

BRIGHTER FUTURES MULTI ACADEMY TRUST

Strategic Resources Committee (PUBLIC MINUTES)

Date: 15TH February 2017

Time: 6.00pm @ Luddendenfoot

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

Item	Minutes	Action
1. si	Apologies and consent for absence	
	None.	
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 SD staff; Family relationship between PB/JB. 	
4.si	Items declared confidential	
	None.	
5.si	Urgent business not identified on agenda	
	None.	
6.	Budget Variation (CFO)	
	<p>CFO circulated budget information along with all the supporting documents for 2016/17, figures as previously provided to the Trust Board, and gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> Reserves b/fwd. – higher for all schools but some of the projected expenditure included in 2015/16, which did not happen before the year end, have now been added in to this year’s budgeted costs as follows: <ul style="list-style-type: none"> PE/Sports unspent restricted funds added to 2016/17 budget; and SPS door entry system. Reviewed and included supply agency cost and staff insurance but only up to November. All staffing changes since September have been incorporated. SD site manager left – have been using agency staff to provide interim cover, will be reviewed and projected forward till August in next review. All other expenditure has been reviewed and adjusted as necessary, as per the summary. NGF summary provided – highly probable that we will need to repay 75k back as the money was given for a specific reason – developing the trust. <p>Q: Due to the current situation could we put the money towards the legal cost going forward as we are still ‘developing the trust’?</p> <p>A: CFO advised that the application criteria for the grant would need to be revisited to check this but was thought to be unlikely.</p> CFO advised she had sent an email to Lesley Stabler (EFA) informing her of the detailed breakdown of what we had spent from the PLLT conversion/support funding, including provision for some of the items claimed by PLLT, as detailed below. 	

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	<ul style="list-style-type: none"> • CFO reported we have received and contested an invoice for 30,600 from PLLT for services such as – IT, branding, building, cover for SD staff member & leadership. LA (local authority) are aware we will not be paying this. • Only alterations to include in the figures provided would be to alter the training budget allocations to schools – as per the schedule provided. • Budgets were approved and will now be used to monitor against in any future management accounts reports. 	
7.	SCR (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • Concern – 2 FL staff members have still to provide documentation in support of new DBS applications needed due to change of addresses. Decision made that staff should be notified if they cannot provide the necessary information they will asked to take LOA without pay wef 27th February. LOA will affect the function of the school but TBM advised they had had a considerable length of time to provide the necessary documentation. TBM to action. • 3 new applications in the process of clearing but not yet fully complete. • 1 staff member off long term sick – so not appropriate to follow up at present time. 	TBM
8.	Appointment of Auditors (CFO)	
	<ul style="list-style-type: none"> • CFO advised due to the current situation there would be little benefit to changing auditors at this point. Revell Ward are aware CEO/EHT is leaving and that we are in the process of trying to find new AO and are trying to do a cross over period. • Internal audit arranged for end of March. • External audit will start week after October half term • Likely that the AAR will now need to be submitted to the EFA with the accounts by Christmas so we will need to bring meetings forward. • Account return and audit will be done at the same time – week after half term. CFO will advise them of best date. 	
9.	Staff Absence Report (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • FL & LF – normal sickness days • SD – high number of sickness days lost – 200+. This includes 5 members of staff on long term sick. Majority of sickness is TA and support staff. School was hit by a severe case of sickness bug, which resulted in staff having 4/5 days absence at a time which has made staffing difficult to manage. • Union meetings also planned. 	
10.	Debtors update and Decisions (CFO)	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • Maternity insurance claims form the majority of the balance and are being resolved with the LA • LOOSC – not yet paid the last quarter - £ 1,947.87 • Norland CE have been spoken to and payment due. • PLLT – deducted from funding • SD – Wrap around care – family concerned have had a letter; have had face to face conversations with SD admin staff. TBM advised it is unlikely we will recover the debt. They are choosing not to pay but have not disputed the debt. Decision made that a solicitors letter should be sent. TBM to ask SD Administrator to follow up. Children not able to take anymore services from us. Also have a ParentPay debt of approx. £100. TBM asked to check whether they have any other debts for trips/clubs etc. TBM to follow up. 	TBM

