



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 24 March 2022, 8.15am  
The Gallery

### Present

Emma Gautrey, Rob Guthrie, Sam Hearsh, Andrew Holt, 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 Clive Norgaard and Guy Magrath.

#### 2. Clerk's Business

Ian Dodd has resigned as a Trustee, member of the Resources committee and Chair of the Audit and Scrutiny Risk Assessment Committee with effect from 21 March 2022. Clive Norgaard will be approached to see if he is willing to chair the Audit and Scrutiny Risk Assessment Committee. The scrutiny meeting on governance has been postponed until Thursday 19 May and the scrutiny on the Capital Project will be scheduled in the new academic year.

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

There were no declarations of personal interest.

#### 4. Minutes of the meeting held on Thursday 3 February 2022

The minutes were signed as a true and accurate record.

#### 5. Matters arising from previous minutes

There were no matters arising.

#### 6. Financial Reports

Natalie Ray reported that the position as at 28 February 2022 represents the half way point in the academic year. Income is up at 52% and expenditure is on target at 50%. The catering budget has been adjusted to reflect the Free Schools Meals (FSM) national spends on the variance report. Catering is currently forecasting a loss of £11,813 which is better than previously forecasted. Harington School budget is on target to achieve a surplus of £60,000. There is, however, concern about the cost of energy prices increasing. The front sheet of the cashflow forecast is now simplified, the Finance Director is now using the pro forma from the ESFA's set of suggested forms.

Trustees approved the proposal of advertising for a new role at Harington School, similar to the work of a Client Services Advisor at Catmose College.

A discussion was held on replacing contracts that are due to expire and tendering for these contracts. For example, the lift maintenance or grounds contract. Trustees suggested that a summary is put together on the contracts and the value of the contracts for the Resources committee to scrutinise. Trustees agreed that benchmarking against other academies could be useful, although other trusts outsource contracts such as cleaning or catering.

Natalie Ray reported that on the Responsible Officer report there was an amber which was due to a payroll error, other than that it was a good report.

Trustees queried the amount spent on website marketing. Natalie Ray advised this is allocated in the budget to support the College growth from 210 to 240 from September 2022.

Emma Gautrey signed two purchase orders for R & H and Technical Services and the BACS payments over £30,000.

## 7. Capital update

Senior leaders are currently liaising with the local authority regarding the future of the old sports hall and swimming pool. A structural report will be commissioned by the Trust.

The work on the new MFL area is continuing and in terms of the finance element that is on schedule. The site investigations with contractors will take place at the beginning of April as part of the pre-planning application.

## 8. Viability of A level German

John Harrison presented a paper on the viability of continuing with the A level German course from the new academic year. The number of students has plateaued and the risk would be running the course at a financial loss. Trustees agreed with the proposal not to run the course for the following academic year, however, this would be reviewed again next year.

## 9. Staffing Update

Current vacancies are as follows:

- Teaching Assistant
- Senior Teaching Assistant
- Exam Invigilators
- Senior Administrator

Trustees agreed that it would be helpful to recruit two Senior Teaching Assistants, one for SEN and one for cover lessons.

The following appointments have been made:

- Teaching Assistant
- Teacher of Design Technology Teacher of Maths
- Sports Coach
- Exam Invigilator

## 10.A.O.B

### Support staff restructure

In January 2022 letters had been issued to support staff who had been affected by the new support staff structure. The letters had indicated that the next increment would be September 2023. Natalie Ray presented the costings of amending the date of the next increment to September 2022 subject to the normal PR process. Trustees approved that letters could be re-issued with the amended date of September 2022 and the Pay Policy will be updated.

### Diary Dates

- Resources meeting – Thursday 19 May 2022, 8.15am
- Audit and Scrutiny Risk Assurance Committee – Thursday 19 May 2022, 10.30am