



MINUTES OF AN EXTRAORDINARY MEETING COMBINED RESOURCES AND TRUST COMMITTEE

Wednesday 18 March 2020, 8.45am
CENTRAL SERVICES

Present

Iain Dodd, Emma Gautrey (Chair), Judith Gilboy, Rob Guthrie, Sam Hearsh, Andrew Holt, Sally Kirkby, Alex Mould, 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 Martyn Rhowbotham and Laurence Howard.

2. Declarations of Personal Interest and Pecuniary Interest

Natalie Ray declared an interest in agenda item 10 (ESFA related financial transactions report).

3. Minutes of the meeting held on Thursday 13 February 2020, (Resources) and Thursday 5 December 2019, (Trust).

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

The letter from the DfE following their annual Trust Review Meeting was distributed to Trustees.

5. Briefing regarding Coronavirus contingency plan

Stuart Williams briefed Trustees on communication with parents and students in regard to the Coronavirus. To date there are 120 students and a few members of staff self-isolating. In the event that the Government closes schools the following will take place:

- Harington and Catmose Primary will close with children of key workers just attending the College, with a collapsed curriculum.
- Students of the College and Harington will access Show My Homework for their studies.
- Some members of staff will be given desktop computers to work from home and others supplied with laptops.
- Service managers have ensured there are sufficient stocks in place.

Governors congratulated staff on the rigour of communication and planning.

Question: Was any consideration being given to keep some school years open?

Stuart Williams stated it would depend on the advice from the Government, however the intent was to provide critical care for those students that need it, in particular, students currently in years 11 and 13 who are preparing for their exams.

Question: What is the financial impact on the Federation if schools are closed by the Government?

Stuart Williams advised that until the situation is clarified by the Government, there is no guarantee that insurance policies will pay out for cancelled trips.

Question: Have the amount of emails from parents slowed down?

General whole-school communication specified that staff were not in a position to respond to individual queries, as schools can only act on the official information published by the Government. If students are self-isolating, staff are not expected to provide additional work, as they are currently trying to teach and write a contingency plan.

Question: How are students in years 11 and 13 coping with the current situation?

John Harrison advised Year 13 students have been remarkable, and the vast majority of A level subjects have delivered all of the course content. Obviously there is some nervousness from students regarding exams, however parents and students will be kept up-to-date regarding the situation.

Question: If staff are required to work remotely has the security of IT systems in place been checked?

Some of the systems are cloud based and it will be possible for some staff to work in areas of the building to access the VPN. Stuart Williams will look into off-site back-ups.

Governors were pleased to hear that there is a back-up plan if any of the Senior Leadership Team is unable to work due to the Coronavirus.

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

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

6. Financial Reports

CFO Report

The accounts summary for month 6 presents a secure financial position. The Federation has received 52% of the budgeted income and has spent 49% of the budgeted expenditure to date. The financial summary scorecard does not highlight any areas of concern. The catering expenditure is presenting high, however income is equally high. A catering budget was presented to Trustees. It is probable that the catering budget may finish the year in a deficit position.

Staffing projections are also in a positive position. Natalie Ray predicted a teaching surplus of £50,000 and an overall surplus of £12,000 on support staff. However, being mindful of the current unpredictable health crisis and the impact this has on staff absence and cover costs, recruitment and staff duties could overspend.

The Teaching School (TS) is still working towards a probable in-year break even position. Existing Teaching School designations will end on 31 August 2021 and Stuart Williams and Rob Gooding will meet to look at how to terminate the TS.

Harington School's budget is set to be on track and better than the forecasted in-year budget. The next academic year also has a strong in-year position following staffing appointments and new targeting grants for certain A level subjects.

Trustees agreed with the proposal to sign off a purchase order in excess of £30,000 for upgrading the current MIS system.

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

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

7. Staffing updates

Two Psychology teachers have been recruited and there is a vacancy for a Finance Assistant.

Following a review of the management structure, and consideration to retention and middle leadership capacity, trustees agreed that the following positions could be advertised internally:

- ATL English team (this will be a second post)
- ATL Humanities team (this will be a second post)
- ATL – Sport team (new post)

***CONFIDENTIAL MINUTES**

8. Term Dates 2021/2022

These were unanimously agreed by Trustees.

9. Policies

Trustees ratified the following policies:

- Academy Pay Policy
- DBS Application and Handling Policy
- Induction and Probation Policy
- Leave of Absence Policy

Question: How will the Federation undertake a staff criminal record self-declaration check as referenced in the DBS Application and Handling Policy?

Stuart Williams confirmed that advice has been sought from solicitors and although this is not a statutory requirement, it is recommended that staff complete a criminal record self-declaration form on an annual basis and the HR team will carry out a number of random DBS spot checks each year.

10. A.O.B

ESFA Related Financial Transactions Report

The ESFA requested further information on a related party transaction paid to R & H Technical Services, in respect of contract services in which the husband of the Chief Finance Officer has an interest. The interest had been declared on the annual accounts and all orders relating to the company are scrutinised, as are any other orders. Stuart Williams confirmed he met with the Operations Director to review the processes in place and the company had gone through the usual tendering process. The company had undertaken some emergency lighting work in the College, which had been completed in phases. The ESFA were satisfied with the response.

Trustees agreed that it would be good practice to go to tender for any emergency works and not to just rely on one company, although they were mindful that the work should go to the company that provides the best value and service.

Trustees thanked all staff across the Federation for their hard work during this challenging time.

Date of next meeting

Resources – Thursday 14 May 2020 (TBC)

LGB/Resources and Trust Meetings in April have been cancelled

Diary Dates

Mary Poppins production postponed.