



MINUTES OF THE FEDERATION RESOURCES TRUST  
MEETING  
THURSDAY 29 JUNE 2017  
AT CATMOSE COLLEGE FROM 8.15am

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

In attendance: Mrs Tyers (Clerk), Mrs Ray, Mrs Mellors (Item 1 only), Mr Harrison & Mrs Jackson.

1. Site Management

Mr Mellors was welcomed to the meeting to explain how the Site Team runs the Federation site. He outlined how jobs throughout the site are being done in-house wherever possible to make savings to the budget. Trustees were keen to ensure that the standards do not fall.

Trustees asked and were informed of the need to make approximately £60k savings on the site management. Mr Mellors was asked to outline his concerns about areas of savings and he confirmed his biggest concern was security access but felt any issues could be overcome and it was envisaged that this was only short-term. Mr Mellors confirmed that all statutory requirements are still being covered and would not be compromised.

Trustees were pleased to hear that investments were still being made where possible across the Federation.

Mr Mellors outlined how the grounds maintenance is being reviewed.

It was noted that the College surveys were currently being conducted and were very positive regarding the quality of the site teams work.

Trustees passed on thanks to Mr Mellors and noted how friendly, helpful and proactive his team were.

2. Apologies for absence

Mr Mulvey sent his apologies which were accepted.

3. Declarations of Personal & Pecuniary Interest

None.

4. Minutes of the previous meeting

The minutes of the meeting held on 27 April 2017 were agreed to be a true and accurate record of the meeting and were signed by Mrs Gilboy as Chair.

5. Matters Arising

Chair:

Date:



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Mrs Ray confirmed that the Auditors had offered training to governors when they present the end of year accounts.

6. Staffing Update.

The key issues have been included within Mr Williams' Executive Principal's report.

Mr Williams outlined the staff savings which have been made throughout the school. These changes included offering the admin team flexible working hours and to not replace the Art Technician but to fill this role internally.

A Trustee asked about staff morale. Mr Williams confirmed that teaching staff have been well insulated from budget cuts so far however the support staff have felt more of the burden. Mr Williams confirmed that teaching staff morale was high and they do recognise how savings have had to be made. Trustees were pleased to hear that the College's focus had been on staff retention.

Trustees discussed the teacher work-loads.

Mrs Jackson noted the staffing at Catmose Primary. Trustees were pleased to hear that a high quality Deputy Head had been appointed however both this appointment and the Vice Principal at the College had to be advertised twice.

7. Policies

The following policies were approved and formally ratified by all present:

Appraisal & Capability  
Business Interruption  
Charging & Remissions  
Close Personal Relationships at Work  
Complaints  
Discipline (Staff)  
Emergency Closure  
Financial Management  
Grievance Procedure for Staff  
Health & Safety  
Leave of Absence  
Premises Management  
Redundancy  
Recruitment  
Shared Parental Leave (adoption)  
Shared Parental Leave (birth)  
Sickness Management  
SLT Pay Policy  
Teacher's Pay

Chair:

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Academy Pay policy (discretion to offer staff a £2,000 one-off award but the member of staff would need to sign that they would pay this back if they leave within 2 years.

Support Staff Pay policy

8. Central Services

Mr Williams noted that the Nursery site was being refurbished. The new catering facility is awaiting planning.

It was noted that Finance will be moving the Central Services Hub.

Trustees were pleased to hear how well the new HR Manager was settling into the Federation.

9. Financial Report

The Financial report was circulated prior to the meeting. The Budget 2017\_18 was circulated with a report from Mrs Ray outlining the key points and budget cuts.

Trustees raised concern about how removing the complementary coffee from teaching colleagues could have a detrimental effect on staff morale. Mr Williams outlined the reasons this was first implemented and confirmed that this would be outlined to staff. Mr Williams was asked to outline his thoughts on the complementary coffee. Trustees gave their approval for this to be removed but asked for it to be reviewed at Christmas and to look at staff morale.

Trustees discuss the savings to the Elective subsidy and were pleased to hear that the cuts were not detrimental to what is offered to the students.

Trustees agreed that a Resources meeting would be held with a focus on the scrutiny of the finances especially staffing.

**Trustees gave their full approval of the budget 2017\_18 and the proposed budget cuts outlined in Mrs Ray's report.**

10. Terms of Reference

It was noted that the Terms of Reference would be reviewed at the Term 1 meeting 2017\_18.

11. Capital Projects & Federation Updates

Covered within Item 8.

Chair:

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12. AOB

- The Investment Portfolio was circulated and Trustees reviewed these.
- The payments in excess of £30k were signed by Mrs Gilboy as Chair.

Chair:

Date: