



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

THURSDAY 10 OCTOBER 2019  
CENTRAL SERVICES, 8.15AM

### Present

Judith Gilboy (Chair) Stuart Williams (Executive Principal), Emma Gautrey, Rob Guthrie, Martyn Rhowbotham.

### In Attendance

John Harrison, Kelly Jackson, Natalie Ray (Chief Finance Officer), Sheryl Wilson (Clerk), Mark Jackson (Rawlinsons - item 2 only)

#### 1. Welcome introductions and apologies for absence

Apologies for absence were received from Andrew Holt, Sam Hearth and Rob Mulvey.

#### 2. Presentation of the Audited Accounts

Judith Gilboy welcomed Mark Jackson from Rawlinsons Accountants who presented the key points from the audited Annual Reports and Accounts for the year ended August 2019.

#### Recommendations

The Trust is recommended to review its governance structure and consider whether it can demonstrate a sufficient degree of separation between individuals who are members, trustees and governors. **Action: NR and SPW to present a proposal to the Trust in December regarding a trust based and scrutiny panel.**

**Question: A trustee asked what makes it possible for the Federation to have in excess of £900K in reserves, compared to other schools.** Mark Jackson explained that as the Federation started in a good position, it was easier to maintain. However, it also makes a difference that the school buildings are relatively new. Tight financial management is crucial together with achieving effective curriculum costings.

**Question: Does the Federation use benchmarking against other schools?** Rawlinsons benchmark against other establishments and the ESFA also have a tool whereby schools can compare one another.

#### 3. Declarations of Personal Interest and Pecuniary Interest

Stuart Williams declared an interest in discussions regarding the Executive Principal's Performance Review and item 9 (voluntary leave discussion).

#### 4. Minutes of the meeting held on Thursday 11 July 2019

Two amendments: Andrew Holt was not at the meeting on 11 July and therefore would not have been able to sign the minutes from 9 May 2019. Judith Gilboy signed the BACS, as opposed to would sign the BACS.

#### 5. Matters arising from previous minutes

The new science lab at Catmose Primary is now up and running and is being used by pupils.

#### 6. Election of Chair and Vice Chair

Judith Gilboy expressed her wish to step down from the role of Chair. Emma Gautrey was nominated as Chair of the Committee. This was unanimously approved by all present.

#### 7. Clerk's Business

Nick Wainwright (Federation Member, Resources Committee and LGB Catmose College), and Mark Nicoll (Co-opted Director) have resigned from their respective positions. Rob Mulvey has resigned from the Resources Committee, however he will continue as a governor on the Local Governing Body of Catmose College.

Due to the above resignations, it was proposed to invite Iain Dodd to the Resources Committee, who is currently an Independent Member. This was unanimously agreed by all present.

It was agreed that the membership of the committee will be reviewed at the Trust meeting on 5 December. Following this review, it may be necessary to advertise for Resources committee members.

Safeguarding training will take place at the Local Governing Body meetings in Term 2.

#### 8. Financial Reports

Natalie Ray circulated the financial reports prior to the meeting, including the Responsible Officer Report of 13.8.19.

**BUPA Policy Staff Healthcare** – Following consultation with staff, governors agreed that the Academy Pay Policy is amended to offer BUPA Healthcare to staff who are in receipt of Responsibility Point 12 or greater, this was previously RP8.

**Teachers' Pay** – Natalie Ray presented the proposal by the Secretary of State to increase the statutory minima and maxima of all teachers' pay ranges and allowances by 2.75%. Schools are expected to fund the first 2% from their existing budgets, with the additional funding only covering the remaining 0.75%. Trustees agreed to implement the following: (backdated to 1 September 2019) as they recognised the difficulty in recruiting and retaining teachers.

- 2.75% uplift of all spinal points on the Teachers' Main Scale and Unqualified Teacher Scale pay points;
- 2.75% uplifts to all Upper Pay scale points and all allowances (including RP, TLR, SEN);
- 2.75% uplift on Leadership Scale points.

#### Year-end out turn

The overall in-year out turn was £29871. It was suggested and agreed that £10,000 each is paid to Catmose College and The Rutland Learning Trust in lieu of management time for the Rutland Teaching Alliance.

Natalie Ray confirmed that for the first time Harington School has broken even in-year, which Trustees were pleased to learn. There has been a surplus in the catering budget and there are no lines of concern.

**Question: Why was it necessary to use a supply teacher?** Natalie Ray explained this was due to the reduced number of senior teaching assistants for sport, in the last term through maternity and sickness.

**Principles of Public Life** – This document was circulated prior to the meeting. It states that Employees and Trustees of the Rutland and District Schools' Federation will follow and act in accordance with the 7 principles of public life, which are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. The document is signed by Natalie Ray and displayed in her office.

**BACS over £30K** – Approved by Judith Gilboy.

**Approval of CEO credit statement** – no transactions.

**Letter from ESFA** – Trustees were advised to read the letter regarding the responsibilities of accounting officers for financial management which had previously been distributed. The letter also included links, such as the new edition of the Academies Financial Handbook. **Action: SWI to send a digital copy of the letter and handbook to Trustees.**

## 9. Policies

The following policies were approved:

- Academy Pay Policy
- SLT Pay and Appraisal Policy including voluntary leave
- Federation Safeguarding Policy

Natalie Ray explained following consultation with staff, there was a proposal for staff with more than 2 years' service and who are on the SLT contract, could elect to have their annual salary reduced by one week's pay to adopt one week's leave of absence. Trustees approved the policy and the calculation used to determine the salary sacrifice.

## 10. Staffing Update

John Harrison presented the HR Scorecard which had previously been distributed to Trustees. A new position is being created at Harington School to support and guide students with intervention and future careers. The position of Academic Support Advisor will be advertised over the October break.

Stuart Williams explained the new probation process linked to the performance review for new starters.

Trustees approved the structure and proposal regarding the clerking arrangements for the Trust and Local Governing Bodies within the Federation. Sheryl Wilson has been appointed as Company Secretary.

## 11. DSP Specification

It was agreed that the new proposal for the DSP for Catmose College should be discussed at the LGB Catmose College meeting.

## 12. Letter from Lord Agnew regarding guidance for schools on leaving the EU.

This was distributed to Trustees prior to the meeting.

## 13. A.O.B.

None.

## 14. Principal's Performance Review Report

This was circulated prior to the meeting and was carried out by Andrew Holt, Judith Gilboy, Sam Hearth and Sarah Bysouth in September 2019.

CONFIDENTIAL MINUTES\*

## Date of next meeting

Thursday 5 December 2019, 8.15am in Central Services

## Diary Dates

Scrutiny Panel (subject TBC)	Thursday 5 December 2019, 10.30am
Presentation Evening	Wednesday 20 November 2019
Christmas Concert	Wednesday 18 December, 2019 All Saints' Church