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CEO: J. Callow

18/06/2025

Minutes
Finance, Resources & Staffing Committee 2 - Summer 2025
Wednesday 18th June 2025 at 9.30am at central office

1. **Welcome and Apologies**
   Present: Jon Sharpe (Chair), Steve Tavener, Peter Hague, Claire Paul, Ian Wilkinson (virtually), Margaret Savage, Jo Callow
   In Attendance: Emma Gilbert (CFO), Toni Martin (Governance Officer)

2. **Declarations of Interest/Pecuniary Interests relevant to this Agenda**
   None declared.

3. **Minutes of previous FRS 1 Summer (14th May 2025) and matters arising**

- Produce a plan of savings vs employing business manager, with CFO hours reduced but only to a realistic level – for FRS 2 (EG). *See item 8.*
- Feasibility of in-house catering; logistic, staffing and cost (including VfM) implications versus contracted food service at Autumn FRS agenda (EG/JC). *JC updated the committee on the outline work that has been done so far, this is work in progress.* **Carry forward as planned to Autumn agenda**
- Three up to date supply insurance quotes are to be brought to FRS 2 for a decision on which company will be used (EG). *Spreadsheet provided with 3 quotes ranging between £114K - £166K with varying degrees of benefits.* ***Company number one was chosen due to value for money given the lower cost along with the benefits from this package.***
- Costs for minimum requirement of IT and proposal on whether it should be leased or bought (JC). *JC noted the digital strategy from DfE but this is impossible to achieve fully due to affordability. Work has been done to reduce costs further – buying costs are around £98, 950 but leasing costs are £117, 952 over 60 months; this is to achieve the minimum. Leasing payments spreads the cost but there are issues with leasing some items such as the ipads as these need to be returned in the same condition.* ***The committee decided to lease IT and buy the ipads, but also to look how costs can be reduced further.***

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

4. **Confidential Agenda Items**
   Item 8 was recorded under confidential minutes for the time being.

5. **WHA Pre-School**
   Action from full Board - the future of Pre-School. Planning permission to build a new building has been granted. Building costs exceed the valuation for selling the pre-school. JC suggested asking DfE for age change from 4-11 to 2-11 at WHA. Suggested looking if pre-school can be brought into WHA site temporarily, while the current building is sold, and then when we have the money, we can see

what can be afforded new build wise at WHA. It is suggested that permission is sought from DfE to sell the current building as soon as possible as this usually causes a delay to proceedings.

6. **MAT Improvement Plan**
Structure of the central team is a priority, given that the schools are having to make cuts. Also looking at staffing, leadership and digital presence. Reserves will also need to be considered. This work is ongoing and most of these matters were discussed under finance at item 8.

7. **Review Current Finance**

    a. **Income and Expenditure Against Planned Budget**
    Focus of the meeting is the budget for next year and current expenditure will be considered at full board.

    b. **Measure Budget Against Financial KPIs**
    As above.

    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**
    None reported.

8. **Review/Discuss Balanced Budget for Financial Year**
Discussions and decisions/draft budget to make a recommendation to full Board for final approval. Items discussed under confidential minutes.

9. **Review 3-year Budget Return**
Year 1 will need to be confirmed before year 2 and 3 can be looked at. This will be brought to the full Board for approval and then submitted to DfE by 30 July 2025.

10. **Review Christian Foundation Delivery**
The changes in clauses in our articles – discussions between the Diocese and DfE through the solicitors, this is in hand.

11. **Performance Management**
Date set for CEO performance management with Chair & External Advisor (Liz Brand) on Fri 21st November, time TBC. Outcomes of this will be discussed at the full board.

12. **Policy Review**
Policies for review this term are:
    - Capitalisation & Appreciation (EG) – no changes.
    - Staff Expenses (MB) – minor changes.
    - Redundancy (SC) – no change.
    - Managing Sickness Absence (SC) – no change.
    - Staff Discipline & Grievance (SC) – no change.
    - Flexible Working (SC) – no change.
    - Staff Leave & Absence Suite of Policies (SC) – changes in red due to law change.

    All approved.

13. **AOB**
Brief matters of notification only. The committee thanked JC and EG and the team for all the hard work involved with the impossible task of producing a balanced budget given lower pupil numbers and lack of appropriate funding for many things like pay rises, NI increases and SEND provision, and all the other external factors that affect the budget. TM will email the Heads on behalf of the Directors to thank them for their hard work.

14. **DONM**
Next meeting will be 12th November 2025 in central office. PH gave apologies for Audit (personal) but if he receives the draft budget in advance, he will send questions to TM prior to the meeting.

Meeting closed at 11.25 am.

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