



## MINUTES OF THE FEDERATION EXTRAORDINARY TRUST MEETING

Thursday 15 September 2022, 8.15am  
The Gallery

### Present

Emma Gautrey, Rob Guthrie, Andrew Holt (Chair), Guy Magrath, Alex Mould, Clive Norgaard Morton, Martyn Rhowbotham, Stuart Williams (Executive Principal).

### In Attendance

Oliver Teasel, Kelly Jackson, Natalie Ray, Sheryl Wilson (Clerk).

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

Trustees unanimously agreed that Andrew Holt would stand for another year as Chair of the Trust and Sam Hearth as Vice Chair.

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

Andrew Holt welcomed everyone to the meeting. Apologies for absence were received and accepted from Sam Hearth.

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

The following declared an interest in the agenda items PR Award and Pay Award: Guy Magrath, Stuart Williams, Clive Morton, Natalie Ray.

#### 4. Minutes of the meeting held on Thursday 7 July 2022

The minutes were signed to be a true and accurate record.

#### 5. Matters arising from previous minutes

There were no matters arising from the previous minutes.

#### 6. Clerk's Business

Emma Gautrey was appointed by the Trust as a trustee for another term of office of 4 years.

A list of educational terms was shared on the portal for governors and trustees.

Trustees were reminded to complete their annual safeguarding training, an email from NSPCC has been issued. For trustees that also hold the role of a governor, they are required to complete two training sessions.

#### 7. The purpose of the Extraordinary meeting was to discuss the following agenda items:

- Budget Deficit
- Performance review Award
- Pay Award

## Budget Deficit

The Trust recently submitted the Budget Forecast Return to the ESFA, which is a 3-year budget forecast. Without government intervention to support the increases in utility costs and the pay award, the outlook is concerning. For the 2022/2023 submission, there was an in-year recurrent funding deficit of £693,107, with the academic year 2023/2024 deficit at £794,836 and 2024/2025 deficit at £561,807. The rising student numbers at Catmose College however, will help the long-term forecast. Further information is awaited from the government in relation to the energy costs.

## Actions to address the 2022/2023 budget deficit

- Consideration of annual maintenance schedule, for example, frequency of visits
- IT Services – energy use, for example, turning off monitors, reducing screen brightness, reviewing power settings on printers.
- Facilities Management Services
  - Hoval Biomass Boiler – to ascertain if there would be cost savings of reintroducing the Biomass boiler.
  - Reviewing diary settings and time schemes for; heating, cooling, water heaters, boiler house etc.
  - Reviewing timings for lighting and air conditioning

## Pay Award

The nationally agreed cost of living pay increases are 5% as at 1 September 2022 and 3% on 1 September 2023. Points 1-5 on the Teachers' Pay scale have risen by more than 5%, in part this is in order to meet the government's goal of a minimum salary of £30,000 for entry to the teaching profession by September 2023.

The National Support Services 2022 pay deal is a fixed sum increase to all spinal column points of £1,925. For 2023, support staff could receive one additional annual leave day which alters the pro rata calculation. The Trust previously did some work on the Support Services pay scales and brought the pay award date into line with teachers so that all staff are treated the same, with a 1 September pay review date for all staff. Trustees were furnished with the revised pay scales, which if adopted, would be implemented and added to the Pay Policies. A two-year pay settlement provides assurances for Trusts to work with accurate figures going forward when forecasting. If the Trust departed from the national picture, potentially it could lead to recruitment issues.

## PR Award

For colleagues who receive a Performance Review outcome of good or better, they receive an increment with effect from 1 September annually until they are at the top of their scale. The Federation Pay Policy offers those staff at the top of their scale a PR Award of 2% as a lump sum, based on their remuneration during the previous year, 1 September – 31 August. This is subject to budget. Despite the budget position for 2022/2023, the academies have achieved outstanding exam results, and therefore the proposal to award this payment was for Trustees to decide. The Trust would need to consider whether the PR Award for 2022/2023 can be afforded as the financial year progresses and colleagues would be advised accordingly.

The proposal to include the cost of such awards as an accrual into the Year End 31 August 2022 Account, the Award is for services in that year, so it is appropriate that the costs sits in those account. The cost, assuming all eligible staff received a good or better outcome, would be £69,569 across the Federation.

## 8. Catmose College new build

The Trust has now taken back the old sports hall and the swimming pool has been demolished. One quote has been received for the refurbishment of the old sports hall with further quotes expected.

Sport England has objected to the planning permission for the new build and a response from them is awaited. In light of the objection, the plans were amended on on the planning portal and all items that Sport England raised were mitigated. Sport England are due to respond by 7 October and if this is the case, the contracts could be drawn up ready for signing. Natalie Ray presented the costings for the new build, due to the escalation of prices for materials and delay in starting the new build, there is a shortfall of £570,914. Trustees gave delegated approval to Stuart Williams to sign the contract of a deficit of up to £600,000 if planning permission is obtained before 1 November.

### Question: What is the risk of not proceeding with the new build this year?

If another 30 students are admitted into Year 7 and the building is not ready, then consideration will need to be made as to where they are housed, for example, the temporary use of mobile classrooms.

Alex Mould left the meeting at 9.30am.

Trustees agreed delegated approval for Stuart Williams to spend up to £70,000 of the Federation's reserves for refurbishment of the old sport centre. This is in addition to £150,000 earmarked for the sport project from RCC, making a total authorised spend of £220,000.

## 9. Policies

Trustees approved the following policies:

- Lost Child Policy – this will now be delegated to individual governing bodies.
- Induction and Probation
- Financial Management – a response had been received from the ESFA in relation to the query in trying to obtain quotes and only one quote being received. An amendment to the policy reflects this change.

## 10.A.O.B

The link to the Academy Trust Handbook 2022 was shared with Trustees which they were advised to read.

The Admissions Policies for 2024 for Catmose College and Catmose Primary are due to be consulted upon. The consultation will run for 8 weeks from Monday 3 October until Sunday 4 December 2022.

Stuart Williams, Kelly Jackson, Oliver Teasel, Natalie Ray, Guy Magrath and Clive Morton left the meeting and the remaining trustees approved the Pay Award and PR Award proposals.

**Date of next meeting**

Trust Meeting - Thursday 13 October 2022, 8.15am