

Resources Committee – Part I Minutes							
Date/Time	09/05/19 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Tania Skeaping	TS	Ian Courtney	IC	Jane Dumeresque	JD		

Apologies	Initials	Reason (Category of Trustee)
Daryll Chapman	DC	Business Appointment
Phillip Sanders	PS	None Received

ACTIONS
DECISIONS
QUESTIONS AND CHALLENGES

In Attendance	Initials	
Susanne Kiff	SK	Chief Financial Officer
Hazel Fox	HF	Vice CEO
Fiona McNeile	FM	Governance Manager - Acting

Minutes to
Attendees
Apologies

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

2 – 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. IC has given a lot of thought to how related parties will affect the Trust. All of the communities in which the Trust schools are situated are small and so it is that this problem could affect the Trust. SK agreed and noted the auditors had requested more thought is given by the Trust about relationships and related parties. Trustees discussed additional recording of relationships and business involvement on the Register of Business Interests and the perceived associations, which need to be considered. Trustees will be provided with further information and advice from the Auditors. For the time being the centralised payments provide a back stop to related party transactions and SK confirmed this could be flagged within PSF.

3 – Agree & Sign Off Previous Minutes

- The Part I and Part II minutes of the Resources Committee meeting held on 07/03/19 were agreed and signed by IC.

4 – Matters Arising

- SK provided quotations for the Devon Mutual Fund. IC explained that the fund is in essence an insurance policy against sickness. It is a not for profit insurance fund and the benefit of the fund is that if it is underpaid then schools receive a return of money. More often, it has been underpaid rather than over paid.
- SK explained that the Trust may join the fund mid-term but would need to commit to joining next year too.
- A Trustee noted that for Primary schools it would be quite cost effective.
- A Trustee asked if the fund covers maternity leave
- SK replied no.
- HF stated that Okehampton Primary School have either broken even each year or made money on the fund.
- SK confirmed that the fund covers staff absence, sickness, suspension, paternity, adoption, and the full cost of staff when doing a phased return.
- SK added the trend of absences is stress related and they are long-term absence and phased return.
- HF noted that at Okehampton Primary School there was tight attitude to absence management. Leaders need to use the Trust policies to hold people to account and evidence they are making reasonable recommendations.
- A Trustee asked if there was scope in current budgets to start the fund for the rest of the year or would it need to start in September.
- SK replied it would need building into budgets for September.
- HF asked if the fund was cheaper to buy as a MAT.
- SK replied no, it is purchased on a per school basis. This is cheaper than alternative insurance companies. If the fund is agreed there would need to be tight procedures for submitting claims.
- HF asked if there is a lead on staff attendance
- SK replied that there needed to be more accuracy on the recording of staff absence. Claims would be handled centrally.
- Trustees agreed to purchase the Devon Mutual Fund (100% cover) from September 2019. SK to communicate the decision to purchase the Devon Mutual Fund at the next Headteacher meeting.
- Trustees agreed a staff questionnaire focusing on wellbeing would be implemented in September. FM to ask MAT Wellbeing group to devise questions for the staff questionnaire by the end of the Summer Term. SK to investigate if the APL wellbeing package extends to family members.
- SK reported there are currently 18 members of staff off on long-term absence in the Trust being managed through the process and policy. The absence is not in a singular school or in any pattern. SK asked what Trustees would like to see reported regarding staff absence.

<ul style="list-style-type: none"> Trustees agreed a report split between Teaching and Non-Teaching Staff, School by School, Length of absence, Reason for Absence, Have Trigger points been met?, Is there a pattern? The report is to be received termly which will allow for a termly/annual comparison. LGB's will be given the report to investigate the finer details within their schools. SK to design and implement the staff absence report ready for Autumn Term 2. A Trustee asked if there are union requirements with managing staff absence HF replied yes and the policy is in place. 	
Action	<ul style="list-style-type: none"> SK to communicate the decision to purchase the Devon Mutual Fund at the next Headteacher meeting. FM to ask MAT Wellbeing group to devise questions for the staff questionnaire by the end of the Summer Term. SK to investigate if the APL wellbeing package extends to family members. SK to design and implement the staff absence report ready for Autumn Term 2.

