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CEO: J. Callow

17/06/2026

Minutes
Finance, Resources & Staffing Committee - Summer 2026
Wednesday 17th June 2026 at 9.30am at ADMAT Central Office

1. **Welcome and Apologies** (Chair)
   Present: Peter Hague (Committee Chair), Jon Sharpe (Chair of the Board), Margaret Savage, Steve Tavener, Jo Callow (CEO) and Claire Paul.
   Apologies:
   Not Present:
   In Attendance: Tamsin Moreton (CFO) and Gemma Peacock (Governance Officer).

2. **Declarations of Interest/Pecuniary Interests relevant to this Agenda** (GP)

   None declared relevant to this agenda.

3. **Minutes of previous FRS Meeting (20th May 2026) and matters arising** (Chair/ GP)

- **Directors asked if a forecast line could be added to the report? EG confirmed that this would be possible-** *Carry forward to the Autum FRS meeting.*
- **It was agreed that JS would review the Academy Trust Handbook to see if a Finance Director's Report is required and this will be discussed at the next FRS meeting.** *The External Auditors will be asked at the Autumn Audit Committee meeting if the report still remains relevant. Carry forward to the Autumn Audit Committee meeting.*
- **Finance Compliance and Benchmarking- The Directors asked for a summary of the key points when the reports have been completed.** *Carry forward to the Autum FRS meeting.*
- **Catering is to be discussed further at the Autumn FRS meeting once the report is received from 'Clever Chefs'.** *Carry forward to the Autum FRS meeting.*

   ST joined the meeting at 9.45 am.

   Refer to the confidential minutes for the matters arising from the minutes of the previous FRS meeting that was held on 20th May 2026.

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

4. **Confidential Agenda Items** (Chair)

   Part of item 11, and items 12 and 15 are recorded in the confidential minutes.

5. **MAT Improvement Plan** (JC)

Priority 5 'School Governance, Leadership and Business' was discussed with school leadership having been prioritised. Consideration is being given to releasing one of the Executive Headteachers for a day or two a week from September to lead on a Digital Strategy for the Trust. **What does a Digital Strategy encompass?** It will include cyber security, infrastructure in terms of both workload and efficiency, curriculum, AI and online safety.

LGB leadership is currently ok however, two long-standing Governors are stepping down as the Chairs of Lew Trenchard and St Catherine's and Boyton, North Petherwin and Werrington LBGs. **It was agreed that a letter would be sent to both chairs on behalf of the Board to thank them for their commitment. GP to draft the letter and send to JS.**

The Launceston Pre-School building requires a red book valuation before it can be sold. No local companies provide a red book valuation service and despite having approached several companies from further up the Country, only one quote has been received. **The Directors agreed to accept the quote for the valuation.**

6. **Review Current Finance** (TM/ JC)

The figures as of period 8 show an improved financial picture with an £80k surplus however, it was noted that this is a year-to-date projection. Agency costs remain an issue.

The Directors queried the minibus costs as these were higher than expected. JC confirmed that only two of the minibus drivers are contracted. The Trust are also using the local red bus for transport due to the increased demand for the Trust minibuses. Demand is expected to increase as their use is linked to enrichment opportunities for the children which is part of the Ofsted inspection framework. The minibuses were also used for moving the contents of Launceston Pre-School as this was more cost effective than using a removal company. **The Directors agreed that a budget needs to be allocated for the minibus usage.**

The Directors highlighted the high costs of Callington compared to the other Trust schools. JC explained that the school's teaching costs are currently 85% which have increased due to the school having an additional Deputy Head. The school is also experiencing the highest amount of staff absence due to long-term sickness and maternity leave.

