



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 4 February 2021, 8.15am  
Via Microsoft Teams

### Present

Ian Dodd, Emma Gautrey (Chair), Judith Gilboy, Rob Guthrie, Sam Hearsh, Andrew Holt, Guy Magrath, 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.

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

There were no declarations of personal or pecuniary interest.

#### 3. Minutes of the meeting held on Thursday 10 December 2020

The minutes were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

Stuart Williams advised that there had not been a response from the ESFA regarding the related party transaction enquiry.

#### 5. College Expansion

Prior to the meeting, the SCAP (School Capacity Survey) commissioned by Rutland County Council which considers demographics in Rutland had been shared with trustees. The decision not to build a primary school in Barleythorpe was pertinent given the forecast in numbers of children in the area requiring primary school provision. For Catmose Primary, the projections are that the school will be close to full.

**Question: Another secondary school in Rutland seems to admit over their capacity line, due to children attending from out of county, what are the figures for out of county?**

The report detailed the number of students currently on roll and is only based on figures in Rutland, it does not take into account other counties such as Leicestershire or Lincolnshire.

**Question: How accurate are the forecasted figures?**

Stuart Williams advised the SCAP report is a useful document, and the College had in previous years had difficulty with admissions from feeder schools. However, the Admissions Policy now only gives priority to children from Catmose Primary. If there is a low number of students attending from the local area, the College is able to admit students from further afield.

Question: Do students from an armed forces background impact numbers on roll?

From time to time base moves are done which aren't in line with the academic year and therefore there can be an influx of admissions or students leaving throughout the academic year.

Question: Does the SCAP report include Post-16?

Despite asking this question with the local authority, post-16 is not included in the report.

### DSP Possibility

Stuart Williams advised that there had recently been a number of meetings with the local authority to discuss the Designated Special Provision. The projection is that the DSP will be full by the end of this academic year and the local authority are continuing to apply for places. An option would be to offer the local authority a compromise position and instead of offering 25 places, offer 30 places but with a PAN. The risk at the moment is that the College would have to turn down children who live locally as there are not enough places. Trustees agreed that Stuart Williams could proceed with initially writing to the local authority without prejudice to start a discussion on the proposal.

## 6. Financial Reports

Natalie Ray explained that the majority of expenditure is spent on staffing at the current time. There has been some savings due to the Federation trying to recruit to some positions.

The government has announced that grants are available but the detail in accessing the grants has not been cascaded to schools. For example, The College has set up a testing site and it may be possible for the costs to be re-imbursed.

The Rutland Teaching Alliance is due to finish on 31 August 2021, any surplus funds will be split between the Rutland Learning Trust and the Rutland and District Schools' Federation (RDSF).

Emma Gautrey liaised with Natalie Ray to sign the BACS payments over £30,000. There were no transactions on the CEOs credit card.

## 7. Staffing Update

John Harrison reported that the Federation was looking to recruit in the following areas:

- Teacher of Science
- Teacher of Sport
- Teacher of English
- Teacher of Maths
- Payroll Officer (re-advertised on a higher scale)
- Assistant Team Leader Humanities (internal)
- Assistant Team Leader English (internal)

The role of Premises Assistant was advertised however, the Federation was unsuccessful in recruiting to the position. Therefore, the proposal is to advertise again as a Premises

Officer with a higher pay scale and the shift patterns have been reviewed to attract more candidates to the role.

### Confidential Minutes\*

**Question: As there is an increasing trend in mental health and wellbeing, and extreme behaviour changes, should the Trust discuss this as an agenda item?**

Stuart Williams advised that the Trust will look at the cost implications of adding more capacity to the Client Services team, however, the Local Governing Bodies of the schools will monitor how and what support is in place. Trustees were invited to attend a local governing body meeting if they currently do not sit on one.

**Question: What are the thoughts about the concept of catch-up tutors?**

Stuart Williams advised that an internal advert had been placed to non-teaching staff and next term a trial will be done to support the catch-up tutoring with students during the working day. If the trial is successful, the College will then look to offer the tutoring outside the hours of the College day.

### Contracts

The HR Manager had reviewed all existing contracts and these had been shared with trustees prior to the meeting. Some of the changes are due to updates in legislation, whilst others are statutory. The list of employee benefits had also been updated, for example the cycle to work scheme and free car parking. Trustees approved the amendments to the contracts, which are effective for new employees to the Federation.

**Question: The wellbeing of students is often discussed; what arrangements are there in place for staff wellbeing?**

Staff have been offered the opportunity to take part in events such as the Christmas wreath making workshop, bake offs, or the end of term dress down day. Stuart Williams handwrites personal letters to staff who have done exceptional work and the Chair of Governors at Catmose Primary has written to all staff commending them for their work during the last few months.

**Question: What is being done in response to the unintended consequences of the last year?**

The senior leadership team are in constant communication with colleagues, especially those who are needing to shield during the third lockdown. Everyone is mindful of colleagues' wellbeing and bespoke support is put in place when needed. Colleagues have been offered flexible working conditions. Since the first lockdown, learning has taken place and the Working from Home Policy was written and implemented. Morale is fairly good although workload is the constant issue.

## 8. Policies

The following policies were ratified by trustees:

- Federation Safeguarding Policy – (amendment to paragraph 8.5 - Chair of Governors to Chair of Trust, if there is an allegation made against the Executive Principal).
- Federation Staff Recruitment Policy – amendment to capture that when recruiting, veterans of the armed forces will be invited for an interview.

## 9. A.O.B

The term dates for 2022/2023 were approved by trustees. This includes 5 discretionary days for colleagues who work all-year round.

Trustees approved a purchase order for over £30,000 for work to commence on the outdoor space at Catmose Primary.

A future date will be set for an audit scrutiny panel. Originally cybersecurity was going to be the agenda item, however Stuart Williams suggested a financial topic would be more in line with what the ESFA are looking for, such as budget setting.

The Head of Harington School and Executive Principal are optimistic that Harington will be over-subscribed this year from the data already obtained. It was agreed that an advert for a deputy head could be written and placed and at the next Resources in March trustees could decide if the school is in a position to recruit.

**Question: Why is this year different to last year and being optimistic about the intake?**

The School is now tracking the admissions data and this has made a difference to forecasting the strong intake expected.

**Date of Next Meeting**

Thursday 25 March 2021, 8.15am.