



## An Daras Multi Academy Trust

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Chief Executive Officer – W Hermon

08/02/18

### Minutes

Finance and Strategic Development Committee Spring 2018  
Tuesday 7<sup>th</sup> February 2018 at 9.30am at ADMAT Central Office

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

1. **Welcome and Apologies**

**Present:** Sally Cooksey, Emma Gilbert (EGB), Will Hermon

**Apologies:** Eoin Gillespie (EG), Bex Couch, Brian Jennings, Graeme Barriball

**In Attendance:** Clerk, Margaret Basford (Business Manager)

2. **Declarations of Interest/Pecuniary Interests Relevant to this Agenda**

None other than WH and MB are employees of ADMAT. No changes to annual statement.

3. **Confirm minutes of previous FSD Autumn Meeting (7<sup>th</sup> November 2018) and Matters Arising**

- Add "Review Income and Expenditure Against Planned Budget" to cyclical plan and place early on agenda each time. (Clerk). *Done and see item 6.*
- Confirm Eoin Gillespie is willing to be Chair of FSD. *Clerk will confirm.*

Committee agreed minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

See confidential minutes.

5. **Review Risks and Improvement**

a. **MAT Finance Risks**

WH highlighted the risk that our funding is based on pupil numbers. Some of the reception numbers for next year are low. **EGB questioned the numbers and whether it is applications or numbers that can be accepted.** WH explained that for some schools it is applications and this could be a risk in future, especially with the new free school. This will need to be monitored closely.

b. **Individual School Risk Indicators**

On-going and managed by LGABs.

c. **MAT Improvement Plan – allocated priorities B3, D1, D3, E1**

B3 – nothing new to add. School improvement 'tools' need to be costed. HR training conducted and 'budget setting' training will be programmed in soon.

D1 – continuing to follow through.

D3 – covered later in meeting regarding future plans.

E1 – matches RSC thoughts and continuing to follow through.

#### 6. **Review Income and Expenditure Against Planned Budget**

MB talked through the financial data dashboard. The nurseries have now been separated out as they are supposed to be self-funding, and some nurseries are not looking financially sound at present. The Directors discussed options for sharing funding, staffing and expertise between the nurseries across the ADMAT. They also discussed the issue of funding and when it is received. The Directors were content to look at the options for nurseries.

**Action: Options for future of nurseries to next agenda. WH, JC**

The Directors reviewed the current staffing costs against the KPI of 75%. St Catherine's is slightly higher but all others in line. **EGB questioned how often funding is received and challenged that the classroom funding bid for WHA needs to be separated out from their "surplus" as most of this is for specific purpose.** MB confirmed that funding usually received monthly and agreed to sort this out.

#### 7. **Review in Year Budget Monitoring**

##### a. **Short Term Revenue and capital budget**

Management report made available and budget meetings have taken place with senior leaders. Some of the funding lines for teaching staff need separating out under where it is funded from such as PE funding, PPG funding etc. Restricted funding needs to be spent on specific areas and not carried forward.

MB briefed that there are still some technical issues with the new software. Directors discussed that expenditure of internal assessments across all schools, so that improvement or provision can be made in a timely manner, is essential but it does cost money to achieve this (Pira and Puma tests).

MB also brought to the Directors attention a couple of issues such as a staff over-payment (being re-couped) and the Health & Safety budget is overspent due to some necessary work such as water heaters and implementing legionella issues. WH highlighted that there are some infrastructure costs in some of the older schools that are sometimes unforeseen initially such as work at Wer and roof at LT. Directors talked about the issues surrounding the maintenance of old buildings and health & safety requirements.

The Directors and WH discussed the issue of funding and future pupil numbers.

##### b. **Virements and Other Transactions in Accordance with the MAT Financial Regulations and Scheme of Delegation**

No virements to report and MB explained what virements are. MB stated that she would like to do some virements this term. EGB confirmed that virements are an internal process.

- c. **Approve Expenditure of Sums over agreed Financial Regulations (any planned expenditure over CEO delegation)**

None.

- d. **External/Internal Factors Impacting on Budget Setting for Next Financial Year**  
Covered in confidential minutes.

**8. Review Strategic Growth**

- a. **3-5 year MAT Strategic Growth Plan**

**Action: Add to full BoD agenda.**

- b. **MAT Financial Forecast**

WH talked through the national funding formula and is content that it seems fairly stable in future, but there will certainly not be any gain in funding. WH discussed predicted falling pupil numbers across the MAT and that there may be some funding shortfalls in future years.

**9. Review Appropriate Use of Funds**

All use of funds is audited and no issues highlighted. MAT is compliant and nothing to report.

**10. Review Income Generation for the MAT**

WH explained that this area needs to be looked at. **SC questioned how grants are applied for and if this is done at school level or MAT level.** WH explained the current process but that it takes staff time to apply and it has to be worth it.

**11. Review Maintenance, Repair and Disposal of Assets**

MB highlighted what was disposed of in the Autumn term due to being faulty or obsolete.

**12. Policy Review**

- a. Fee and Charges for School Services – no change, approved.
- b. Cross Charging and Transfers – no change, approved.
- c. Capitalisation and Depreciation – no change, approved.

**13. DONM**

Dates of next meeting in Summer Term 2018 confirmed as Weds 23 May 18 at 9.30am.

Meeting closed at 11.30am.

TJH Martin

Clerk to Board of Directors

**Distribution List:**

W. Hermon – CEO Director B. Jennings – Chair of Board of Directors G. Barriball – Director E. Gilbert – Finance Director	E. Gillespie – Committee Member (LGAB) S. Cooksey – Director B. Couch - Director M. Basford – Trust Business Manager
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