

BRIGHTER FUTURES MULTI ACADEMY TRUST

Strategic Resources Committee (PUBLIC MINUTES)

Date: 10th May 2017

Time: 6.00pm @ Siddal Primary

Attendees: P Burton (Academy Member/Chair), J George (Academy member), V Knight (Chair of LF LGB), R Gurteen (Co-Opted Director), A Bower (CFO), R Denham (AO) J Burton (TBM), C Roberts (Clerk)

Item	Minutes	Action
1. si	Apologies and consent for absence	
	Apologies received and accepted for Peter Foulkes	
2.si	Approval of Previous Minutes and Matters Arising	
	<ul style="list-style-type: none"> Minutes accepted as a true record. 	
3.si	Conflict of interest	
	<ul style="list-style-type: none"> Family relationship between PB/JB. Conflict of interests recorded for RG- wife a member of SD staff; 	
4.si	Items declared confidential	
	Item 14.	
5.si	Urgent business not identified on agenda	
	None.	
6.	Accounting Officer Report	
	<p>CFO gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> CFO advised she and RD (AO) had started reviewing the report. Following recommendations a full finance team meeting is planned to discuss the report and work on finding solutions to the recurring problems. SLT are aware we need to tighten up on certain areas which includes non –purchase orders. This report included the first period of implementation of new system and procedures up to when EHT /AO left. Initial findings in the report should be reduced in subsequent reporting periods as staff will be more familiar with the finance system and procedures. RD/AO advised it has come to light that a lot of teaching staff will probably not be fully aware of procedures for booking trips and quite often invoices arrive before the paperwork has been completed; this similarly happens for courses – verbally the course is approved but paperwork does not get completed quickly enough. CFO/AO will review the supporting documentation in order to identify common non-compliant themes to reduce the overall number of non-compliant transactions. 	
7.	Management Accounts (CFO)	
	<p>CFO gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> Central Services: <ul style="list-style-type: none"> Misc. income – Ofsted visits they will now be actuals up to 31 Aug as there will not be any more income from this. Teaching staff – costs LJ but will continue until 21 Apr. Recruitment – cost lower than expected because we included a significant amount in the autumn review to replace LJ, this will not happen. Furniture & Equip – money for additions to new build this will depend 	

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	<p>on long term development plans as to whether the budgeted amount will be spent.</p> <ul style="list-style-type: none"> ○ Performance Mgt for LJ – didn't go ahead. ○ HR & Legal included a budget of £5,000 for external AO. This will now be a saving with internal cover – likely to be an overall saving to central services costs. ○ Audit & Accountancy - CFO advised we haven't had an internal audit in spring term so will need to arrange an audit to cover both terms – so timing is the difference. ○ Teacher Pension audit – has been completed and everything was fine. ○ Trust Strategy Costs – 2016 year-end accrual provision for Forum Ed. work was 4,500 but actual cost was 3,750. <ul style="list-style-type: none"> ● SPS <ul style="list-style-type: none"> ○ Early Years funding – only budgeted for the basic rate, not included EYPP or deprivation so next period will be more accurate. ○ Other Gov income - includes extra income from taking up to 45 FR pupils. This will not happen next year as will only have 30 reception pupils. ○ CC recharges – in principle all reviewed charges have been agreed. TBM is following up a couple of queries the CC have with LA. ○ Trips/Visits – 8,300; costs 9,200 difference being caused being timing. ○ Misc. Income – Includes PLLT invoice for SD staff member; this has been deducted from EFA grant money therefore an accounting adjustment is required. ○ Breakfast /ASC income – budget for breakfast club based on historic information. ○ Teaching costs: transfer for SD staff member to LF not happening, next forecast will reflect the changes to the plans. ○ Education support staff – Additional costs are covered by insurance income for TA overtime and supply costs. ○ Site Manager –DF transferred to SD. CFO advised better for accounting clarity to keep the budget in LF and then recharge. Transfer from LF to SD happened in January but the recharge has been spread over the full year. ○ Catering cost – CFO advised hard to predict income in all 3 schools, therefore a review is planned to establish whether the budget was unrealistic – Actual UIFSM income taken from Autumn & Spring Census. ○ Staff training – difference is just due to timing issue. ○ Building Maintenance – 15,000 budgeted for new group room; 11,000 for entry system; both not yet happened. Maintenance – all in budget. H & S costs – variance due to timing. ○ Other Education service – sports premium had a healthy cumulative c/fwd from previous year of 9,500. Time apportioned budget is 10,750 only spent 2,100. Decision taken to spread the expenditure over a longer period so that all year groups will benefit over the years instead of buying services such as Commando Joes for 1 year. ○ Catering costs - Catering income just in line but is spilt over 11 months as children not in for the month of Aug. However, cost is significantly overspent – review planned. ○ Printing costs – inclusive copies now used up, extra copy charges now applicable. ○ Telephones- New fixed contract now in place with reduced rates, so hopefully will see future reduction in costs. TBM will monitor. <p>Field Lane:</p> <ul style="list-style-type: none"> ○ Income – LA reclaimed for funding for excluded pupil, including PP. 	

