

BRIGHTER FUTURES MULTI ACADEMY TRUST

Strategic Resources Committee (PUBLIC MINUTES)

Date: 14th December 2016

Time: 6.00pm @ Siddal Primary

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

Item	Minutes	Action
1. si	Apologies and consent for absence	
	Apologies received and accepted from JG.	
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"> Conflict of interests recorded for RG-wife a member of staff; Family relationship between PB/JB. CFO reported that an amendment was required to the related party note in the accounts re: conflict of interests. CFO shared proposed note details from the auditors. All members approved the note content and was signed off by PB/AO. 	
4.si	Items declared confidential	
	None.	
5.si	Urgent business not identified on agenda	
	None.	
6.	Management Accounts (AB)	
	<p>CFO gave a brief summary of Income & Expenditure period end 31st October.</p> <ul style="list-style-type: none"> SD – Other Government Grants: £8,167 shortfall in LA EYFS for additional 15 pupils, email confirmation has been received that funding will be released in January, actual amount still unknown. SD – recharges: some changes have been made to percentages which have been taken to the review meeting which took place in July. LA has been stalling but has now confirmed and CC will be invoiced. SD – shortfall of £3,000: SD to PLLT for Sept has gone through need to review October staff absences. PLLT will be billed for actuals, if they do not pay, payment will be recovered by deducting from the 115,000 before returning the money and the EFA who will follow up with new sponsors. (Moor End Academy). Staff insurance – SD - £14,000; LF - £7,000 maternity claims. LA has already been invoiced for SD. LF will be removed in next budget review as we will not be claiming for JC due to her resignation. Costs – slight reduction for teacher at FL following performance management review. A teacher was awarded a TLR for leadership – but due to role de-escalation teacher will not be taking it. Educational resources – still within annual budget but timing of expenditure can change. Support costs: LF - Buildings maintenance £7,248 Wildlife Garden claim for Tesco. TBM currently chasing up £3,000 from Tesco’s: PTFA will also be contributing. 	

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	<ul style="list-style-type: none"> • Printing – SD/LF extra copy charges. TBM booked to meet with provider to discuss refund as these were not agreed on original discussions with provider. • Central Services: staffing training element – the decision has been taken to reallocate to schools and give HoS school budget to manage in the next budget review. • Reserves B/fwd: CFO reported each school in better position. Reserves b/fwd.: BFAT- budgeted for 284,057 actual 174,854 mainly due to removal of PL conversion fund. B/Fwd includes 78,000 from Northern Growth Fund. • B/fwd variances include: <ul style="list-style-type: none"> - Total salary savings; SD – £8,500 this was due to a period of change with teachers which made it difficult to project forward; LF – £6,600 maternity savings for JC but will off-set unclaimed loss of maternity insurance in 2016/17. - Education resources: SD – PE/Sports unspent restricted fund (£9,500) which needs to be added to 2016/17 budget and spent. LF - £3,600 to be carried forward and included in 16/17. - Restricted: PP – LF £3,400 to c/fwd.; SD - £1,600 to c/fwd. - Repairs & maintenance – FL underspend on outdoor play equipment. SD – door entry system. System is now at its capacity and system is fusing quite a lot which has implications on monitoring visitors etc. Currently waiting for a part from Italy. Visitor entry system was originally budgeted for £5,000 but will cost £10,000. 2016/17 budgets will be adjusted to reflect additional costs. - All H&S and utilities costs have been reviewed which identified that we had over budgeted for some things. - Budget variance document will be available at next meeting. - Water/Gas/Electricity costs have reduced, CFO advised still waiting for gas credit notes for FL. - LF - £5,000 saving on capital building. • CFO advised the new format of management accounts had not been possible for this meeting, due to technical issues with the spreadsheet, and the creator of the spreadsheet being on leave. • No questions were asked. Chair thanked the CFO for all her work. 	
7.	SCR (JB)	
	<p>JB gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • 3 staff change of name – waiting for DBS. • FL member of staff - further request to passport office may be necessary as current passport is not being picked up by DBS. Staff member has also recently moved address and has no current ID to support this. Suggestion made as an interim measure they apply for a Citizen Card. TBM to follow this up. 	TBM
8.	Internal Audit – schedule of work (AB)	
	<p>CFO gave a brief summary with the following points being discussed and noted:</p> <ul style="list-style-type: none"> • CFO shared a schedule of proposed audit review procedures due March 2017. All members approved the proposed audit review with the addition of Risk Register. <p>Q: Are the audits helpful? A: CFO advised the audits are useful, and with the introduction of the new web filing school based audit system it should ensure our procedures are as strong as they can be, as it always good to be quality assured. Previously the LA internal audits did not cover all of the items on the audit review list.</p>	
9.	Staff Absence Report (JB)	
	<p>JB gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • TBM shared the report which reported on the absences since Sept 2016. Main focus on the report identified SD's very substantial number of days' loss which 	

