



An Daras Trust
Igniting Curiosity Growing Capabilities

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15/10/2022

Minutes

Finance, Resources & Staffing Committee Autumn 2022
Wednesday 12th October 2022 at 9.30am at central office

1. Welcome and Apologies

Present: Jon Sharpe (Chair), Steve Tavener (Vice), Claire Paul, Ian Wilkinson, Will Hermon

Apologies: Peter Hague

Present: Jo Callow (Ex-Officio), Emma Gilbert (CFO), Toni Martin (Governance Officer)

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

None declared.

3. Elect New Chair

At the full Board in July 2022, the re-structuring of committees was agreed including the reallocation of committee members and nomination of committee chairs.

It was confirmed that JS to be Chair and ST to be Vice of this committee.

4. Minutes of previous RSS Summer (11th May 2022) and matters arising

Minutes approved at the LSS. One action for FRS; Cost out a maintenance 'man with a van' option to assist the schools (WH). *Mobile caretaker in place to deal with emergencies and usual maintenance areas.* **Who decides on the priorities?** This is done in liaison with head teachers.

5. Minutes of previous FSD Summer (15th June 2022) and matters arising

Action: a detailed review of the pros and cons of gag pooling to be looked at and report back at the Spring FRS (WH/EG). *Noted here to ensure it is carried forward to the Spring meeting.*

No confidential minutes. Committee agreed the minutes and the Chair signed a copy of the FSD minutes.

Joe Laurence from Kendal King Scott updated the board on the CIF Werrington project. This is recorded under item 11 below.

6. Confidential Agenda Items

Staff matters were discussed and recorded under confidential minutes.

7. MAT Improvement Plan

WH noted and the committee reviewed priorities relevant to FRS. Main item is gag pooling which is scheduled to be looked at in the spring term. JS agreed to conduct the review with the CFO. It was agreed that the likely outcome will include an annual review to see if the position has changed.

8. Review Current Finance

a. Income and Expenditure Against Planned Budget

The latest management accounts available to all directors prior to the meeting. EG updated the committee on expenditure against planned budget for the year prior to the external audit, including details of central allocation. This has been passed to the external auditors. **Is there a formula for what each school pay towards central costs?** There are guidelines and it does vary depending on school size and numbers. **Can you confirm where the corridor for SC has been funded from?** Previously agreed to be funded from school GAG. The committee discussed the various streams of funding and how it is shown in the budgets.

b. Measure Budget Against Financial KPIs

KPIs included in the management accounts. Main one is staffing costs which are in line, where there is an increase this was due to covid cover in this financial period. Pupil numbers were discussed briefly and the lower birth date for the coming year that seems to be affecting all schools in some way. Risks to pupil numbers and hence funding were discussed.

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

Asbestos removal at SSCA was required to be signed off by CEO as pre-CIF work. Approved retrospectively by the committee.

e. School Resource Self-Assessment Tool

Nothing to report. **Carry forward to spring term.** Note that it is on the autumn and summer terms.

9. Future Finance and Finance Compliance

a. Income Generation for MAT

Nothing to report at present.

b. ATH 2022

Board notified in July 2022 and ATH 2022 issued, amendments to be made cyclical plan. The list of 'must dos' has been looked at in detail on a compliance audit and committee agreed that all is in order.

Moving on from that, WH highlighted the latest governance statement which is a draft at present. The 'Going Concern' statement was checked and committee agreed that with no financial, legal or standards issues, this is accurate and the trust is a going concern.

c. Funding Agreement Updates

None.

10. Staff Performance Management & Pay

Two staff items covered in confidential. Assurance given that Annual Performance Management cycle for staff across the MAT is in place and the policy is being properly implemented.

No staff severance payments or compensation payments or ex-gratia payments.

11. Premises & Infrastructure

Joe Laurence, a project manager from Kendal King Scott (KKS), updated the committee. He was responsible for the design of the scheme of work at Wer. He is now monitoring progress and signing off work at Wer. **The contract sum was in the contract we were expected to sign but there was no scope of works. It is important for us to monitor the cash flow against work and this was difficult to do with the information available.** JL explained the work involved, the tender process and recommendations from Kendal King Scott. The scope of work is being monitored by KKS. Work was due to finish on 20 Jan 23 but is now due to finish mid Feb due to age and type of work. In terms of budget, the project is running to budget and there is contingency for unforeseen circumstances. With regard to cash flow from CIF, a return is completed online stating anticipated spend quarterly and money is paid. The CIF download is done on budget and not when the work is signed off. JL explained how it is paid. JL briefly updated the committee on the work being completed such as necessary roofing repairs, pointing, stonework, windows, damp remediation which has included complete refurbishment. Treatment to walls will make the hall much warmer. A class will move in to the hall soon to allow another classroom to be worked on. He confirmed that the contractor is good and the staff have been very accommodating. **You mention finding some surprises as is always the case with old buildings but are you working with the contractor to ensure the budget is managed to deal with these?** Contingency built in – generally issues that we thought would come up but could not survey for at the time.

a. **Ensure capital project priorities established and delegation defined, approve recommendations to BoD for further expenditure/bids for capital funding projects**

EG updated on current CIF funding. Sam Cardew provided an exceptions report by way of an update. SC corridor complete and very functional. No other projected smaller projects on the horizon. Next CIF bid will be to replace Werrington school roof. Long term plans for pre-school discussed.

b. **Review: IT three year development strategy plan (including integration and efficiency across MAT).** Phase 3 of the plan now in place. Lots of additional IT available because of covid and other equipment has had less wear and tear on it due to lockdowns. Suite for WHA needs updating now and committee agreed to obtain lease quotes for this work, rather than expenditure on new equipment. **Next agenda decision on lease for WHA IT suite.**

12. Policy Review

- a. Capitalisation and Depreciation (EG)
- b. Performance Management & Capability (WH)
- c. Staff Discipline & Grievance (SC)
- d. Early Career Teacher (WH)
- e. Allegations of Abuse Made Against Staff (WH)
- f. H&S (SC)

All policies approved.

13. AOB

Letter from a teachers' union regarding a pay dispute, stating that teachers should get 12% pay award from 1 Sep 2022. The reality is that teachers have 5% rise from 1 Apr 2023. Union is pushing for strikes so we may be affected but don't know which staff are in unions so we won't know how many staff this will affect. Any developments will be reported to the Board.

14. DONM

Spring term meeting will be Wednesday 1st March 2023 at 9.30am at central office.

Meeting closed at 11.25am.

TJH Martin
Governance Officer

Distribution List:

J. Sharpe – Director (Chair)
S. Tavener – Director (Vice)
P. Hague – Director
C. Paul – Director
W. Hermon – CEO Director
E. Gilbert – CFO
J. Callow – Ex Officio Observer