



An Daras Trust
Igniting Curiosity Growing Capabilities

Central Office
Unit 4 Tamar Business Park
Pennygillam Way
Pennygillam Industrial Estate
Launceston
PL15 7ED
01566 777503
Email: governance@andaras.org

CEO: J. Callow

12/11/2025

Minutes

Finance, Resources & Staffing Committee - Autumn 2025
Wednesday 12th November 2025 at 9.30am at central office

1. Welcome and Apologies

Present: Jon Sharpe, Steve Tavener, Peter Hague, Claire Paul, Margaret Savage, Jo Callow

Apologies: Ian Wilkinson (in London at work meetings)

In Attendance: Emma Gilbert (CFO), Toni Martin (Governance Officer)

2. Declarations of Interest/Pecuniary Interests relevant to this Agenda

None declared relevant to this agenda.

3. Elect Committee Chair

This will be done at full Board along with elections for Chair of full Board and all other committees.

4. Minutes of previous FRS 2 Summer (18th June 2025) and matters arising

- **Feasibility of in-house catering; logistic, staffing and cost (including VfM) implications versus contracted food service at Autumn FRS agenda (EG/JC).** *See item 12. Carried forward.*

From confidential minutes

- **Explore cleaning provision across the trust (JC/EG).** *See item 9.*
- **Factor into the budget continuing with PS Financials. To be discussed at Audit committee (EG).** *The 3 year quote from PS Financials is cheaper than one year at a time with alternative company. At audit committee, decision made to go with 3 year contract and in year 2 start looking for options for year 4. This saves making changes in a short space of time and allows time to migrate to new system. This decision was ratified at full Board on 9 July 2025.*
- **Building for central office; look at current cost versus splitting into different locations which is a potential saving but isn't great for cohesiveness (JC/EG).** *See item 12.*

Committee agreed the minutes, including confidential minutes and the Chair signed a copy.

5. Confidential Agenda Items

Part of item 8 is recorded in confidential.

6. MAT Improvement Plan

JC updated on the priorities, including an update of reducing age range of WHA from 4 years to 2 years. Solicitors are checking any legal ramifications of selling the pre-school building and then permission has been sought to sell the building.

7. Review Current Finance

a. Income and Expenditure Against Planned Budget

Prior to the meeting, the carry forward figure for last year was requested to enable discussion on how the budget was managed.

On the financial dashboard for P12, £144K overspent, only shows income and expenditure, and has no relation to the budget that we set? EG noted some of the changes to income since this was done. **The consolidated spreadsheet links to budget that was set, during the year we seem to have gained around £700K, where is this from?** EG explained where these figures have come from. **The Directors were not told about this additional income and should have been consulted about adjusting the budget, because they approved the original budget. There are areas that are overspent on the budget that the directors have not been made aware of. For example, office supplies or education supplies & services are well over the planned expenditure by over £100K, and the directors need to have sight of this before the end of the year as it is not what was approved on the budget.** How the £700K was spent was discussed.

Directors requested the need to have more visibility of accounts. A monthly snapshot with any recent income or unexpected expenditure to be provided along with bullet points on why this is, so that it can be monitored against the budget that was previously agreed, and then decisions can be made by the Board when necessary. This will be better than waiting until the end of the year. Action: This is to be provided and placed in the “Finance Management Reports” sub folder within the Full Board folder on SharePoint, and Directors notified.

What is the amount of reserve we should have and what is it now? This was discussed and the reserves will be topped up with £45K. The reserve figure is £107, 630 (revenue reserve). We have reserves but no spare funding within the reserves to cover any unexpected needs. SEND funding and EHCPs were briefly discussed. **Now that parents don't have to apply for FSM, will that be a benefit?** Yes, we should get more funding but EG highlighted some potential problems that have arisen elsewhere with regard to FSM funding.

Requests from LSS to look at the following:

- **Add to priority number one – try to identify funds to provide Maths interventions (EG/JC/FRS).** Everything that could be done is being done. There is no funding for tutoring. JC and the committee discussed potential other options but there is no perfect answer. We may need to make difficult decisions in order to ensure we maintain good standards. There is no spare money, so if we want to provide additional Maths provision, we will need to cut something else.
- **Can we find 0.4 equivalent from the budget to fund staffing to deal with family, welfare and other issues at Wer so the teaching staff can concentrate on teaching in the classroom? Look at whether money can be found from somewhere, even if decision needs to be made to cut something else (FRS).** This will have to be found from within the current budget if it is to happen.