7. **Review/ Discuss Balanced Budget for Financial Year** (TM/ JC)

The Directors discussed the budget for 2026-27 which has a surplus of £1353. The budget report that TM had prepared was discussed. Four schools have a financial deficit which TM was unable to avoid due to them being small schools. The schools have already made savings and are also making a reduced contribution to Central Services. **The Directors noted that if there is any surplus money at the end of this financial year it would be discussed about how this would be best spent. The Directors asked about Teachers pay rises?** TM explained that she has allocated 2% in the budget for any teacher pay rises. This figure is based on recommendations. The Directors acknowledged the transparency of the budget.

JC outlined to Directors that she had received a letter from a School SENDCO requesting that more hours need to be given to the role. JC will discuss this with the Headteachers so that the SENDCOs hours and workload can be monitored.

MS left the meeting at 10.40 am.

The Directors recommended the budget for approval by Full Board on Wednesday 15th July 2026.

8. **Review Three Year Budget Forecast Return** (TM/ JC)

   The Directors discussed the three-year budget but noted that there are likely to be factors that will affect the projections.

9. **Review Christian Foundation Delivery** (JC)

   Lew Trenchard have a SIAMs inspection taking place on Friday 19th June 2026. JC will be discussing the Articles of Association, funding agreements, Church supplementary agreements and Diocesan agreements with the SIAMs inspector(s) however, the Trust is compliant.

10. **Staff Structure/ Roles and Budget** (JC/ TM/ Chair)

    The Directors agreed the final staffing structure for next academic year. This will now be made available to the Trust Schools.

11. **Staff Performance Management and Pay** (JC/ GP)

    JC will liaise with JS to set a date for her performance management review. National pay awards for staff are currently unknown.

12. **Premises & Infrastructure** (JC)

    Premises and infrastructure were discussed and recorded in the confidential minutes.

13. **Changes to Sport Premium** (JC)

    Changes to the Sports Premium funding were announced at the end of May and nationally all schools will now only receive one terms worth of Sports Premium funding for the next academic year. From the Spring term onwards, the money will be allocated to a national sports provider who will then liaise with schools regarding their sports provision. CST are contesting this decision with the Government and are asking that Sports Premium funding is allocated for the remainder of the next academic year. The Trust will continue their agreement with Arena until December.

14. **Outcomes from CIF Bids** (JC)

    The Trust were unsuccessful in the CIF bids to mend the broken heating systems at Windmill Hill Academy and Lew Trenchard. **JS will e-mail the local MP to raise concern on behalf of the Trust.** **The Directors agreed that temperature monitoring systems are required in both schools to monitor the temperature.** **The Directors asked if there is any reason why the two requests for fire precautions were not approved?** JC explained that the decision not to approve the requests could be based on severity which is included in the bid paperwork. **The Directors asked why the three unsuccessful CIF bids are not being appealed?** JC thought that the bids were being appealed however, they hadn't been appealed at the time that the report was prepared for the Committee. **JC will check with SC regarding the appeals.**

15. **Management Partnership with Tavistock Primary and Nursery School** (JC)

    A Management Partnership with Tavistock Primary and Nursery School was discussed and recorded in the confidential minutes.

16. **Policy Review** (GP)

    Policies for review this term are:

    - Finance (MB)- approved, although the policy will require re-approval during the Autumn term following the annual release of the ATH.
    - Finance Procedure (MB)- approved, although the policy will require re-approval during the Autumn term following the annual release of the ATH.
    - Data Protection (DPO)- Directors approved by e-mail 20/05/2025

17. **AOB** (Chair/ GP)

    JC has received the Diocese of Exeter newsletter. **GP will circulate a copy to all Directors as it includes details about the Governance Reaffirmation and Thanks Celebration should any Directors wish to attend.**

18. **Date of Next Meeting** (GP)

    The date of the meetings for the next academic year will be confirmed at the Full Board meeting.

Meeting closed at 11.40

GL Peacock
Governance Officer

Distribution List:

P. Hague – Director (Chair) J. Sharpe – Director (Vice Chair) J. Callow – CEO/ Director M. Savage – Director (Chair)	S. Tavener - Director C. Paul – Director T. Moreton - CFO