

Resources Committee – Part I Minutes							
Date/Time	05:07:18 4.00pm	Location		Okehampton College			
Attendees	Initials			Attendees	Initials		
Daryll Chapman	DC	Ralph Crook	RC	Lee Rose	LR	Philip Sanders	PS

Apologies	Initials	Reason (Category of Trustee)
Ian Courtney	IC	

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

32 - Apologies
<ul style="list-style-type: none"> IC had sent apologies.

33 – 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.

34 – Agree & Sign Off Previous Minutes
<ul style="list-style-type: none"> The minutes of the Resources Committee meeting held on 10:05:18 were agreed and signed by RC.

35 – Matters Arising

- All actions from the previous meeting were complete.
- RC updated that the letter received regarding non authorised purchases have been responded to by Tavistock with the response on the way back to SK.

36 – Matters Brought Forward at the Direction of the Chair

- There were no matters brought forward by the Chair.

37 – Budgets

37.1 Dear Accounting Officer Letter 05:03:18

- Trustees noted these letters would be issued periodically to DC from the ESFA referencing significant things that Trustees needed to be aware of. This particular letter included dates when returns had to be submitted.

37.2 / 37.3 Budget reports /2018-2019 Proposed Budgets

- Trustees noted that some budgets, such as the Dartmoor Federation Primaries and Okehampton College were still being worked on, due to annual leave / staff still getting used to the system.
- SK had intended to produce these budgets but had needed input from key staff and therefore the confidence wasn't there to make assumptions. These budgets are still being worked on having been to LGB Governors already and will be presented to Trustees on 19:07:18.
- Trustees noted there had been a delay due to needing to input data to the new system as well as the process being hindered by annual leave of key people and backfill arrangements not being in place where staff have moved on.

[Trustees asked what would be in place to ensure this didn't happen next year](#)

SK responded she could give Trustees reassurance that lots of conversations were taking place to ensure that didn't occur.

[Trustees asked if the deadline would be met for submitting budgets](#)

SK responded it would, there was no choice in that.

SK left the room 4.15pm

- Trustees were also advised that the central Finance Team which had been based at Okehampton College would be moving to Holsworthy Training & Business Centre as of next week due to frustrations with the current working environment.

[Trustees asked if those frustrations could have been anticipated](#)

DC responded it was a difficult time due to backfill arrangements not being in place as well as Audit being in this week. People within Dartmoor Federation Finance have also reduced hours which has impacted on their capacity.

- Trustees acknowledged this was taking place 7 months in and staff moves mid year had impacted on these circumstances.

Trustees asked if the location move was the long term solution

DC responded it wasn't, but for now it was the best solution.

Trustees asked DF if he felt the budget situation was a true reflection

DF stated that not everything was in the budgets yet, there was pressure on small schools. The in year figures need to be balanced. Holsworthy College for example is in a vulnerable position and a lot of the in year deficit is due to paying for support from Great Torrington which wasn't just the 2 days a week on paper. The in year cost disappeared in year 2, but the figures are still negative. The structure in place at Holsworthy needed to be deconstructed to be reconstructed again. Any outcome of a restructure would leave individuals pay protected for three year.

Trustees asked if any restructure would impact positively for Holsworthy College

DC responded that Holsworthy College had had a level of leadership stripped out previously and there was work to be done to rectify this, but the results next year would be crucial.

SK returned to the room 4.35pm

- Trustees noted that all the budgets were built on the same assumptions: increase in Teachers Pensions to 19.5%, increase in LGPS pension to 17.4%. Pay increases for NJC were 2% in April 2019 and then 2% every year after that. 3% had been allowed for utilities. Alan King has stated he thinks utilities increases will be higher but SK had used the EFSA guidance on this.

Trustees asked if the budgets would be complete by 10 / 11 July

SK responded she would hope so, but she wasn't overly confident.

Trustees asked what date the budgets had to be submitted

SK responded 30:07:18. The majority of the budgets are complete but SK hasn't had time to go through them in detail.

Trustees asked if they were estimates

SK responded that budgets shouldn't differ massively from what was set.

- Trustees noted that SK wanted to review pupil numbers at Chagford and South Tawton

Trustees asked why there would be a variance

SK responded the budget was based on 139 pupil in 10/18 and 118 in 10/19. There was a PAN of 30, but only 5 children were joining. HF added lots of things were being done on this, the school was a brand new build and they were trying to engage with the community but there was a massive risk on the budget there.

- SK advised that Devon Norse had been met with and there were ongoing talks trying to reduce caretaking costs. Bradford for example costs 18K per year. A tender process may be instigated but there would be TUPE liabilities. At the least regular meetings would be held to review the contract and hold them to account for their standards.

Trustees asked what the issue was with South Tawton as the budget wasn't looking good in year 2

SK responded she wanted to look at pupil numbers, 202 was the current numbers and SK thought there was a rising roll. However there were expensive elements as preschools had been taken on and there were inequalities in contracts and pay.

