



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 3 February 2022, 8.30am
Catmose Primary

Present

Emma Gautrey, Rob Guthrie, Andrew Holt, Clive Norgaard Morton, 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 were received and accepted from Sam Hearsh, Ian Dodd and Guy Magrath.

2. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of personal interest.

3. Minutes of the meeting held on Thursday 9 December 2021

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising.

5. Federation Transformation Plan

Stuart Williams presented the Federation Transformation for 2021/2022 to trustees. Each of the support team's area was discussed which included Site, IT, Admin, Finance, Catering and HR. Trustees ratified the Transformation Plan.

Action: To look at offering the middle managers BUPA (NR to present at the next meeting)

6. Update on Capital Build project

Phase 1 is well underway with the building work for the new MFL suite. Over the Easter break the seating in the theatre will be increased. An agreement has not yet been signed with a contractor for the new building block, although work is being undertaken on the pre-planning stage. Natalie Ray looked into zero VAT for the new building block which saved the Federation a considerable amount of money.

The swimming pool on the Catmose Campus is currently mothballed, trustees are concerned that this is a significant health hazard. It was agreed that a letter will be sent to Rutland County Council highlighting this concern. (Action NR)

7. Financial Report

Natalie Ray reported that the variance report was up until 31 December 2021 and there were no concerns emerging. Since the last Resources meeting, work had been done on the increments for some support staff, although not yet completed. The Finance Director line manages the catering team and there is a weekly meeting with the Catering Manager. Challenging targets have been agreed to diminish the overspend and new ideas were being discussed.

Question: Is catering's expenditure exceeding the income?

It was established that the variance report includes Free School Meals, however, the income report only includes the cash income. It was agreed that the FSM income should be added to the next report to enable trustees to see a true picture of the catering finances.

(Action NR)

Emma Gautrey signed off BACS payments over £30,000 and a payment of £392 to R & H Transactions.

8. Staffing Update

Current vacancies are as follows:

- Teacher of Mathematics
- Teaching Assistant
- Exam Invigilators
- Teacher of Design and Technology

Recent appointments have included: Teacher of English and Science, Catering Assistant, two Senior Administrators and an IT Apprentice.

*CONFIDENTIAL MINUTES

9. Policies

The following policies were ratified by Trustees:

- Staff ECT Induction Policy
- Student Technical Qualifications and Apprenticeships
- Staff Sickness Management
- Staff Induction and Probation
- Staff LOA Policy
- Staff CRAW Policy

10.A.O.B

The senior staff work phones are due for renewal and research has been done for the resaleable value of the old phones, £254 or £294 for the larger capacity. Trustees agreed with the proposal that the phones could be sold at these prices.

Trustees had been given the opportunity of attending Stone King's online training sessions which included the following topics: -

- 1) Practical Trustee Responsibilities
- 2) Proportionate, effective 'risk management': balance and the duty not to be risk-averse

3) Acknowledging imperfection; effective governance relationships

One trustee had attended one of the sessions, however, did not feel that it was particularly beneficial.

Diary Dates

- Resources meeting – Thursday 24 March 2022, 8.15am
- Audit and Scrutiny Risk Assurance Committee (Governance) – Thursday 24 March 10.30am
- Trust meeting – Thursday 24 March 2022, 3pm
- Catmose College Moana Production – Thursday 24 March – Saturday 26 March 2022