

23/05/18

### Minutes

#### Finance and Strategic Development Committee Summer 2018 Wednesday 23<sup>rd</sup> 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:** Bex Couch, Sally Cooksey, Graeme Barriball, Brian Jennings, Will Hermon

**Apologies:** Eoin Gillespie (EG)

**In Attendance:** Clerk, Emma Gilbert, Jo Callow

BC chaired the meeting.

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

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

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

- Options for future of nurseries (JC). *See item 4.*
- Discuss strategic growth at full BoD. *Done.*
- Action from confidential minutes regarding CFO (WH). *Discussed and decision made at full BoD ExO meeting, CFO appointed.*
- Action from confidential minutes regarding pay (WH/MB). *This has been budgeted for.*

Committee agreed the minutes and the Chair signed a copy.

4. **Options for Future of Nurseries**

Covered at the confidential minutes.

5. **Confidential Agenda Items**

Budget matters and staff review covered at confidential minutes.

6. **Receive and Scrutinise Draft Annual Budgets and Forecasts**

Covered at confidential minutes.

7. **In Year Budget Monitoring**

Some matters covered under other items at confidential minutes.

8. **Review Risks and Improvement**

Nothing to discuss at this point and will be covered at the next meeting.

9. **Agree KPIs for next Academic Year**  
Will be done once budget issues are sorted.
10. **Review MAT Website Compliance with regard to Finance Statutory Requirements**  
Carry forward if required.
11. **Review Tendering and signing of Contracts**  
SLAs were discussed at confidential minutes.
12. **Review MAT Financial Scheme of Delegation**  
Covered at confidential minutes.
13. **Review Business Disaster/Recovery/Continuity Plans**  
**Carry forward.**
14. **Policy Review**  
No change to the Critical Incident – approved.
15. **AOB**  
One matter covered at confidential items.
16. **DONM**  
Date of next meeting for Autumn Term 2018 will be confirmed by email and at the full BoD.

Meeting closed at 12.20pm.

TJH Martin  
Clerk to Board of Directors

**Distribution List:**

G. Barriball – Director E. Gillespie – Committee Member S. Cooksey – Director B. Couch - Director	W. Hermon – CEO Director B. Jennings – Chair of Board of Directors J. Callow – Executive Head (ex officio) E. Gilbert – CFO M. Basford – Trust Business Manager
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