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	<ul style="list-style-type: none"> ○ Early Ed funding - only budget for the basic rate, not included PP or deprivation so next period will be more accurate. ○ Misc income: uniform sales ○ Teacher supply costs – having a nil budget not always realistic, need a bit of extra teaching cover for e.g. moderation. Small element of budget may be considered in future. ○ Building Maintenance– cost of carpet & roof repair, one off payments not yet happened. HT is reviewing and prioritising works – not sure whether worthwhile doing portacabin roof due to other envisaged problems with it. ○ Other Ed services – Commando Joe cost early overspend from PE & Sports budget but within annual budget. ○ Catering costs – only happen for 11 months but, as previously mentioned, review taking place. ● Luddendenfoot: <ul style="list-style-type: none"> ○ Donations – PTFA income & Tesco income on its way, likely to appear in May accounts. ○ Misc Income – OOSC recharges. ○ Teaching costs- opposite side of SD. Recharges for FD. ○ Site manager opposite for DF transfer to SD. ○ Temp caretaker – and DF will need to make sure allocation of costs is fair ○ Staff training will be in budget. ● CFO advised overall all actuals to 31 March are in a better position than autumn predictions. ● CFO currently going through projections to year end with each HT and all have a better understanding of allocations. 	
8.	Debtors Update (CFO)	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> ● 19,202.98 of maternity income - majority now received will appear in Apr figures. ● 3,111.00 – PLLT deducted from EFA funding before retuning remaining EFA grant, adjustment required. ● 1,025.00 received from St Patrick will show in Apr figures. ● SPS – wraparound care debt being slowly paid off. 	
9.	Approved supplier list (CFO)	
	<p>CFO shared update approved supplier list following discussion:</p> <ul style="list-style-type: none"> ● LF HT/AO advised she is currently in dispute with Little Gargoyle/Wicked Workshops due to recent poor provision of a workshop. Once dispute is resolved request made to remove them from the approved supplier list. CFO to remove from list once resolved. CFO to follow up. ● CFO advised once a supplier has been removed from the list, it is essential that all 3 schools are made aware of their removal. 	RD/CFO
10.	School Entry System (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> ● Entry system – ‘Inventry’. Quotes received are approx. 5,000 for SD/FL and approx. 4,000 for LF. ● In response to questions raised at last meeting: <ul style="list-style-type: none"> ○ the system can have predictive text turned off to stop names being displayed whilst typing in. ○ Market comparison – system called ‘Entry System’ by Osborne technologies which is a very similar to Inventry, very little difference in functionality – difference in reporting but still does picture badges and staff will use swipe cards, both record late arrivals and ask for an explanation, both can 	

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	<p>produce fire registers but 'Entry System' is slightly less expensive at 3,495.00. TBM went back to supplier of Invenry who offered for £105.00 on top of the 3,495.00 they could supply a system if number of points of entry at each school was only 1. HTs were in agreement this could be implemented in each school.</p> <p>Q: Do we know of any schools in the LA that use 'Entry System'?</p> <p>R: TBM advised that no school in the LA use the system but the company would be happy to supply the names of schools in the Barnsley/Wakefield area that use the system to arrange a visit if we were to proceed.</p> <ul style="list-style-type: none"> ○ Following discussion members agreed as Safeguarding is a big focus for Ofsted it would strengthen this area in each of the schools. Decision taken that as funding was available and that Invenry had a good reputation and callout service and little was known about the standard of aftercare from Entry System they would be happy for her to proceed with Invenry. TBM to follow up. 	TBM
11.	School Dinners (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • TBM advised after spending a considerable amount of time trying to clarify the legality of the tendering regulations within EU challenge and procurement rules and from talking to other academies and the DfE she had not been satisfied of the status of the trust, could be classed as a 'public body'. Which was needed to be able to use changes in the procurement legislation (Jan 17) Section 12.1.7 • Other options available were: consult a solicitor re: the legalities but this would have a cost; or conduct a closed tender process with the companies that have already quoted and ask them to produce a tender. <p>Q: Do we have a specification written?</p> <p>R: No, but a basic specification can be downloaded and then made bespoke to the trust needs.</p> <ul style="list-style-type: none"> • All members agreed that due to the complicated legalities in defining the status of the trust as a 'public body' and the size of contract and tendering process. A closed tender process was agreed as the preferred option for the TBM to proceed with. <p>TBM to action.</p>	TBM
12.	Any Other Financial matters (CFO)	
	<ul style="list-style-type: none"> • CFO shared the proposed outline programme for the internal audit. All members approved the programme. CFO to follow up and arrange. • First return – March budget need to be submitted by Friday 19th May. CFO to provide final figures to members at next meeting. CFO to action. 	CFO
13.	SCR (TBM)	
	<ul style="list-style-type: none"> • SCR was not available at the meeting due to TBM not having access to networks. Item deferred until next meeting. • TBM advised that SCR is now a standard discussion item at SLT meetings to ensure Leadership team are fully updated on current status. • Outstanding IDs reported on at the last meeting – have now been received. 	
14.	AOB.	
	<ul style="list-style-type: none"> • Confidential item 	

There being no further business the meeting closed at 7.45pm

Version	Issue date	Change history
1.0	15.05.17	First draft by Clerk to Governors
2.0	12.06.17	Approved in principle by Chair of Committee