



MINUTES OF THE FEDERATION TRUST MEETING

Thursday 8 December 2022, 8.15am
The Gallery

Present

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

In Attendance

Mark Jackson (Azets), Oliver Teasel, Kelly Jackson, Natalie Ray attended via Teams, Sheryl Wilson (Clerk).

1. Welcome introductions and apologies for absence

Andrew Holt welcomed everyone to the meeting. Apologies for absence were received and accepted from Sam Hearth. Mark Tinkler and Lindsey Madeley-Harland were welcomed to the committee and they introduced themselves. Mark Tinkler is appointed to the Trust from the Catmose Primary Local Governing Body, he will also be a member of the Resources committee. Lindsey Madeley-Harland has been appointed as a Co-opted Director by Trustees who are not Co-opted Directors.

2. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of personal or pecuniary interest.

3. Minutes of the meeting held on Thursday 13 October 2022

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

4. Matters arising from previous minutes

There were no matters arising from the previous minutes.

5. Clerk's Business

Emma Gautrey's term of office to the Resources committee was due to end, she had been appointed by the Trust. Trustees unanimously agreed for Emma to stand for another 4 years.

6. Presentation and sign off of annual accounts

Mark Jackson from Azets was welcomed to the meeting and he presented the annual accounts to Trustees. He summarised three documents and explained that the audit had gone smoothly. As at 31 August 2022, there was £1.4million of available funds, there is a reserves policy, however, with the Catmose expansion project, a proportion of these funds are accounted for together with the in-year deficit forecast. Mark Jackson explained that currently there is uncertainty around school budgets; pay awards are impacting on budgets and there is due to be an announcement regarding teachers' pensions contributions.

Income had increased by £1.2million due to the one-off capital income, expenditure has also increased by £800,000.

The annual report and accounts include the Trustees' Report together with a statement from Stuart Williams, (Accounting Officer).

The Audit Findings report highlighted two minor points as follows:

- 1) The timing of when an invoice was processed onto the management information system - this had been entered into the incorrect academic year.
- 2) Bank interest had not been accrued in-year.

Trustees were encouraged to read appendices 6 and 7 of the Audit Findings Report regarding emerging issues for schools, such as cyber risk and an external review of governance (ERG). An internal review of governance had been completed in the last academic year, however, the governance professional will look into options for an ERG and present at the next Trust meeting.

Trustees commented that these were a very clean set of accounts, which was due to the diligence and hard work of the finance team. Due to the restructure of the finance team (which the Trust supported earlier in the year), the audit had been led by Emma Dilks. Trustees expressed their thanks for all of the team.

Trustees formally approved the Annual Accounts for the year ending 31 August 2022.

Mark Jackson left the meeting.

7. Transformation Plan

The Federation Transformation Plan was presented to trustees, each of the support team managers had written a summary of the work completed during the last academic year and included plans for the forthcoming year. Trustees approved the Transformation Plan which will be published on the website.

8. Term Dates 2024-2025

The term dates for 2024-2025 were approved by the Trust. Trustees noted that the length of the school day and holidays were reviewed in the last academic year. The preferred option is for a longer school day with students attending 185 days of the year.

9. Policies

The following policies were ratified:

- Federation Academy Pay Policy
- Staff Prevent Policy
- Federation Exclusion Policy – addition to be made under 1.5.2 to refer to 9.2.

10.A.O.B

The Executive Principal's PR document for 2022/2023 was shared with Trustees. This is reviewed by three trustees and an independent reviewer.

Date of next meeting

- Thursday 2 February 2023, 8.15am
- Audit & Scrutiny Risk Assessment Committee - Thursday 2 February 2023, 11am
(Topic – Financial Resilience)