- Trustees noted there was a lot of expensive staff at South Tawton, although one is due to retire next Easter. At the time, SIMS couldn't be accessed to check the numbers so SK wanted that piece of work to be done. South Tawton is supported by a charity by up to £12 per year.
- Trustees noted that schools had done a huge amount of work and budgets were feeling more realistic.

37.4 Update from CFO

- Trustees noted that staff had received training on the new financial software and feedback had been good. The reports are easier to produce.
- SK advised that the two hub model across the MAT was in place and starting to work really well.

Trustees asked SK if she felt any of the issues experienced could have been predicted and how they could be avoided

SK responded the two Strategic Business Leads were working differently due to one having worked with the hub schools previously so the other was more visible at this time. SK added she was sure that would equal out in due course but conversations had been held with the individuals involved. SK also advised that the individuals had different approaches.

- Trustees discussed the need for the central team to have a strategic vision, a brief of what needs to be achieved and how to get there, but acknowledged there had been little time for that.
- SK stated it was her intention to get the team together for such sessions and put two weeks in the diary next year for all the budgets to be done collectively.
- Trustees expressed concern for SK and emphasized the need for the team to be supporting her and thanks were extended for all the work to date.
- Trustees noted that IT were looking at IT issues and had also had a planning session with EM education. They were considering what is needed to be spent on the network. The plan was for IT Leads to use some of the schools condition allowance as capital investment to support this.

Trustees asked how much of the schools used a 'cloud' environment

SK responded it was very much moving that way

- Trustees noted that priorities and barriers had been discussed with RM who had taken those away and would return with a plan.
- SK advised she had spent time dealing with issues at Holsworthy College and had also met with Chartwells to review catering provision.
- SK and Nuala Mcdermott had met the COO from Ted Wragg Trust and there would be regular meetings going forward as well as meeting the COO from Ivybridge.
- Trustees noted the Teachers pension audit had taken place with Bishop Fleming in for 3 days. They had identified an error for £260 due to Devon County Council payroll.
- Trustees were advised that Internal Audit were in this week visiting the Central Hub, Lyford and Bridestowe, Holsworthy College, Okehampton College, Tavistock and Okehampton Primary. There was concern about how lettings at Holsworthy College were invoiced and managed and concerns at Okehampton College about how cash is passed between departments. There was significant concern about Okehampton Primary and the amount of cash there. Finally, there was concerns the bank requisition wasn't where it should be.

- Trustees noted the audit report would be produced ready for September. Improvements had been noted on purchasing with orders being raised appropriately.

38 – Policies

- Trustees noted the proposed Health, Safety and Wellbeing Policy for the MAT with sections 1 and 2 constituting the policy and section 3 completed as an example to show how the individual schools would complete that section.

Trustees asked what was in place to ensure the policy would be followed

RC responded at Tavistock there was a H&S Committee with a Governor attached to that which met termly. SK responded that the H&S Audit would be reported to LGBs and then summarised to Trustee level. There was a meeting next week to look at how to capture what is going on for Trustees.

Trustees asked if that was happening across the MAT

SK responded LGB minutes should cover this and LGB Clerks could report on how many policies were reviewed and updated.

Action:

SK to agenda MAT Health, Safety and Wellbeing Policy for Full Trustees

39- LGB Minutes

Trustees asked where some LGB minutes were as they were not tabled at this meeting

SW responded she had chased LGB Clerks for minutes but not received them as of yet.

Trustees raised concern over the increase in the number of LGB meetings for some clusters

It was agreed to review this at Full Trustees.

HF left 5.32pm

Action:

SW to agenda LGB meeting frequency for Full Trustees

40 – Risks Identified / Forthcoming Changes

- Risks identified were:
Budgetary risks
Different working approaches across the MAT

Action:

SK to add risks to the risk register

41 – Sports Facilities, Tavistock College

- Trustees discussed in some detail the situation regarding the athletics track at Tavistock College where discussions had been ongoing about a 25 year lease being provided, with the College having agreed allocated usage. The impact would be that the sports centre would lose £11.5lk in letting income, but the budget would save on maintenance each year.
- Trustees noted there was little in writing and it had been difficult to identify who was responsible.
- It was noted this would be resolved through a piece of work with SK and AH. There was also the option to commission an independent review. RC to discuss with Sarah Jones.

Action: RC to discuss athletics track with Sarah Jones

42 – Meeting Review

- LR fed back the meeting review.
- There was a brief discussion as to whether there was sufficient Trustees at Committees, but it was noted the DfE would not allow bigger numbers.

43 – Date of next meeting

- Okehampton College – Thursday 26 September – 4.00pm

Action Table from 05:07:2018

WHO	WHAT	WHEN
SW	Agenda MAT Health, Safety and Wellbeing Policy for Full Trustees	DONE
SK	Add risks to the risk register	15:07:18
SW	Agenda LGB meeting frequency for Full Trustees	DONE
RC	Discuss athletics track with Sarah Jones	19:09:18