5 – Matters Brought Forward at the Direction of the Chair

<ul style="list-style-type: none"> IC outlined the proposal received by Tavistock Athletics Club to take on a licence for using and maintaining the running track at Tavistock College & potentially lease a plot of land upon which to build a clubhouse. IC explained that issues are arising now for the Trust as Tavistock College are incurring maintenance expenses from the track, aspects of which they do not use heavily. There was an agreement between Tavistock College, Mount Kelly College and Tavistock Athletics Club on allocated time slots for use of the track and contributions to the maintenance. Mount Kelly have not been using their slots for some time and there will be no ongoing contributions from them. Mount Kelly have been notified that the Athletics club have come forward with proposal. Trustees reviewed Tavistock Athletics Club proposal and financial projections. IC confirmed the club are very active in the SW region and financially sound. The track needs to be refurbished. Tavistock College had estimated a cost of £150,000. In reality, the cost will be £92,000 and the work needs to be carried out in the next 15 months. IC stated that it is difficult to justify this as a MAT priority given the state of the college buildings. IC has discussed the proposal with solicitors who recommend that we issue a licence rather than a lease to use the facilities, track, equipment etc. The club would have the sole use outside school hours and be able to generate income etc. The licence would allow them to get a grant to improve the track. IC proposed that a licence is given to Tavistock Athletics Club and an agreement is made for maintenance costs which would be in the region of £10,000 per annum. Trustees agreed to recommend the proposal at the next Full Trustees meeting on 22nd May. IC will draft the precise terms in readiness for the Resources Committee in June. FM to add the proposal to the Full Trustee agenda for 22nd May. SK raised the issue of meeting demands she is facing from LGB's. At present, SK is meeting with the LGB Chair and Executive Headteacher prior to the LGB meeting and is then expected to attend the meeting too. Trustees agreed on most occasions SK need only meet the LGB Chair and Executive Headteacher prior to a LGB meeting and not attend the meeting too. The LGB Chair and Executive Headteacher will be equipped to answer any Governors questions. 	
Action	<ul style="list-style-type: none"> FM to add the Tavistock Athletics Club proposal to the Full Trustee agenda for 22nd May.

6 – Budgets

6.1 Review all school Management Accounts as at Period 7. And 6.2 CFOO Report

- IC thanked SK for the new format of management accounts.
- A Trustee asked which school had spent the most
- SK replied Tavistock College. IC noted for a large Secondary at this stage of the year this was not unusual.
- SK added that SJ has put together a recovery plan which claws back £60-70k year on year. Tavistock LGB has approved the recovery plan.
- SK reported that the more time she spends at Tavistock College the more concerns she uncovers. Recently it has come to light that there will be a need to look at their IT equipment as it is old. Servers need to be replaced, the school is currently running Windows 7 which needs upgrading and the wireless network switches run on licences which are due to expire in January. These all amount to huge IT expenses.
- A Trustee asked can the SCA be used for this expenditure
- SK replied all schools have SCA lists which are their wish lists. With this new expenditure list at Tavistock, there needs to be a working party to decide what the priorities are across the schools.
- IC added that North Tawton Primary school buildings and IT are in a bad condition.
- A Trustee expressed concerns about our vulnerability which will grow as software becomes older.
- A Trustee asked if there is a risk that the amount of (SCA) money we have won't cover everything
- IC replied yes, however, Bishop Fleming made a firm point that LA's have a legal duty to ensure schools being handed over to Academies are in good condition. With this in mind, we need to go back to DCC and request they sort out these problems urgently.
- A Trustee stated that this is a learning point for the future when carrying out due diligence and checking IT systems.
- SK explained overall the important IT requirements amount to £200K across the Trust. DC will be going back to County to discuss the way they have handed over school and have not met legal requirements.
- Trustees discussed a working party to look at the SCA funding across the schools. Trustees agreed to hold a meeting with LGB Chairs to discuss the SCA funding. SK, IC, JD and TS to be part of the working party. SK to arrange meeting and IC will invite the Chairs of Governors.
- SK continued the financial report and Trustees noted the CEO expenses which have been paid.
- HF questioned why the budgets for LGB's to consider had been delayed
- SK replied she is in the process of meeting Headteachers to finalise staffing requirements. After half term, they will look at budgets.
- HF commented that it is difficult for schools as they have to recruit now but don't have the budgets to work with.
- SK continued with the financial update.
- IC questioned the debtors report and the large figures against individuals
- SK replied these related to salary overpayments
- A Trustee questioned how can you over pay a salary
- SK explained a form was not sent off to stop payment and the member of staff had continued to receive money. SK will pursue the debts through the courts in line with our debt recovery policy
- A Trustee questioned if there is the potential for this ever to happen again
- SK responded it was possible.
- A Trustee asked what process in place to prevent this
- Trustees agreed that SK is to report at the Headteachers meeting that Headteachers must inform SK of all staff resignation notices as soon as they occur. SK will then ensure leavers are dealt with correctly.
- A Trustee asked within the new information what does 'dispute' mean
- SK replied that it means the transaction is on the system but there is a problem and it is being investigated