Accelerated reader quotes were discussed for one year, two years and three years. **Costs have increased, are they currently in the budget for this increased amount?** No it isn't. It was noted the 3 year cost works out slightly less annually, than the annual cost quoted. **Action: Decision was to go back and negotiate, see if we can pay annually and not upfront, and for the increase on the budget, identify where this money will be taken from? Bring to Audit committee for decision.**

b. Measure Budget Against Financial KPIs

Nothing further to discuss.

c. **Virements and other transactions in accordance with the MAT Financial Regulations and Scheme of Delegation**

None.

d. **Approval of Expenditure of Sums over agreed Financial Regulations**

Discussed elsewhere in this meeting.

8. **Staffing**

a. **Future staffing due to falling rolls and absence. Options to achieve staffing reductions**

Covered under confidential minutes.

b. **Staff pay requests**

Covered under confidential minutes.

c. **Assurance that annual performance management cycle for staff has been properly implemented**

All completed and properly implemented.

9. **Alternative Cleaning Proposal**

Cleaning in house currently, and if cleaners are off sick, it becomes an issue. Potential for contract cleaning but this is significantly more expensive because they manage the staff too. The current situation was discussed, and it is currently better than previously, with caretaker staff being utilised. It was decided to put looking at alternative cleaning options on hold for the time being as the current situation is better than it was.

10. **School Resource Management**

Expenditures compared and bench marking of schools will be done. Discussed in spring term at Audit committee. **Remove from cyclical plan for FRS autumn term (TM)**

11. **Income Generation**

JC discussed an option to open a preschool in Princetown from age 9 months and a potential grant for this. The committee discussed in detail including the strategy, staffing it, and the financial implications. **If we apply for this, can we change our mind? Can we register an interest?** This was discussed, **decision made that application can be done with caveat that current pre-school comes across to Princetown.**

JC mentioned discussions that are taking place with Cornwall and Devon local authorities on SEND provision.

12. **Premises & Infrastructure**

No capital projects or bids to discuss at this time.

Committee acknowledged the minibus review. It was noted that we can probably lose one minibus without too much detriment. **It was agreed to sell one minibus and reduce associated costs.**

Central office was discussed. **Is it not possible to reduce the space to one floor and what will this save?** It is possible but will need some reallocation of staff working spaces and will save around £15K. Area outside the CEO office would need to become a meeting room and perhaps some staff can work at Callington.

Action: Look at staffing and how they can work as part of feasibility of reducing to one floor at central office for next FRS (JS/EG)

IT infrastructure – previously agreed to lease IT and buy ipads, this seems to be the best way forward so no further decisions needed on this.

MIS system – options were discussed and have been assessed. Ideally, all schools would be on the same system. **More investigation required and bring to Audit committee – what is currently in the budget, which option fits within that budget or not, which is the best option and what are set up fees if changing companies (JC/EG)**

Catering options – due to time this will be discussed at a later meeting. Add to next FRS agenda (JC)

13. Policy Review

Policies for review this term are:

- Governor & Director Allowances (MB). *Minor amendments. Approved.*
- Procurement & Tendering (MB). *Minor amendments. Approved.*
- Early Career Teacher (AF). *No changes. Approved.*
- Pension Discretions (EG). *No changes. Approved.*
- Performance Management & Capability (JC). *Minor amendments. Approved.*
- Best Value Statement (MB) – *late edition, just added 'sustainability'. Approved.*

14. AOB

None.

15. DONM

Next meeting will be 25th February 2026 at central office (following the admissions meeting which starts at 9.30am).

Meeting closed at 12noon.

TJH Martin

Governance Officer

Distribution List:

J. Callow – CEO/Director
J. Sharpe – Director (Chair)
S. Tavener – Director (Vice)
P. Hague – Director
C. Paul – Director
I. Wilkinson - Director
E. Gilbert – CFO