



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 2 July 2020, 9.15am
Via Microsoft Teams

Present

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

In Attendance

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

1. Welcome introductions and apologies for absence

Emma Gautrey welcomed everyone to the meeting. Apologies for absence were received from Iain Dodd and accepted by the committee.

2. Declarations of Personal Interest and Pecuniary Interest

There were none declared.

3. Minutes of the meeting held on Thursday 14 May 2020.

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

None

5. Clerk's Business

Trustees were asked to complete, sign and return the Register of Business Interests form in preparation for the annual accounts.

A questionnaire had been sent to Trustees via Survey Monkey on the effectiveness of **clerking during the past year, the responses will feed into the clerks' performance reviews.**

Following the publication of the ESFA Academies Financial Handbook 2020, trustees were encouraged to read the content and advise the clerk if they required a printed copy.

6. Update on return to school

Stuart Williams reported that children in reception, Year 1, 5 and 6 were back at school with approximately 120 children attending each day. At Harington School a quarter of Year 12 students were in for one day per week and mock exams were also taking place. It was noted that the virtual induction work was very impressive; John Harrison will send out the link to trustees.

At the College the attendance figures for Year 10 students had been very high. Students have attended once per week with those studying a practical subject such as music or BTEC Childcare, invited to also attend on Wednesdays. Mock exams were also taking place in the last two weeks of term. Students in year groups 7-9 had been invited to meet with their tutor for 15 minutes to discuss any concerns and how they had been getting on with working at home. All staff had started planning for the schools to reopen in August. Trustees approved the plan for the re-opening of schools in August.

7. Surveys

Prior to the meeting links to the staff **and parents' surveys** had been distributed to trustees. The responses form part of the Transformation Planning and staff performance reviews.

8. Harington Management Structure

John Harrison outlined a proposal to change the management structure at Harington School which would include a Deputy Head. The existing structure incorporates a Head of School and three Cluster Leads. Natalie Ray detailed the cost implications and advised trustees that the school could afford the new proposal. The intent would be to advertise in the new academic year for a January start. Trustees approved the proposal.

9. Financial reports

Natalie Ray reported that the financial year should finish as expected. The only element of concern is catering as the College has been closed. A budget forecast for 2021 will need to be submitted to the ESFA; (the Resources committee will be given a copy).

Question: Initially the teaching school was allocated to spend £14,000, however there is a surplus. What is happening to those funds? Natalie Ray advised a member of staff has been employed to run the teaching school to enable a Vice Principal to gain time. The existing Teaching School designation ends on 31 August 2021, if at this time there is a surplus the funds will be split between the Rutland Learning Trust and the Rutland and District **Schools' Federation**.

BACS Payment and CEO Credit Card – These were approved by Emma Gautrey.

10. Staffing Updates

An English teacher has been appointed. Due to lockdown the internal positions for ATL English, Sport and Humanities have been postponed. New staff have been invited to a one-day induction.

11. Policies

Stuart Williams discussed the amendments and changes to the policies below and Trustees ratified the policies.

- Federation Intimate Care
- Federation Student Non-Examination Assessment
- Federation Technical Qualifications and Apprenticeships
- Federation Student ICT
- Federation Staff ICT
- Federation NQT

- Federation Stakeholder Equality and Diversity
- Federation Staff Whistle-Blowing
- Federation Staff Recruitment
- Federation Staff Development
- Federation Prevent Strategy
- Federation Stakeholder Complaints
- Federation Staff Appraisal and Capability
- Federation Staff Sickness Management

12.A.O.B

Stuart Williams advised that an agenda item at the forthcoming Trustees and Members meeting would be the governance structure and potential changes following the guidance in the ESFA Academies Financial Handbook 2020.

13.Diary Dates

The diary dates for the Resources meetings for the new academic year had been distributed to trustees and were on the portal.

Date of Next Meeting

Thursday 8 October 2020, 8.15am (venue to be confirmed).