

Resources Committee – Part I Minutes							
Date/Time	30/1/19 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Ian Courtney	IC	Philip Sanders	PS		

Apologies	Initials	Reason (Category of Trustee)
Jane Dumeresque	JD	House Move

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Tania Skeaping	TS	Trustee
Susanne Kiff	SK	Chief Financial Officer
Hazel Fox	HF	Vice CEO
Fiona McNeile	FM	Governance Manager

Minutes to
Attendees
Apologies

1 - Apologies
<ul style="list-style-type: none"> <li>Apologies received from Jane Dumeresque.</li> </ul>

2 – Declaration of Interest
<ul style="list-style-type: none"> <li>All Trustees were reminded to declare any conflict of interest that may arise during the meeting.</li> <li>IC to spend specific time updating/training at LGB meetings regarding Declarations of Interest and Conflicts of Interest.</li> </ul>

3 – Agree & Sign Off Previous Minutes
<ul style="list-style-type: none"> <li>The minutes of the Resources Committee meeting held on 21/11/18 were agreed and signed by IC.</li> </ul>

#### 4 – Matters Arising

- One application has been received to date for the new Trustee role. The role will be re-advertised.
- Trustees noted with pleasure a substantial fund of £254, 111 from the 'little extras' funding has been allocated to Dartmoor MAT. SK confirmed that this will be split per school.

#### 5 – Matters Brought Forward at the Direction of the Chair

- None received.

#### 6 – Budgets

##### 6.1 Review all school Management Accounts as at Period 4.

SK summarised the finance report for Trustees. SK noted that the management accounts as at the end of period 4 (31st December 2018), show promising financial positions for all of DMAT schools;

- 13 schools are on track with the expected income received.
- 1 school is slightly over with the expected income received.
- 2 schools are significantly over with the amount of expected income received.
- 11 schools are on track with the expected expenditure at the end of this period.
- 5 schools have spent slightly less than would be expected at the end of this period.
- SK highlighted an area of concern as the overspend in the supply budget line, especially in the smaller primary schools. This is a result of some long term sickness. If this continues this could have a significant impact on these school's year end positions.
- Trustees considered the Mutual Fund for staff absence
- A Trustee questioned whether the Mutual Fund was the best option or whether there were Commercial Insurance providers.
- DC commented that DCC have been approached by other LA's to use the Mutual Fund and so that suggests that it is better than commercial insurance.
- A Trustee queried whether it would be more effective to employ people instead of use supply cover.
- DC stated that there was an idea for a cover teacher to be employed within the Dartmoor Federation Cluster. DC explained that, with the changes in children's behaviour, stress is the main reason for staff absence.
- A Trustee questioned what could be done about staff absence, were return to work forms being completed? Are children getting the right education as a consequence of lack of teaching staff.
- SK responded that Boasley Cross, Bridestowe, Northlew were the only schools that are significantly over budget.
- DC said that it had been recently uncovered that many schools have not carried out return to work interviews.
- A Trustee asked should Pupil Exclusion be considered more.
- DC replied that he is challenging DCC about alternative provision.
- Trustees agreed that the Mutual Fund should be investigated as it is not for profit.
- SK to gain quotes for MAT and for individual schools for Mutual Fund.

SK Continued to summarise the financial report and the next steps in budget setting.

- A Trustee asked if the Head teachers understood their budgets now.
- SK confirmed that she has met with the Secondary Head teachers and gone through the budgets. All had shown a good understanding and the meetings had been productive.
- A Trustee asked what planning has there been for Pupil Premium
- SK replied that it isn't in their budgets. It has been ring fenced and extracted. Budgets need to be set in a different way and SK needs to speak with the staff in control of Pupil Premium.
- DC commented that the Head teacher needs to challenge the staff in control of Pupil Premium on how the money is being spent, where the money is being spent. Challenge what is working and lose it if it isn't working.

SK proceeded with the report and outlined the leases and contracts which required approval.

- Trustees agreed to the purchase of Sophos software– Phishing, Malware, Ransomware and server protection for all schools.
- Trustees agreed to the purchase of Every software – Business Management and Risk Management software for all schools as recommended by the Audit Committee.
- Trustees agreed to the renewal of the Canon – Photocopier agreement at Okehampton College.

SK outlined the Creditors report. All systems are working well and creditors are paid on time. SK and IC will review the management accounts including aged creditors on a monthly basis.

SK reviewed the Aged Debtors and commented that debt collection letters were being introduced. However, there are debtors at Okehampton Primary which are due to debts from school dinners.

- A Trustee asked why haven't they applied for Pupil Premium
- SK responded that the parents haven't replied to school communication regarding Pupil Premium.
- A Trustee queried an overpayment of £5,000 at Chagford.
- SK informed Trustees that the money is a salary overpayment caused by human error.
- A Trustee asked if we have overpaid should we be pursuing the money
- SK noted that the issue had been resolved and salary repayment was expected.
- IC requested that any formal or legal chasing required beyond a letter from a Solicitor should be brought to the attention of Trustees. (potential for reputational risk)
- Trustees noted from the report that investments were pleasing and there was no need to move them.
- A Trustee asked where were investments.
- SK replied as per the Finance Policy via Lloyds Moneymarket. Any money from investments is returned to the Central pot and is a way of generating money for school improvement.
- Trustees noted concern regarding the indications of lower pupil admission numbers in some schools as the budgets that have been set around higher numbers. Okehampton Primary is likely to be lower as is South Tawton and Holsworthy. Okehampton College and Tavistock admissions are higher than expected.
- The meeting moved to Part II
- SK reported that Tavistock's budget position will not be able to claw back their overall deficit. The Principal's recovery plan was based on staff retirement together with increasing children but not staff.
- DC stated that he and SK had met with the Principal and questioned the levels of staff that would be needed.
- A Trustee queried the proportion of TLR at Tavistock
- SK stated that there are comparably fewer TLR's but they are more expensive. Okehampton College TLR cost is approximately £200,00 and Tavistock College is £260,000.
- IC asked if the LGB were aware of the situation.

- PS replied that the LGB had asked for a solution from the Principal but she had only concentrated on discussing the additional children. The Business Manager had also been quiet which was surprising as she normally produces solutions.
- DC supports the Principal in that that student to staff ratios are higher. Costs of energy and school building maintenance are high.
- DC asked SK where else she had identified higher costs in Tavistock’s budget.
- SK replied that she had asked them to unpick sports centre costs and that they needed to prove if the sports centre was costing the school money to run. SK has requested a separate meter was installed at the sports centre but this had not been done.
- DC stated that the Principal feels that some of the staffing costs of the Sports centre are included in the school budget which affects the school budget.
- Trustees logged concerns about the management of the budgets and resources at Tavistock.

**6.2 Review support staff pay increase proposal**

- Trustees reviewed the support staff pay increase proposals.
- SK stated that the pay increases had been considered and included in budgets.
- **Trustees agreed unanimously to the support staff pay proposals.**
- **SK to implement increases and inform staff of new banding structures.**

**6.3 Review Shadow Budget with the National Funding Figures**

- Trustees reviewed the Shadow Budget and noted that there is no clear threat from the National Funding Figures and that the Trust is likely to be better off.

**6.4 Identify levels of surplus, deficit balances at the end of the financial year and plans for use/recovery of these**

- **Trustees agreed to continue to use the Board Financial Information Pack at each meeting.**

**6.5 Monitor progress towards actions identified in external financial reports (audit)**

- **Trustees agreed the RAG updates from Bishop Fleming would be the used to monitor progress.**

**6.6 Analyse use and impact of additional funding (PP, PE funding, Catch up funding etc)**

- **Trustees agreed that for future meetings the school websites information would be analysed.**

**6.7 Update from CFO**

- Completed in 6.1.

<b>Action:</b>	<p><b>SK to gain quotes for MAT and for individual schools for Mutual Fund.</b></p> <p><b>SK to proceed with purchase of Sophos software– Phishing, Malware, Ransomware and server protection for all schools.</b></p> <p><b>SK to proceed with the purchase of Every software – Business Management and Risk Management software for all schools</b></p> <p><b>SK to proceed with renewal of the Canon – Photocopier agreement at Okehampton College.</b></p>
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	<p><b>SK to implement increases and inform staff of new banding structures.</b></p> <p><b>SK to produce Board Financial Information Pack for each Resources meeting.</b></p> <p><b>SK to obtain RAG updates from Bishop Fleming to monitor progress.</b></p>
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**7 – Personnel and Training**

**7.1 Review training requirements of Trust employees**

- Trustees discussed the information required to be able to review training within the Trust.
- **FM to gain reports on numbers accessing Educare, Report from D TSA on CPD uptake in the Trust, Reports from Schools on CPD monitoring.**

**7.2 Monitor staff well-being and absence to identify any trends and develop action plan**

- Trustees agreed a questionnaire was required for well-being.
- SK to report on long term absences.

