



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 13 February 2020
CENTRAL SERVICES, 8.15AM

Present

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

In Attendance

John Harrison, Natalie Ray, Kelly Jackson, Sheryl Wilson (Clerk).

1. Welcome introductions and apologies for absence

Apologies for absence were received from Iain Dodd and Rob Guthrie.

2. Declarations of Personal Interest and Pecuniary Interest

Stuart Williams and John Harrison declared they had an interest in Item 9 – Staff Leadership Pay and Appraisal Policy. Stuart Williams, John Harrison and Natalie Ray had a conflicted interest regarding the discussion around old mobile phones. In both cases, SLT took no part in the decision.

3. Minutes of the meeting held on Thursday 5 December 2019

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

None

5. Clerk's Business

An advert for new governors/trustees has been designed with a view to approaching local companies to see if employees would be interested in gaining experience at board level. Trustees agreed this was a sensible approach.

6. Financial Reports

The financial reports were presented to governors prior to the meeting. Trustees were pleased to learn everything is on track for month 5.

Question: Would it be useful to frontload the budget?

It was agreed that there would not be a significant gain in doing this.

Stuart Williams and Emma Gautrey had met with DfE officials, who had mentioned that a balanced budget should be submitted with a recurring deficit forecast. Natalie Ray advised that the end figure does now detail a balanced budget.

As previously agreed, the Federation will invest in a new telephone system which should be installed by the end of the summer. Mobile phones for SLT members have also been upgraded, trustees agreed that the old phones which are end of life, could be sold to the SLT member who had previously used the phone at a cost of £200 (market price), or could be disposed of appropriately recouping their current value.

BACS over £30K – Emma Gautrey signed these payments.

Approval of CEO Credit Card Statement – there were no transactions.

7. Capital Projects

A feasibility report from the Local Authority had been shared with trustees prior to the meeting, which detailed **the Local Authority's requirement to ensure there is sufficient secondary school spaces**. The study is also being undertaken at two other secondary schools. Trustees agreed that careful consideration would need to be given to ensure sufficient allocation of lockers, toilets, classrooms and areas such as the hellerup and theatre were large enough to house a year group. If the project were to go ahead, trustees agreed the funding would need to be secured from the Local Authority.

8. Staffing updates

Current vacancies include Teacher of Psychology at Harington School and Exam Invigilators. The Federation has recently made 3 new appointments in English, Science and Maths. The English candidate will start after the February break with Science and Maths starting in August 2020.

John Harrison reported that overall absence management is in a strong position.

9. Policies

Trustees ratified the Staff Leadership Pay and Appraisal Policy. Amendments include the following:

- Change of name from SLT Pay Policy, in order to include middle leaders.
- The calculation of **deduction of 1 weeks' worth of voluntary annual leave to be 1/52th**, as opposed to 1/38th.
- Entitlement for voluntary annual leave has been amended to include staff with more **than one year's** length of service, as opposed to 2 year's length of service.

10.A.O.B.

The annual DfE visit was a successful one, once a letter is received it will be shared with Trustees. Stuart Williams highlighted areas that were discussed.

The letter from the ESFA was distributed which confirmed they have no financial concerns about the trust in the short term.

Date of next meeting

Thursday 2 April 2020 8.15am

Diary Dates

Mary Poppins – Wednesday 25 March – Saturday 28 March 2020, 7.30pm