



MINUTES OF THE FEDERATION RESOURCES TRUST
MEETING
TUESDAY 7 JULY 2016
AT CATMOSE COLLEGE FROM 8.15am

Present: Mr Williams (Executive Principal), Mr Nicoll, Mrs Gilboy, Mr Holt, Mr Mulvey, Dr Guthrie and Mrs Hearth.

In attendance: Mrs Tyers (Clerk), Mr Mellors (Item 1-3) and Mrs Ray.

1. Apologies for absence. Apologies were received and accepted from Mr Wainwright.
2. Declaration of Business Interest. None
3. Presentation on Car Parking

Mr Mellors (Site Manager) attending the meeting to present the proposals on the new car parking with a view to creating a safe car park for students, staff and the public. It was agreed to implement the parking scheme and to review its impact at the next meeting.

4. Minutes of the previous meeting

The minutes of the meeting held on 10 May 2016 were agreed to be a true and accurate record of the meeting and were signed by Mrs Gilboy as Chair.

5. Matters Arising

Directors were informed that all staff were being made aware of the move to electronic payslips and P60's.

6. Responsible Officer's Report

The report would be circulated to all Directors shortly.

No risks noted in the Responsible Officer's Report.

7. Staffing Update

A list of starters & leavers was circulated at the meeting.

Directors were made aware of the need for a discussion to expand the support team to facilitate all the expansions for Harington and the increase to year 7. It was noted

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that Mr Williams and Mr Ray would be meeting the Local Authority to discuss this expansion shortly.

A Director questioned how the administration for Harington will be handled and were told that until the new building is in place, the administration would be done by Catmose staff and would be provided by a pool of staff until October 2016. Dr Guthrie outlined the amount of time Melanie Russell spends doing admissions for Harington. Mr Williams confirmed that she would be covering maternity leave as his PA and he confirmed that this would be a great opportunity to join the team.

8. Central Services

Mrs Ray outlined the extensive works being carried out over the Summer holidays. Directors were advised of the contingency plans for any delays moving into Harington.

9. Financial Report

The Financial Report were circulated at the meeting.

Mr Williams suggested that the three-year risk forecasts be presented to Directors. It was agreed that this would be done at an Extraordinary Resources meeting following a draft plan being drawn up by the CFO.

The catering monthly profile for 01.09.2015 – 31.08.2016 was reviewed by Directors. It was noted that a small surplus was now forecast despite the expansion to include the Refectory.

Directors noted that the Professional Advice costs were higher than budgeted. Mr Williams confirmed that this increase was due to legal advice in relation to legal issues within the Federation.

A Director queries the ICT assets being higher and Mrs Ray explained that there had been a refresh programme to avoid increased financial costs next year which was being forecast to be difficult.

10. Policies for Approval

The following policies were formally approved and any changes briefly outlined:

Appraisal & Capability – approved but to be scrutinised shortly.

Academy Pay Policy

Business Interruption Policy

Charging & Remissions Policy

Complaints Policy

Discipline Policy

Emergency Policy

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Grievance Policy
Health & Safety Policy – Directors requested a risk assessment to check the level of noise working underneath the PA systems.
Leave of Absence Policy
Sickness Management Policy
Premises Management
Recruitment Policy
Support Staff Pay Policy
Redundancy Policy
SLT Pay Policy
Shared Parent Leave for Adoption & Birth Policy
Teacher’s Pay Policy

Mr Williams showed Directors the quality assurance document he had put together to show the responsibility of the Directors and the Directors to outline their role

Directors entered into a discussion regarding the role and responsibilities of Directors.

11. Capital Projects & Federation Updates

- Directors gave their approval for Mr Williams & Mrs Ray to pay an invoice from BAM of £474k. Approval given to Mr Williams to pay BAM immediately subject to the funds already having been received by the Federation. A further invoice from BAM in the sum £400k was also authorised.

12. Any other Business

- Mrs Gilboy signed the BACs payments in excess of £30k.

Chair:

Date: