



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 20 May 2021, 8.15am  
Leeds, Harington School

### Present

Ian Dodd, Emma Gautrey (Chair), Judith Gilboy, Rob Guthrie, Samantha Hearth, 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 25 March 2021

The minutes were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

There were no matters arising.

#### 5. Financial Reports

Prior to the meeting the variance report and budget forecast were distributed to Trustees. Natalie Ray reported that catering is struggling, which the Resources committee has discussed in previous meetings. Claims to the Government relating to Covid-19 expenditure have been unsuccessful.

The contract with Stevenage Leisure (SLL) is coming to an end and the swimming pool has been identified on a conditioned survey as unsafe and is therefore currently closed. There has been a meeting with the Sports Board to discuss the next steps.

The Electives booklet has been launched with 22 new offers including an external Elective programme. The College is financially supporting the Elective programme as part of the recovery plan for the new academic year.

#### R & H Report

As this is a related party transaction it has been agreed that a running total of the amount paid to R & H contractors will be brought to the Resources committee. If the amount is near £20,000 for the year the ESFA need to be advised in advance. So far this year the amount paid to the contractor is £4972. (Emma Gautrey signed this off).

### BACS over £30,000

Emma Gautrey signed the BACS payments which included the payment for the outdoor space at Catmose Primary.

There were no transactions on the CEO credit card.

### 6. College Expansion Project Update

A paper copy of the new proposed area for Modern Foreign Languages (MFL) was shown to Trustees. MFL will move into the building that was originally occupied by Brightways. This will then enable other teams in the College to move into other spaces. Quotes are being obtained from contractors with a view to the work being completed in the next academic year. An Extraordinary Trust Meeting will be arranged early in term 6 to sign off the grant agreement. Once the grant agreement has been signed by the local authority and Trustees, a consultation will be sought with all stakeholders and an application will be made to the ESFA.

### 7. Staffing Update

Current vacancies are as follows:

- Finance Officer
- Finance Assistant
- Business Administration Apprentice
- Science Technician
- Teaching Assistant (Catmose Primary and Catmose College)
- Senior Teaching Assistant
- Cleaner
- IT Officer (Internal)
- Tutors of English and Maths (to advertise in the new academic year)
- ATL Computer Science

Trustees agreed with the proposal to advertise the position of ATL for Computer Science as the post of Teacher of Computer Science had not been recruited to.

The following positions have been recruited:

- Payroll Manager (internal appointment)
- ATL English (internal appointment)
- Deputy Head of Harington School (internal appointment)
- ATL Humanities (x2 internal appointments)
- Administration Assistant
- Teacher at Catmose Primary
- Cleaners x4

### Question: Are apprenticeship schemes discussed with students?

Stuart Williams advised that this is part of the careers programme at the College and at Harington School.

**Question: How is staff morale?**

Stuart Williams commented that teaching staff are working long hours due to marking for the centre assessed grades, however, morale is generally very good and staff attendance is outstanding.

**Question: Is there any indication of staff wanting something different or a change from their current job?**

Stuart Williams advised that he does not get that impression, some colleagues had met with him to discuss their next career step within the organisation.

Trustees commented this reflects well on the management of the Federation, given the last 18 months.

**Question: Will assessments be completed by the end of the week?**

Assessments will be completed before the half term break (by Friday 28 May). Following the break, the data will be quality assured, moderated and uploaded to the exam boards.

**Question: Is special consideration being applied for some students?**

Where applications have been received for special considerations, medical evidence is obtained. Access arrangements have also been taken into account.

**Question: How are things at the primary?**

Kelly Jackson reported that whilst staff are tired they are keen to get back to normality. The Early Years garden is being enjoyed by the children. A summer activity week is currently being planned for Year 6 pupils to attend the College in the last week of the summer holidays to aid transition. This will be funded by the Government and staff have put their names forward to assist.

**Finance Team**

Natalie Ray advised that the position of Payroll Manager has been advertised twice and recruiting to the position had been unsuccessful. The post has now been filled by an internal member of the finance team. Adverts are currently placed for a Finance Officer and Finance Assistant to build resilience and capacity into the finance team. Trustees approved the revised Finance team structure.

**\*CONFIDENTIAL MINUTES**

**8. Date of Next Meeting**

Thursday 1 July 2021, 8.15am