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	<p>included a high proportion of long term sickness. TBM advised no issues as all genuine reasons. After looking at historical claims at an earlier review the decision had been taken to insure all staff to ensure we would have cover.</p> <ul style="list-style-type: none"> • FL – sickness odd days. LF – lowest sickness days. • TBM advised currently waiting for payment. December’s absences will be claimed in January. • SD – Currently there is a HLTA on maternity leave who isn’t covered and another HLTA now off sick. The HLTA currently on maternity is coming back early in January, but will be off again later in the year. 	
10.	Debtors update and decisions (AB)	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • CFO shard a debtors report with members. CMBC insurance £16,700 maternity these are in the process and payment due imminently. • LF- OOSC cleared previous period in 2 payments. Current period £1,947.87 still outstanding. • SD – Wrap around £78 received waiting to be banked. • SD Administrator still trying to reclaim money via Parent Pay. Dinner money debts £99. All agreed the trust cannot continue to provide/pay for meals. Suggestion made to offer an alternative that we don’t pay Beech Hill for, to provide a substitute basic meal in the form of a sandwich, piece of fruit. This would be offered to children whose parents owe dinner money and who fail to provide them with a packed meal from home. Parents would be notified if this occurred. <p>Q: How long will we continue feeding a basic ration for? A: Parents would be notified as to the reason why and that due to them choosing not to pay this is what the trust could offer.</p>	
11.	Premises update (JB)	
	<p>JB gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • SD – planning application still live until 23.12.16. Currently no objections. Early January, tenders should go out. To ensure the process is more open/transparent we want a wider field. Parent Director (PF) suggested that the tender is added to a regional portal that contractors look for potential jobs. TBM to follow this up. • SD – Caretaker temporary until January. Temp currently covering the post is interested in the post and LF caretaker currently doing some compliance work with him to bring him on. Cleaners are presently locking up at the end of the day with temp caretaker opening up. • JB met with LA – re: re-evaluation of LF rates due to new extension. Advised there could be an increase as they didn’t have the Cube on the rateable value. They don’t back date only move forward, but we will get some offset due to hardstanding hasn’t been expanded. He also measured the hall which he indicated was slightly small for the number of pupils. Q: Has SD been revalued since the addition of the Cube? A: Yes. • FL – work on roof completed and contractors left site today. Work on Portacabin will done in January over a weekend as H&S would not allow a second company on site at the same time. Q: Are they coming back to check the work – as a few queries have been raised, crack behind downpipe and on a fascia on the hall; concern they have left things on the roof, not removed all their gear. A: TBM to follow this up. • FL – Toilets. JB advised No SIF bid funding for the toilets as not deemed bad enough compared to other submissions. JB advised that a damp report has been completed due the chalkiness of the wall. From the findings part of the 	<p>TBM</p> <p>TBM</p>

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	downpipe has been moved – spilt and slightly lifted from the wall to stop water penetration. JB advised that HoS has asked to remove the urinal. As an interim measure – a deep clean will take place every 6 weeks. In order for the work to be considered and booked to take place at Easter – 3 quotes will be needed in January. TBM to follow up.	TBM
12.	Web Filing Information (CFO)	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • System up and running and will be useful for future budget holder monitoring as all figures will be actuals as a live system. • Apart for BC/Petty Cash – all other processes are live and can provide an audit trail of who has authorised each transaction and when. System will reduce paperwork and movement of paperwork from school to school. Downside is with YPO (supplier) – it has its own catalogue but categorises all the nominal code as 7020 (ed. Materials) but YPO supplies many items which are not identified under 7020 but currently the system does not allow the nominal code to be edited. CFO has spoken to Civica about the problem, but they have not yet offered a viable solution. <p>Q: Is the catalogue an excel document? A: Parent Director (PF) suggested that we might be able to generate our own codes. Civica response has been that they haven't got the capacity to change the code for the large amount of products. The problem causes the dept. /nominal overspend, which in turn need to have the overspend approval, which means second approvals are in place. As the system is live, HoS or any budget holder will not have to wait for reports from the CFO. EHT reported the system is really useful in her role as Accounting Officer and is confident with the control items. TBM advised that a she will be meeting with 3 admins and Finance administrator in the new year for feedback on how the system is working and work out any niggles.</p>	
13.	Recruitment (LJ)	
	<ul style="list-style-type: none"> • From January LF will be supporting/funding for 2 terms HLTA on teacher training. A TA will then step up to cover the HLTA. The solution will not be a huge cost but will have a big impact. • Need to re-advertise for apprentice TA for SD/FL. 	
14.	Approved Suppliers list (AB)	
	<ul style="list-style-type: none"> • Suppliers that were dormant on the system have been deleted. New process in place and suppliers can only be added to the system by the CFO/Finance administrator. The formation of the list was a recommendation from the summer internal audit visit. 	
15.	AOB	
	<ul style="list-style-type: none"> • None. 	

There being no further business the meeting closed at 7.30pm.

Version	Issue date	Change history
1.0	06.01.17	First draft by Clerk to Governors
2.0		Approved in principle by Vice Chair of Committee