MINUTES OF THE FEDERATION RESOURCES MEETING

THURSDAY 8 DECEMBER 2016

AT CATMOSE COLLEGE FROM 8.15AM

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

In attendance: Mrs Tyers (Clerk), Mrs Ray, Mark Jackson (Rawlinson’s)

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|  | Apologies for absence. Apologies were received and accepted from Mr Wainwright. Trustees were made aware that following his initial resignation, Mr Wainwright had been offered a 3-month sabbatical due to ill-health. |
|  | Declaration of Business Interest. None |
|  | Minutes of the previous meeting. The ‘confidential’ minutes of the meeting held on both 6 and 7 October 2016 were agreed to be a true and accurate record of the meeting and were signed by Mrs Gilboy as Chair. |
|  | Matters Arising. None. |
|  | Auditor’s Report. Mr Jackson was welcomed to the meeting and presented the Rutland & District Schools’ Federation accounts for the period ended 31 August 2016.  Governors were made aware of available funds of approximately £1.4million with the policy stating the need to maintain reserve of £550k. Governors were assured that all the schools within the Federation would have an increased NOR.  **Governors recommended the financial accounts for formal ratification by the Trust Board at their meeting being held following this meeting.**  Governors requested a ½ day training session to ensure they feel fully informed and understand their responsibility. **ACTION NR/NT**  Mr Jackson left the meeting. |
|  | Financial Report. The financial report was circulated prior to the meeting.  Trustees were made aware of the ‘Total Recurrent Balance Brought Forward’ figures going forward to 2020\_2021. Mr Williams outlined how the staffing needs are calculated.  Mr Williams outlined his concerns about retaining senior support staff that are invaluable to the company.  Dr Guthrie requested a brief explanation as to why the Catmose College budget is showing a high and unexpected deficit. Mrs Ray confirmed that staffing costs were much higher than expected. Dr Guthrie queried the large expenditure lines of the budget and the cash flow.  Trustees discussed dates of future projects and the risks on the costs going forward.  Mr Williams agreed to return to a future meeting with staffing costs outlined. **ACTION SPW** |
|  | Staffing Update. Mr Williams noted the staff changes.  Trustees were asked to consider whether the Federation was still in a position to recruit for the HR Manager and gave their unanimous approval to recruit this position.  Trustees gave their approval to offer Mrs McAvoy an additional Rutland Teaching Alliance day payable form the RTA budget.  Trustees gave their approval to appoint an Intervention Manager.  Following a suggestion from Mrs Ray, Trustees gave their approval to safeguard Mrs Russell’s salary for a further year. |
|  | Central Services. Nothing to report. It was agreed that each meeting would focus on one of these areas. Trustees were pleased to hear that the Harington building snagging list is progressing well.  The new printing solution had rolled out successfully.  The new car park would be available from January 2017.  Trustees were pleased to hear that the new IT Technician was settling in well. |
|  | Policies for Approval. None |
|  | Capital Projects and Federation Updates. Nothing to report. |
|  | Any Other Business. Mrs Gilboy signed the BACS payments over £30k. |