**7.3 Analyse recruitment and retentions and develop action plan**

- Trustees acknowledged that with the introduction of PS People in April this data would be available.
- FM to agenda a review in the Summer Term.

*TS left the meeting at 6:42pm*

<b>Action:</b>	<p><b>FM to gain reports on numbers accessing Educare, Report from D TSA on CPD uptake in the Trust, Reports from Schools on CPD monitoring.</b></p> <p><b>SK to implement a staff well-being questionnaire.</b></p> <p><b>SK to report on long term absences.</b></p> <p><b>FM to agenda PS People reporting review for Summer Term Resources Committee Meeting.</b></p>
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**8- Review Admission Numbers – Okehampton College and Tavistock College**

- Trustees reviewed the admission numbers for Okehampton College and Tavistock College.
- Trustees agreed FM to add to the Full Trustees Agenda on 12<sup>th</sup> February – Decision Required for Admission Numbers for Okehampton College and Tavistock College with the recommendation from the Resources Committee to agree to 270 admissions at Tavistock and 275 at Okehampton College.

<b>Action:</b>	<p><b>FM to add to the Full Trustees Agenda on 12<sup>th</sup> February – Decision Required for Admission Numbers for Okehampton College and Tavistock College with the recommendation from the Resources Committee to agree to 270 admissions at Tavistock and 275 at Okehampton College.</b></p>
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**22– LGB Minutes**

- Trustees noted that the minutes submitted from Tavistock LGB did not include much challenge from Governors.
- Trustees noted that Holsworthy Part II minutes did not include Part II information.
- **FM to update Clerks on recording challenge and Part II minute requirements.**

<b>Action:</b>	<b>FM to update Clerks on recording challenge and Part II minute requirements.</b>
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**23 - Risks Identified / Forthcoming Changes**

- Potential criticism for use of Pupil Premium.
- Risk of admission numbers affecting budgets.
- Relationships school leaders have with DCC to improve and be monitored.
- Dates of Resources meetings as may not be quorum. – check next dates and avoid 2<sup>nd</sup> Wednesday's.

<b>Action:</b>	<b>FM to check next Resource Committee dates and avoid 2<sup>nd</sup> Wednesday in the month.</b>
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**24 – Meeting Review**

- PS delivered the meeting review.
- The meeting concluded at 18.55pm

**25 – Date of next meeting**

- Okehampton College – Thursday 7th March 2019, 4pm

Action Table from 30/1/19		
WHO	WHAT	WHEN
SK	Gain quotes for MAT and for individual schools for Mutual Fund.	April 2019
SK	Proceed with purchase of Sophos software– Phishing, Malware, Ransomware and server protection for all schools.	April 2019
SK	Proceed with the purchase of Every software – Business Management and Risk Management software for all schools	April 2019
SK	Proceed with renewal of the Canon – Photocopier agreement at Okehampton College.	April 2019
SK	Implement increases and inform staff of new banding structures.	13.03.19
SK	Produce Board Financial Information Pack for each Resources meeting.	Ongoing
SK	Obtain RAG updates from Bishop Fleming to monitor progress	April 2019
FM	Gain reports on numbers accessing Educare, Report from DTSA on CPD uptake in the Trust, Reports from Schools on CPD monitoring.	April 2019
SK	Implement a staff well-being questionnaire.	April 2019
SK	Report on long term absences.	13.03.2019
FM	Agenda PS People reporting review for Summer Term Resources Committee Meeting.	May 2019
FM	Add to the Full Trustees Agenda on 12 <sup>th</sup> February – Decision Required for Admission Numbers for Okehampton College and Tavistock College with the recommendation from the Resources Committee to agree to 270 admissions at Tavistock and 275 at Okehampton College.	12.02.2019
FM	Update Clerks on recording challenge and Part II minute requirements.	April 2019
FM	Check next Resource Committee dates and avoid 2 <sup>nd</sup> Wednesday in the month.	Feb 2019