit notes had been received from PSFinancials.

28 – Policies

- Trustees considered the policies put forward for recommendation to Full Trustees

Trustees asked in the Finance Policy how often would there be an update on the MAT budget

SK responded at every meeting. Management accounts would be produced on a monthly basis

- Trustees acknowledged the key to these policies was for schools to know there were changes and for schools to use them and refer to them.
- Trustees reviewed the giving of gifts within the Finance Policy and discussed when authorisation should be sought. Trustees agreed there was a level of scrutiny and any 'gifts' would be reported in the accounts. Trustees agreed they would stick to the proposed policy and all gifts would have to be authorised by the Accounting Officer.

Trustees reviewed the Health & Safety policy with the COO not in place and asked for clarify on the operational lead

SK responded that monitoring within the schools would be done by Alan King and he would report to the CFO. However a direct answer could not be given until the people were brought together to make these teams.

LR returned to the meeting at 5.30pm.

Trustees asked about the external Health & Safety audit

SK responded that was still paid for and would take place

Trustees asked if there was a checking system in place to make sure the policy was being implemented and checking taking place at ground level

SK responded that the Health & Safety group that is being formed would do visits to each other's sites.

- Trustees noted that it was still the responsibility of the LGB to monitor health & safety within their clusters.
- Trustees noted within the Charging & Remissions Policy regarding voluntary contributions sought for activities during school day and the use of the word 'may'
- Trustees noted that some schools would request a contribution and some wouldn't creating inconsistency across the MAT. Some PTFAs give funds.
- Trustees noted the Executive Head of the Primaries for the Dartmoor Federation was missing from the Procurement Card policy. **SK to add**
- **All policies were proposed, seconded and all were in favour of them being recommended for approval to Full Trustees**

HF left at 5.45pm.

Action:

SK to add PW to the Procurement Card Policy

29 – LGB Minutes

- Trustees reviewed the LGB minutes

Trustees asked if documents were now uploaded to the order system

SK responded yes, this was working in every school

- The meeting moved to Part II

27.9 MAT EWO

- Trustees noted it was in the plan for this role to exist given the cost paid out currently for the service.
- Trustees noted that the cost would be £26-£28k plus on costs which was cheaper and would give capacity in strength and depth, as well as consistency.
- Trustees noted the current service was paid up till August 2018 and approved further work to be undertaken regarded MAT EWO provision.

Action:

DC to progress work on MAT EWO

30 – Risks Identified / Forthcoming Changes

- Risks identified were:
 - Recruitment process in general
 - Recruitment of EH for Central Hub
 - Budgetary risk – Part II Minutes
 - Planned / actual expenditure – questioning from ESFA
 - Tavistock funding

PS left at 5.55pm

- Trustees were made aware of a proposal from the TES for silver level costing 18k for the MAT which would require typically 18 adverts throughout the year to break even.

Action: SK to add risks to the risk register

31 – Date of next meeting

- Okehampton College – Thursday 21 June – 4.00pm

Action Table from 10:05:2018

WHO	WHAT	WHEN
SK	Add PW to the Procurement Card Policy	DONE
DC	Progress work on MAT EWO	15:06:18
SK	Add risks to the risk register	18:05:18