



RUTLAND AND DISTRICT
SCHOOLS' FEDERATION

MINUTES OF THE FEDERATION RESOURCES TRUST
MEETING
THURSDAY 27 APRIL 2017
AT CATMOSE COLLEGE FROM 8.15am

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

In attendance: Mrs Tyers (Clerk), Mrs Ray and Mrs Markland (Items 1-4)

1. Apologies for absence

Mr Wainwright and Mr Mulvey were not present at the meeting.

2. Declarations of Personal & Pecuniary Interest

Mr Holt declared a personal interest in the discussions surrounding Duke of Edinburgh due to his involvement in the scheme throughout the Federation

3. Minutes of the previous meeting

The minutes of the meeting held on 16 March 2017 were agreed to be a true and accurate record of the meeting and were signed by Mrs Gilboy as Chair.

4. Catering

Mrs Markland was welcomed to the meeting and she was asked to outline the catering provision across the Federation.

Trustees were pleased to hear about the growth of this provision and the changes made to improve in line with legislation.

Mrs Markland outlined the staffing positions within catering.

Q: Dr Guthrie questioned whether the students are ever given the opportunity for formal dining. Mr Williams confirmed that due to the volumes being served this wasn't currently possible.

Q: Mrs Gilboy questioned whether Mrs Markland still has the opportunity to be hands-on. She confirmed that she does still do cooking and feels able to cover when there are staff absences.

Q: Mr Holt questioned what changes Mrs Markland would implement if she was given the chance. Mrs Markland stated that she found it hard to not wear her kitchen whites and to be seen as management but had got more confident.

Trustees stated that from their experience, the service and food is excellent.

5. Matters Arising

None.

6. Staffing Update

Chair:

Date:



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****Confidential****

7. Central Services

Planning application is in for the new catering provision.

Mr Williams confirmed that he had met with an architect to discuss ways that the Federation could grow. He had suggested giving the old nursery site to the Local Authority in exchange for the space currently occupied by Brightways. Trustees discussed this and felt it may be beneficial to both parties.

There was nothing further to report on the Federation Transformation Plan and this would be discussed at the Term 6 meeting.

8. Financial Report

The financial papers were circulated prior to the meeting. Trustees were pleased to see that the finances were positive.

Q: Trustees asked Mrs Ray how the out-turn was against the forecast? She confirmed that this time last year, she was forecasting an outturn of £1.2million and currently forecasting £1million. Mrs Ray was pleased to confirm that Harington was showing applications of 135 which were dependent on applicants exam results and there were also 10 interviews taking place with students from Casterton's closure.

Q: Dr Guthrie asked for an explanation as to why there is a reduction in the staffing % to date. Mrs Ray outlined how the staffing costs are spread dependent on the income against cross-site staff.

Q: Dr Guthrie questioned the increase in security and electrical testing. Mrs Ray confirmed that the new doors installed following the issue raised during a safeguarding check within the sports hall had been put against this cost centre whereas she confirmed it should actually be against the capital projects.

Q: Mrs Gilboy asked for an explanation of the cost 'potential PR awards'. Mrs Ray confirmed that these were the costs related to Performance Reviews.

Q: Mrs Gilboy questioned what 'Service User Income' was and why it showed an increase. Mrs Ray noted that it is other campus users which are invoiced to the Local Authority and at that time when the EFA budget was submitted and included the mezzanine area was renovated quicker than Mrs Ray had expected so the income had reduced.

Mrs Gilboy asked Mrs Ray to organise the training for governors. Mrs Ray agreed to chase the accountants. **ACTION NR**

Chair:

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Mrs Ray outlined the pay award for APT&C from April 2017 was 1%. Trustees gave their approval for Mrs Ray to write to each of the member of staff affected and replicate the APT&C offer.

9. Capital Projects and Federation Updates

Covered under Item 7.

10. Any other Business

None

Chair:

Date: