



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 5 December 2019
CENTRAL SERVICES, 8.15AM

Present

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

In Attendance

John Harrison, Sheryl Wilson.

1. Welcome introductions and apologies for absence

Apologies for absence were received from Sam Hearth and Natalie Ray.

2. Declarations of Personal Interest and Pecuniary Interest

Sheryl Wilson declared an interest in items under A.O.B.

3. Minutes of the meeting held on Thursday 10 October 2019

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

None.

5. Clerk's Business

Iain Dodd was welcomed to his first Resources meeting, having been appointed by the committee. Iain gave an insight into his career to date.

In line with the Academies Financial Handbook (2.48), governor/trustee attendance records are published on the [Rutland and District Schools' Federation website](#) for the last academic year. This data had been circulated to the Resources committee in advance of the meeting.

Trustees were also made aware that their Federation email address is published on the Get Information about Schools website.

6. Financial Reports

Natalie Ray had circulated the financial reports prior to the meeting. It is predicted that Harington School and Catmose Primary will break even. It is possible the College will have a deficit of £166K, however it is anticipated that some of these funds will be clawed back, partly due to resignations. Despite predictions of a deficit in the last academic year, the College did break even however, it is best to consider a worst case scenario.

Trustees unanimously agreed that the Federation could spend £80,000 on IT infrastructure, these funds will be debited from reserves. The full report and budget for 2019/2020 is in the Federation Transformation Plan.

Question: How does the Federation dispose of assets? This depends on the condition of the asset. Some stock is offered at cost to staff based on their value.

Question: Are there are systems in place to reduce the risk of cyber security? The Federation uses a variety of different software which is cloud based. Staff are regularly briefed on the importance of data breaches and GDPR. It was agreed that the Audit Scrutiny Panel could look in further detail at the security controls currently in place.

It was suggested that the financial reports are presented with a phased budget.

Action: CFO to present financial reports in this way.

Audit Scrutiny Panel

For each of the Local Governing Bodies there are internal scrutiny audits which cover various subjects and whilst the formation of an Audit Scrutiny Panel is not obligatory by the ESFA, (this is required for schools whose turnover is in excess of £50 million) it would be beneficial to the Federation for the panel to look at areas such as financial risk in greater deal. Following the Audit Scrutiny Panel meeting, a report will be submitted to the Resources committee with recommendations, together with a report to the ESFA. It was suggested the panel would meet 3 times a year.

A draft copy of the Terms of Reference for the Audit Scrutiny Panel had been circulated prior to the meeting. Suggestions were made to amend the following:

3.1.2 from: 3-5 members appointed by the Scrutiny Panel to:
Members appointed by the Resources committee and,

remove 3.1.1 which stated the total membership shall not be less than 4 and not more than 6.

The Terms of Reference for the Local Governing Bodies and Resources Committee would be discussed and ratified at the Trust meeting. Iain Dodd agreed to chair the Audit Scrutiny Panel meetings, with Andrew Holt, Natalie Ray, Stuart Williams, Rob Guthrie and Emma Gautrey forming the committee. The first meeting date was set for Monday 16 December 2019 at 8.15am.

BACS over £30K - Emma Gautrey approved the BACS payments.

Approval of CEO Credit Card Statement - No transactions

7. Staffing updates

John Harrison presented the HR Scorecard. Current vacancies include; cleaners, Teacher of Maths, Catering Assistant, Teacher of English, Teacher of Art (maternity cover), and Teacher of Science. Overall the absence management is in a strong position for both teaching staff and support staff attendance.

The positions of Academic Support Advisor at Harington School, Administration Assistant and an STA have been filled.

8. Policies

- Federation Stakeholder Financial Management Policy - This was ratified by the committee.

9. A.O.B.

*Staffing confidential.

Date of next meeting

Thursday 13 February 2020, 8.15am

Diary Dates

Christmas Concert
Scrutiny Panel

Wednesday 18 December 2019, All Saints' Church
Thursday 13 February 2020, 10.30am