



MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 23 March 2023, 8.15am
The Gallery

Present

Andrew Cross, Emma Gautrey (Chair), Rob Guthrie, Andrew Holt, Clive Norgaard Morton, Guy Magrath (Vice Chair), Martyn Rhowbotham, Mark Tinkler, Stuart Williams (Executive Principal).

In Attendance

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

1. Welcome introductions and apologies for absence

Emma Gautrey welcomed everyone to the meeting, there were no apologies for absence.

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 2 February 2023

The minutes were signed as a true and accurate record.

The Scrutiny Panel Minutes on Financial Resilience from 2 February 2023 were also signed to be a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising from the previous minutes.

5. Governance Professional's Business

The Trust meeting had been cancelled for this month, due to a light agenda. However, the governance professional had emailed Trustees regarding Sam Hearth's term of office which was due to expire in May. Trustees who are not themselves Co-opted Directors unanimously agreed that Sam should be re-appointed as a Co-opted Director to the Trust.

Due to unforeseen circumstances, the Responsible Officer Scrutiny Panel that was planned following the Resources meeting has been postponed until Thursday 18 May. There will also be a separate scrutiny on this date on the capital build project.

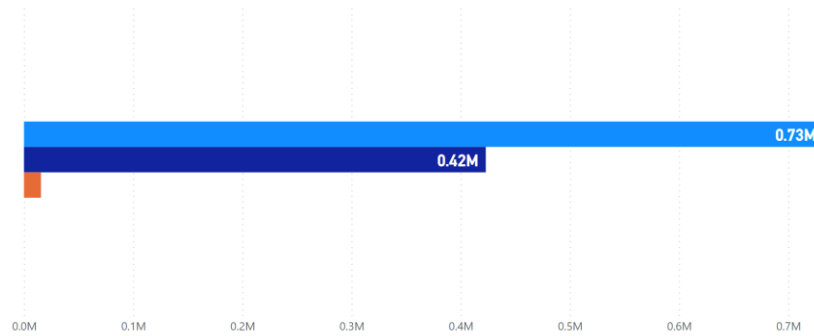
6. Financial Reports

Some of the actions discussed before Christmas to address the budget situation have been implemented. The increased SEN funding has been received and staff have been redeployed across the schools in the Federation. The MSAG (Mainstream Supplementary Grant) brought in an additional £348,182 between April 2023 - August 2024 for the College and Primary School. (Nurseries and sixth forms did not receive an MSAG award).

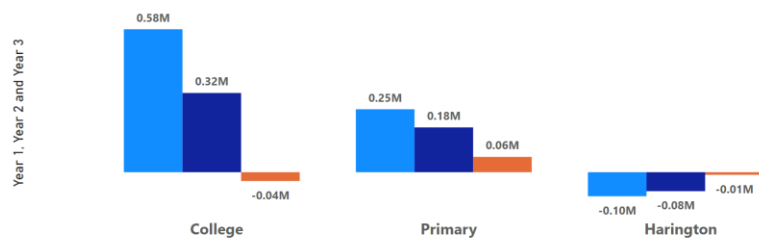
Forecast year end positions are as follows:

Three year out-turn projections

● Year 1 ● Year 2 ● Year 3



Year 1, Year 2 and Year 3 by Academy



The forecasts remain 'best case scenario', however, there are concerns about capital costs both for the new build and the refurbishment of the auxiliary hall buildings. Energy bills are still being estimated and the Federation is now into the recruitment season.

There is also a need to invest in a new MIS system due to the existing company ceasing business in the summer, quotes are currently being obtained. Due to the shortness of time and a new MIS system being in place before the old one ceases, trustees gave delegated approval to the Executive Principal to sign a new contract.

The Support Staff Pay award for September 2024 has not been settled yet and the Teachers Superannuation Scheme actuarial valuation will determine the revised employer on-cost contribution.

The academic year 2024/2025 is now showing a breakeven position.

Oliver Teasel left the meeting at 8.37am.

PowerBI had been trialled with Trustees to analyse the financial reports. The following Trustees indicated they would like to continue with a licence and have further training: Andrew Cross, Clive Morton, Rob Guthrie, Mark Tinkler, Andrew Holt, Emma Gautrey. A training schedule will be arranged.

There were no CEO credit card transactions or transactions to R & H. Emma Gautrey signed the BACS over £30,000.

7. Capital Update

The capital build is progressing well and the builders are confident that the new building will be completed in time for the new academic year. There is an issue with bedrock and the final outturn is still awaited.

Stevenage Leisure are due to agree a new contract with the local authority. There are potential costs associated, for example, the water supply.

8. Policies

The Policy Amendments document had been shared with Trustees and the below policies were ratified:

- Staff Appraisal and Capability
- Staff Disciplinary
- Staff Grievance
- Staff Induction and Probation
- Staff Safer Care Code of Conduct
- Staff Sickness Management
- Staff Working from home
- Staff Leave of Absence
- Early Careers Teacher Policy

9. Staffing Update

New appointments have included a Teacher of MFL and Teacher of Sport. There are a number of vacancies that are being advertised as follows:

- Cleaner
- STA
- TA
- Exam Invigilators
- Teacher of Computer Science
- Assistant Team Leader of English
- Teacher of English
- Teacher of Maths
- Assistant Team Leader of Maths

Question: How is staff wellbeing?

The senior leadership team are aware of staff's workload and adjustments are made wherever possible. The staff wellbeing and social committee try to offer various activities during the year which appeal to many staff.

10.A.O.B

A letter had been received from the ESFA re the Harington Bursary. Actions have been put in place to ensure money will not be clawed back in the future.

Trustees were reminded to complete the Register of Business Interests Form for this academic year.

A copy of the Catmose College update on Equality, Diversity and Inclusion was shared with Trustees.

Trustees commented that there is a lot to be proud of, but noted that there is also a lot of pressure on individuals and offered their support, wherever it was needed.

Diary Dates

- Resources Meeting - Thursday 18 May 2023, 9.15am
- Trust Meeting – Thursday 18 May, 8.15am
- Audit and Scrutiny Risk Assessment Committee –Thursday 18 May 2023
 - 11am Responsible Officer
 - 12pm Capital Build
- Legally Blonde Performances 26 – 29 April