



RUTLAND AND DISTRICT
SCHOOLS' FEDERATION

MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 15 May 2025, 8.15am
Leeds, Harington School

Present

Andrew Cross, Rob Guthrie, Andrew Holt, Guy Magrath (Chair), Alex Mould, Clive Norgaard Morton, Mark Tinkler, Stuart Williams (Executive Principal).

In Attendance

Kelly Jackson (Head of Catmose Primary), Oliver Teasel (Head of Harington School), Chris Wilson (Chief Finance Officer), Sheryl Wilson (Governance Professional).

1. Welcome introductions and apologies for absence

Guy Magrath welcomed everyone to meeting, there were no apologies for absence.

2. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of interest.

3. Minutes of the meeting held on Thursday 27 March 2025

The minutes were signed as a true and accurate record.

4. Matters arising from previous minutes

There were no matters arising from the previous minutes.

5. Finance Report

A full finance report was presented to trustees.

The financial position is forecasting a reduction in the reserves of £327,465. This includes known costs carried forward from the previous year of £79k for the refurbishment of the sports hall, (including the expansion of the sport team office, and the creation of a new finance office) and £74k of retention monies due for the Barlow building expansion – a total of £153k.

The recurrent deficit forecast is £185,199 which is expected to reduce over the final 4 months.

- Utility bills should reduce over the summer with the College closed over the summer holidays and heating not being required, the original forecast for gas and electric was £420k, however, the final cost is expected to be nearer £338k, which would produce a saving of £82k.
- Higher SEN income is expected than initially estimated, although this is very difficult to predict as funding from county councils run an April to March year end and confirmation has not yet been received from April onwards.
- Admin costs have a £72k budget, however, it is estimated that around £40k will be spent, therefore saving £32k.

- National Insurance Grants are due, although these will not be received until October 2025 and part of these funds will be included in this years' accounts. The College will receive £41,317, Primary £8,323 and Harington School of between £26k & £36k – a total of £75.6k to £85.6k for this academic year.

If these estimates prove correct then the recurrent position should be near to break even. The figures also assume that all budgets will be fully spent, which isn't likely. It is therefore expected that reserves will fall to circa £1 million.

There is a lot of uncertainty regarding next year's budget due to the teachers' and support staff pay award and whether the Government will offer any funding to cover these costs.

A scrutiny meeting was held to discuss the finances as this remains a priority on the risk register.

Apportionment

This year the Chief Finance Officer has tried to improve the way costs are apportioned across the 3 academies, to ensure that each Academy pays its 'fair share' of costs. Central costs such as administration, site, finance, HR, and leadership, have in the past been mostly paid by the College, leaving its finances at a disadvantage.

The costs have been apportioned based on pupil numbers as follows:

- Primary 210 students 13%
- College 1124 students 67%
- Harington 332 students 20%

Efficiencies are gained by teachers being shared between Catmose College and Harington. To ensure these costs are correctly apportioned, each timetable is reviewed and the salary costs are split between the two academies based on lesson time at each school, for example, a teacher teaching 23 lessons at College and 23 at Harington, would have 50% of their salary costs apportioned to each. This can change during the year, and an adjustment can be made at the year-end if necessary.

In last year's accounts the reserves total of £1,155,367 were split as follows:

- Catmose Primary £696,784
- Catmose College £306,189
- Harington School £152,394

Following advice from the accountants, the proposal was to 'reset' the capital split to more realistic levels. The reserves figure of £1,155,367 includes £79,075 for the sports hall works, £74,513 for the BAM retention and £45,337 for the school fund. The accountants suggested that the reserves are reduced by these amounts, and split as per pupil numbers above. This would result in capital start balances for next year of:

- Catmose Primary £120,660
- Catmose College £645,283
- Harington School £190,599

These then give a realistic starting point for moving forward.

Trustees agreed that this was logical, fair and equitable and a better reflection of the position of each academy and agreed with the calculation for apportionment.

6. Busing Contract

Three tenders had been received for the busing contract. The existing company, (Nesbits) quote had remained the same as last year, of £136,900. Trustees agreed with the proposal for Nesbits to fulfil the contract for the academic year 2025/2026.

BACS payments over £50,000 were signed by Guy Magrath.

7. Staffing Update

6 teachers will join the Federation in the new academic year with recent appointments including: teacher of science, teacher of psychology and exam invigilators. There have also been two internal appointments of: Senior Assistant Principal, Science and Senior Assistant Principal, SEN.

There is one vacancy at the present time for a Catering Manager.

8. Policies

The below policies were shared with trustees prior to the meeting with details of the amends.

- Federation Prevent Strategy
- Federation Lettings Terms and Conditions (new policy)
- Federation Premises Hire Policy (new policy)
- Federation Student Photography
- Federation Accessibility Policy
- Federation Premises Management Policy
- Federation First Aid Policy
- Federation Emergency Closure Policy
- Federation Volunteer Policy (new policy)

The policies were ratified.

9. Risk Register – topic finance

Please refer to separate scrutiny minutes.

10.A.O.B

Please refer to confidential minutes*

Date of next meeting

Resources meeting – Thursday 3 July 2025, 9.15am