



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 14 October 2021, 8.15am  
The Gallery

### Present

Ian Dodd, Emma Gautrey, Rob Guthrie, Samantha Hearth, Andrew Holt, Guy Magrath, Martyn Rhowbotham, Stuart Williams (Executive Principal).

### In Attendance

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

#### 1. Election of Chair and Vice Chair

Following an email sent to Trustees in which expressions of interest were invited for the positions of Chair and Vice Chair, Emma Gautrey was nominated as Chair and Samantha Hearth was nominated as Vice Chair. These appointments were unanimously approved by those present.

#### 2. Welcome introductions and apologies for absence

Emma Gautrey welcomed everyone to the meeting. Apologies were received and accepted from Kelly Jackson.

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

There were no declarations of personal or pecuniary interest.

#### 4. Minutes of the meeting held on Thursday 1 July 2021

The minutes were signed as a true and accurate record.

#### 5. Matters arising from previous minutes

There were no matters arising.

#### 6. Clerk's Business

Trustees were asked to complete the annual online safeguarding training which had been issued.

Judith Gilboy has resigned as a Trustee and member of the resources committee with effect from Monday 11 October. She will, however, continue as a governor on the Catmose College Local Governing Body for the remainder of this academic year.

#### 7. Financial Reports

Natalie Ray reported that there is a surplus for in-year of £447,822 and for the year to date the year end out turn is £1,380,722 (pre-audit). It was planned that Harington School would end with a surplus, which is why a Deputy Head of School was appointed. Some of the maintenance works that had been planned have been deferred, for example,

the flooring on the first floor was not done during the summer due to the Summer School being impacted by the works. These costs will be deducted once completed.

The consultation for the Catmose Expansion Project has now ended and Trustees will go through the significant change form at the Trust meeting scheduled later in the day. The form will then be submitted to the ESFA once trustees have approved the details. The building work is due to start on 1 November; the first phase will include the alteration of the building that was occupied by Brightways into classrooms.

**Question: What is the process for choosing the builders?**

BAM will be used who also built Harington School.

**Question: If a third party queried the process of appointing a contractor, would it stand up to scrutiny?**

Natalie Ray advised that the ESFA prefer schools to engage with the direct framework of suppliers which has been done.

**Question: Will the cost of materials affect the budget?**

The builder is working on a fixed quote.

**Question: Is there a contingency clause in the contract if prices increase significantly?**

Natalie Ray confirmed that when the contract is agreed for the new build it will be passed onto the Trust's solicitors for due diligence.

Trustees confirmed they had read and approved the year end reports for 31 August 2021 and month end of 30 September 2021.

**Question: It was noted that the catering budget is on the operational risk register. Is this because of the pandemic and students not attending school due to the lockdowns.**

Natalie Ray stated that there has rarely been a loss in catering in the last 10 years, however, the last two years has seen a deficit of £60,000. Therefore, catering has been added to the operational risk register as this is a financial risk to the institution.

**Question: Are catering staff concerned about their jobs?**

Reassurance has been given to the line manager and colleagues within the catering team.

**Question: Due to the expansion of the College, what is the thought process to expand areas of Harington School as in time there may be more students wanting to attend Harington?**

Natalie Ray reported that the new build will help Harington, as at the present time some of the classrooms are used for Catmose lessons. Further financial support would need to be sought for a new building if the school was oversubscribed for a number of years.

**Question: How many students leave Harington during years 12 and 13?**

John Harrison reported that in the Year 13 group that has recently left there were 152 students and 150 students finished the course. In the current Year 12 and 13, 11 students have left with varying reasons.

Emma Gautrey signed the BACS report. There were no transactions on the CEO credit card and payments totalling £4800 for the last academic year to R & H transactions were signed off.

## 8. Staffing Update

John Harrison reported that the current vacancies are as follows:

- Tutors of English and Maths
- Head of Pastoral Support
- Teaching Assistant
- Senior Teaching Assistant
- Drama Teacher (maternity cover)
- Client Services Advisor (Intervention)
- Catering Assistant
- Cleaner
- Business Administration Apprentice

Recent appointments have included the following:

- Administration Assistant
- Initial Teacher Training Secondary (internal)
- D of E Link Leader Lower Tier (internal)
- D of E Link Leader Middle Tier (internal)
- Client Services Receptionist
- Food Technician (internal)
- IT Officer (internal)
- Academic Excellence Lead (internal)
- Exams Invigilators

The SLT team will meet for one day next term to review the support staff structure as in the last academic year some roles have been difficult to recruit.

### Question: What is the role of an Academic Excellence Lead?

This is a role that focuses on the academic scholars' programme, they also lead on public speaking and work with more able students.

### Question: Is the structure of the finance team resolved, given the challenges faced last year?

An internal appointment was made for the position of Payroll Officer and two Finance Assistants were recruited to the team, therefore ensuring resilience. The Bursar has also taken on additional responsibilities which has given more capacity to the CFO for the expansion project.

## 9. Stuart Williams' PR document

Trustees unanimously agreed that the Executive Principal's PR document was very thorough which reflects the work of the organisation. Thanks were given to Stuart Williams and the SLT team for their hard work and dedication, especially throughout the pandemic.

## 10.A.O.B

### Letter from Eileen Milner ESFA

Trustees discussed the letter issued by Eileen Milner. The Academies Financial Handbook's name has changed to the Academy Trust Handbook. The letter highlighted key areas from the handbook. It was agreed that topics for the audit and scrutiny risk assessment committee could include health and safety and estates management and a review of governance. Cybersecurity is scheduled for a scrutiny meeting in December.

### Staff Wellbeing

When new staff join the Federation, they are given a welcome pack which includes the welcome booklet and policies. Stuart Williams advised he would like to put together a welfare and wellbeing package with a social committee organising events throughout the year that staff could join. This would help to build staff morale and the community and this would have a positive impact on the organisation. Trustees agreed with the proposal and welcomed the opportunity of recognising the efforts of staff. Guidance will be sought from the auditors in relation to the finance aspect.

### BUPA Policy

A member of staff had asked if a claim could be made for medication on the BUPA Policy. Trustees agreed that medication needs to be paid for by the member of the scheme and that a claim could not be made. A question was also raised as to the possibility of opening the scheme up to others, Natalie Ray will look into this.

## 11. Date of Next Meeting

Thursday 9 December 2021 8.15am

Audit & Risk Assurance Scrutiny Committee – Thursday 9 December 2021, 10.30am  
Cybersecurity