- A Trustee asked why are trips are reported as income and not expenditure
- SK explained that the ESFA require trips to be reported as an income. SK suggested a review of the new spreadsheet in 3 months to see if still working well for Trustees.
- IC will speak to an NGA colleague who sits on a National SFIG board and see if there is anyway trips can be reported separately as it is client money that should be ring-fenced.
- SK thanked JD for meeting with her to look at the financial reporting. It was an excellent meeting that SK found beneficial and welcomes further discussions.
- JD agreed and that the next stage of reporting would be to show all schools on one sheet.

Action

- **SK to arrange SCA Working Party meeting and IC will invite the Chairs of Governors.**

7 – St James – External Lease

- Trustees considered the implications of the wrap around child care provision lease at St James.
- Trustees agreed they were happy to proceed with the lease.
- FM to agenda for recommendation at Full Trustees on 22nd May 2019.

Action

- **FM to agenda St James Lease for Full Trustees on 22nd May 2019**

8- Discuss Bought In Service and Agree or Recommend SLA within Delegated Limits

- IC asked if we know in broad terms of any contracts or SLA agreements held that could be bought Trust wide.
- SK replied that the Every system can have contracts uploaded which will then be flagged as they approach renewal. SK is starting to look at agreements on a MAT basis, Babcock for example. We are also out to tender on gas and electric. SK is focusing on lots of suppliers we use across the MAT which mean we are dangerously close to EU levels with them. NM is starting to look at suppliers to gain a full picture.
- A Trustee asked if we are still looking at our local businesses for contracts
- SK replied she is looking at tendering across the community
- A Trustee asked if there are stock takes
- IC replied no.
- SK added she is planning to put together a list of preferred suppliers for items like photocopier paper where bulk orders are placed at a lower rate and the supplier holds the goods in storage

9– PS People Reporting

- SK will be moving to this system for HR. At the present SIMS is still used.
- PS People will give access to all areas in the Trust and will provide a Central record of employees.

10- Review staffing structure and staffing needs for the next academic year

- Trustees reviewed the organogram which designates the new Central Team.
- A Trustee asked when the new team members will be on the Central payroll
- SK confirmed that the staff won't be taken out of their school until the back fill is sorted. SK is hopeful this will be by September. SK and DC meeting with DB to discuss what can be done to back fill as Okehampton College will need the most new staff.