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11.	Recruitment Update (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • Caretaker/site manager for LF advertised, 3 good candidates all with previous experience. Current LF site manager will then move to SD. • CEO/EHT advised requested changes to SD-HT post application pack have been made. Closing date for post – 27th March. Interviews 3rd/4th April. • JB interview took place for post of permanent TBM and was successful in appointment. 	
12.	Approved Suppliers List – additions (CFO)	
	<ul style="list-style-type: none"> • CFO advised the list shared is suppliers added since the original list was drafted. Members reviewed the list and Chair signed them off as approved suppliers which the trust is happy to do business with. 	
13.	Contract Schedule (TBM)	
	<ul style="list-style-type: none"> • TBM advised a review of all contracts taken place and tied up contract schedules – expiry dates of contracts now added. Worked with CFO to add more financial details such as accruals costs etc. to provide greater information to the schedule which will mean that the majority of info needed for consideration of a contract renewal will be readily available on one document. 	
14.	Central Services Recharges (CFO)	
	<ul style="list-style-type: none"> • Budgeted Central Services costs were reduced to a basic minimum level in order to prepare for PLLT joining, which did not happen. The school allocations have previously been based on children and staff numbers. • Discussion undertaken to make it fairer would be to base the split on funded pupil numbers and therefore 2016/17 allocations would be based on October 16 census numbers, to match against the income for that year. • Early Ed funding – will be based on autumn census figure as they are children already in school. • Once we get close to knowing what the future top slice will be, this can be incorporated into budgets of future years. 	
15.	School Meals (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • Currently Beech Hill (BH) contract runs out end of the year, so we need to ensure we have a supplier in place. Following negative feedback for the current meals provided by BH it would be the ideal opportunity to find an alternative. They also want to make changes to the contract by taking back the kitchen assistant at Easter they provide at LF back to BH. This may be a negotiating factor to allow us to break the contract 2 months earlier in May. BH need 2 months' notice. • TBM advised she had made provisional enquires with 6 suppliers but had had most contact with Kirklees Catering Services who would provide the most bespoke service allowing each of the school to run different menus, they also do theme days for census days or school special occasions/events and will hold taster days for children and parents to sample dishes and provide communication for parents. • As 1 supplier would be providing 3 separate contracts which would be over 100k we would need to go to tender process and this may cost 4,000 for a company to tender. TBM to speak to them about 100K tendering process. TBM to follow up. • Decision taken to inform parents via newsletter that we are looking at an alternative provision in order to gain support for the change and inform them that there will be increase in cost. • Suppliers usually try to get a new contract for more than 1 year due to their initial costs which include thermal boxes/additional staff if needed etc. 	TBM
16.	Any other financial matters (CFO)	
	<ul style="list-style-type: none"> • CFO currently reviewing the financial handbook and will circulate before internal audit. 	

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	<ul style="list-style-type: none"> Accounting Policies for the forthcoming year were provided and approved. Management account reports will be compared to the budget figures just reported. 	
17.	Any Other premises/HR matters (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> SD building – Planning permission has been granted for the new classroom and group rooms. Exploration work will be carried out over half term to check what is underneath proposed site. TBM advised she has spoken to the architect to clarify if we didn't go ahead with the group rooms due the current climate would there be a saving. He has advised it could be 35% on current costs if we didn't put in footing to sustain upper level. A decision doesn't need to be made immediately but she would need to let Jaggars know before the job goes out to tender. 	
18.	AOB	
	<ul style="list-style-type: none"> Extra meeting needed before CEO/EHT leaves. Agreed Tuesday 4th April – 6.00pm at SD. CEO/EHT was asked to leave the meeting for this item. CFO advised she had been asked to put to the committee whether they would consider approving a 1,000 BFAT contribution to a leaving party. Following discussion members agreed that due to the current position of the trust the request could not be approved. 	

There being no further business the meeting closed at 7.45pm

Version	Issue date	Change history
1.0	17.02.17	First draft by Clerk to Governors
2.0		Approved in principle by Chair of Committee