



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 1 July 2021, 8.15am
Via Microsoft Teams

Present

Ian Dodd, Emma Gautrey (Chair), 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. Apologies for absence were received from Judith Gilboy.

2. Declarations of Personal Interest and Pecuniary Interest

Natalie Ray has a personal interest in item number 8 in that her daughter has been appointed to the position of Administration Assistant. Sheryl Wilson also has an interest in that her daughter is undertaking school direct training with the College in the academic year 2021/2022.

3. Minutes of the meeting held on Thursday 20 May 2021

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising.

5. Clerk's Business

The meeting dates for the new academic year were circulated and trustees were reminded to complete the annual register of business interests' form.

6. Financial Reports

Natalie Ray reported that the income projections are almost all secure, with the current actual income at 78% of the forecast total; this is slightly up for this time of year.

Savings on the original payspend budgets are approximately £175K. Items overspent are the IT budgets and the occupational/staff health scheme. The forecast for the catering overspend of £46k is as a result of students not being in the schools due to Covid-19.

Current forecasts for the In-Year out turn as at 31st August 2021 is a surplus overall of £267,705 which is broken down as follows:

College	+ £208,501
Primary	- £ 553
Harington	+ £ 59,767

This is an estimated out turn at Month 9. The College's projection excludes other Transformation Plan expenditure priorities which may take place, for example, replacement of the first floor vinyl flooring and replacement Servers for IT. Overall, it is still a healthy position, and the Federation has the capacity to diminish the figure to the original budgeted surplus out turn of £60,140.

The Teaching School ends on 31 August 2021 – the account is forecasted to end the year in deficit of £16,491. However, it is thought that some of the commitments budgeted for trainers may be deleted as the courses may not run. This would improve the bottom line with a cumulative out turn of £33,390. The final out turn cumulative surplus will be split between the two lead schools (Catmose College and Whissendine Primary).

Harington School's forecast in-year out turn of £59,756 is largely due to the economies made earlier in the year on staffing. The School has received the confirmed clawback for the current year, which was slightly better than planned. The figures assume that the rest of the Formula Capital Grant will be spent.

Question: Please explain the overspend in catering in more detail.

Natalie Ray explained that due to another lockdown after Christmas when students did not return to College until March 2021 staffing costs were still having to be paid but there was no income.

Emma Gautrey signed the BACS payments over £30,000. There were no transactions on the CEO credit card statement and no transactions for R & H.

7. College Expansion Project Update

Stuart Williams confirmed that the Grant Agreement had been signed by the local authority and the Trust. An Extraordinary meeting had been convened with Trustees to discuss the Grant Agreement in detail before signing. The next stage of the process will be to consult with all stakeholders and permission will then be obtained from the ESFA - the application will be classed as a fast track application.

8. Staffing Update

John Harrison updated trustees on the HR Scorecard.

Stuart Williams confirmed that staffing is in a good place. There are a number of current vacancies, including internal positions which are as follows:

- Business Administration Apprentice
- Tutors of English and Maths
- Teaching Assistant

- Lead for Academic Excellence (internal)
- DofE Link Leader: Higher Tier (internal)
- DofE Link Leader: Lower Tier (internal)
- Initial Teacher Training Secondary (internal)
- IT Officer (internal)
- Cleaner

Recent appointments are as follows:

- Senior Finance Assistant x 2
- Science Technician
- Senior Teaching Assistant
- Administration Assistant
- Teaching Assistant x3
- ATL Computer Science

Stuart Williams also detailed the leavers at the end of Term 6 and school direct placements.

CONFIDENTIAL MINUTES*

9. A.O.B

Emma Gautrey thanked everyone for their commitment during the last challenging year. Stuart Williams also thanked Trustees for their unfailing support to the Federation.

A date will be set in the new academic year for an Audit Scrutiny Panel which will focus on cybersecurity.

A letter from Baroness Berridge was shared with Trustees.

10. Date of Next Meeting

Thursday 14 October 2021, 8.15am