<ul style="list-style-type: none"> • A Trustee asked if the additional costs meant that next year's central recharge would still be 5.2% • SK said yes. • A Trustee asked if SK will be giving guidance to assist with the back filling of roles. • SK replied yes. For example she has assisted AS to appoint a Senior Administrator at Holsworthy College. • A Trustee asked if Keith Webber would be focusing on Tavistock's energy costs as the budget is tight • IC replied yes this is in hand. <ul style="list-style-type: none"> • Trustees reviewed the training information received. Trustees requested that in future could the Educare report include the School Name. FM to update JA to include school name. • IC requested that the NGA Learning Link is forwarded to Trustees and LGB's. FM to send the information. • Trustees were disappointed with the low uptake of DTSA CPLD. SK to inform Headteachers at next Headteacher meeting that Trustees would like to see more training of MAT staff through the teaching school. • Trustees noted the CPD plan for Tavistock College. In future Trustees would like to see less negativity surrounding the cost and more information regarding the impact of training. SK to feedback information to SJ. 	
Action	<ul style="list-style-type: none"> • FM to update JA to include school names in Educare training reports. • FM to forward NGA Learning Link information to Trustees and Governors. • SK to inform Headteachers at next Headteacher meeting that Trustees would like to see more training of MAT staff through the teaching school. • SK to feedback Trustees comments regarding CPD planning to SJ.

11- Policies	
<ul style="list-style-type: none"> • There were no policies to review. 	

12- LGB Minutes	
<ul style="list-style-type: none"> • Trustees agreed that the minutes from Okehampton Primary School continue to be excellent. Trustees liked the new area at the end of the minutes which outlines Actions to Trustees. FM to request that other Clerks also include this in their minutes. • IC noted that within the Okehampton Primary School Minutes LGB on 2nd April, there was a an area to consider regarding the Acceptable Use Policy. Trustees agreed that the policy should now state '<i>Staff are liable for any loss, theft or damage to equipment whilst it is in their care when they have been obviously negligent</i>'. FM to investigate with the DPO whether this recommendation can be included. • Trustees noted that Tavistock's minutes now show better challenge. Trustees discussed Tavistock's LGB minutes 3rd April, Point 6. 'Both appointments made, subject to Trustee ratification. JB and MB invited back in to the room and welcomed as new colleagues. Both asked to make a brief statement. PS to raise with Trust Board 04.04.19, to seek ratification'. LGB's are not able to appoint a new Governor as per the Scheme of Delegation. Appointment of Governors requires Trustee agreement. Trustees requested the word ratification be changed to approval. FM to update the Tavistock Clerk to change the wording within the minutes. 	
Action	<ul style="list-style-type: none"> • FM to investigate with the DPO whether this recommendation can be included. • FM to update the Tavistock Clerk to change the wording within the minutes.

13 Risks Identified/Forthcoming Changes	
<ul style="list-style-type: none"> • Tavistock's IT • North Tawton premises and IT 	

- HR – over payment of staff, resignation protocol
- Procurement – consortia
- Related Parties

14 – Meeting Review

- JD completed the meeting review.

15– Date of next meeting

- 17th June 2019 – 4pm – Okehampton.
- The meeting concluded at 6:50pm

Action Table from 9/5/19

WHO	WHAT	WHEN
SK	To communicate the decision to purchase the Devon Mutual Fund at the next Headteacher meeting.	May 2019
FM	To ask MAT Wellbeing group to devise questions for the staff questionnaire by the end of the Summer Term.	May 2019
SK	To design and implement the staff absence report ready for Autumn Term 2.	November 2019
SK	To investigate if the APL wellbeing package extends to family members.	June 2019
FM	To add the Tavistock Athletics Club proposal to the Full Trustee agenda for 22 nd May.	May 2019
SK/IC	To arrange SCA Working Party meeting and IC will invite the Chairs of Governors	ASAP
FM	To agenda St James Lease for Full Trustees on 22 nd May 2019	22/5/19
FM	To update JA to include school names in Educare training reports.	ASAP
FM	To forward NGA Learning Link information to Trustees and Governors.	ASAP
SK	To inform Headteachers at next Headteacher meeting that Trustees would like to see more training of MAT staff through the teaching school.	May 2019
SK	To feedback Trustees comments regarding CPD planning to SJ.	ASAP
FM	To investigate with the DPO whether recommendation for change to Acceptable Use Policy can be included.	ASAP
FM	To update the Tavistock Clerk to change the wording within the minutes.	May 2019