

**BRIGHTER FUTURES MULTI ACADEMY TRUST**

**Strategic Resources Committee (PUBLIC MINUTES)**

Date: 17<sup>th</sup> July 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), P Foulkes (Parent Director/Co Chair), A Bower (CFO), R Denham (Interim AO), J Burton (TBM), V Dear (FL – HT), C Roberts (Clerk)

Item	Minutes	Action
<b>1. si</b>	<b>Apologies and consent for absence</b>	
	None.	
<b>2.si</b>	<b>Approval of Previous Minutes and Matters Arising</b>	
	<ul style="list-style-type: none"> <li>Minutes accepted as a true record.</li> </ul>	
<b>3.si</b>	<b>Conflict of interest</b>	
	<ul style="list-style-type: none"> <li>Family relationship between PB/JB.</li> <li>Conflict of interests recorded for RG- wife a member of SD staff;</li> </ul>	
<b>4.si</b>	<b>Items declared confidential</b>	
	Item 11,	
<b>5.si</b>	<b>Urgent business not identified on agenda</b>	
	None.	
<b>6.</b>	<b>Projected budgets to 31.08.17</b>	
	<p>CFO gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> <li>Projected budgets up to 31.8.17 submitted to the EFSA on the 18<sup>th</sup> May as required, for which we received a thank you letter for timely submission.</li> <li>Overall the projected budgets for the 3 schools were better than the Autumn review. The in-year deficits for two schools were also predicted to be better than the Master Budget however, LF was predicting to be a slightly bigger in-year deficit due to the rectification of the staffing issues in the Autumn Term. SD has benefited due to extra insurance income.</li> </ul>	
<b>7.</b>	<b>EFA budgets forecast return : Outturn 2016 to 2017</b>	
	See item 6.	
<b>8.</b>	<b>Management Accounts (CFO)</b>	
	<p>CFO gave a brief summary of the reports as at April 17 with following points noted:</p> <ul style="list-style-type: none"> <li>Accounts: BFAT/Central Services and 1 for each school – reports compare predicted up to August. Any major variances has a comment added and are mainly due to timing. <ul style="list-style-type: none"> <li>Central Services: <ul style="list-style-type: none"> <li>Income roughly in line. Submission of final release for NLG has now been completed and all costs allocated.</li> <li>Costs – due to timing includes HR &amp; legal and governor services, everything else roughly inline.</li> </ul> </li> </ul> </li> </ul> <p>Field Lane:</p> <ul style="list-style-type: none"> <li>Income – additional staff insurance and Early Education funding received.</li> <li>Expenditure – Staff training variance due to timing. Other costs includes 5k for carpets which will be done over the summer. Roof</li> </ul>	

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	<p>repair deferred until next year.</p> <ul style="list-style-type: none"> <li>○ PE &amp; Sport – restricted fund mainly used for Commando Joe</li> </ul> <p>Luddendenfoot:</p> <ul style="list-style-type: none"> <li>○ Donations – PTFA income &amp; Tesco income for the Wildlife Garden now received, after the period end.</li> <li>○ Educational materials – variance due to timing</li> <li>○ PE &amp; Sport –restricted funding</li> <li>○ Temp caretaker – this cost and the budgeted cost of DF will need to be reviewed overall in order to ensure that the allocation between LF and SPS is fair</li> <li>○ All schools are now being invoiced ‘per copy’ charges for printing; all copiers are approaching the due dates for the lease renewal so this should be resolved next year.</li> </ul> <p>Siddal:</p> <ul style="list-style-type: none"> <li>○ Misc. income – 3111.00 charges made to PLLT have been removed as this cost was deducted from School Improvement funding from EFA.</li> <li>○ Staff insurance continued in this period but claims are now reducing considerably.</li> <li>○ Teacher supply cost – due to staff absences.</li> <li>○ Building Maintenance; 15k contingency budgeted for new build; 11k door entry - deferred to next year so reserves will increase.  <b>Q:</b> Why are we deferring the door entry?  <b>R:</b> TBM advised the camera system at SD needs replacing before it totally fails. So we need to prioritise this. Quotes for this have come in at 18k so we need to reduce cost by 8k.</li> <li>○ PE &amp; Sport – large amount brought forward which does need spending on allowable items. However, the amount brought forward has been spread over a number of years in order to ensure that it is spent appropriately.  <b>Q:</b> Would we be able to include minibus costs from PE &amp; Sports funding?  <b>R:</b> Yes, funding from PE &amp; Sports can be used for travel getting to/from a sporting event but will probably only be fuel.</li> </ul> <ul style="list-style-type: none"> <li>● May accounts will be uploaded to the Trust Governor.</li> </ul>	
<b>9.</b>	<b>Debtors Update (CFO)</b>	
	<p>CFO gave a brief summary of these with the following points discussed and noted:</p> <ul style="list-style-type: none"> <li>● LOOSC – cheque has just been received at school.</li> <li>● Misc. – includes various training costs which will be chased.</li> <li>● SPS – wraparound care, ongoing problem, which now has the involvement of AHT to try and speed up payments.</li> <li>● Trinity Teaching Alliance – will be paid just due to timing.</li> </ul>	
<b>10.</b>	<b>Approved supplier list (CFO)</b>	
	<ul style="list-style-type: none"> <li>● CFO shared list off additional suppliers added since 10<sup>th</sup> July. Suppliers were approved. <b>Chair asked to sign off list.</b></li> </ul>	
<b>11.</b>	<b>Budget for 31.08.18</b>	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> <li>○ CFO met with all 3 HTs to discuss how the budgets work, where the funding comes from and any restrictions on how this money can be spent. This has been timely but worthwhile exercise.</li> <li>○ Assumptions come in to play next year, for which a summary sheet was provided – budgets have been based on BF operating under the existing basis for the full year (i.e. not re-brokering until 1.9.18 at the earliest) and all are predicted to be slightly better off.</li> </ul>	

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	<ul style="list-style-type: none"> <li>○ 3 yr. budget for each department has been reviewed/set. Staffing and performance management will be reviewed again next term.</li> <li>○ Assumptions include: <u>Income</u> - impact of the NFF has not been reflected in the calculations from 2018/19 onwards as the final details are still unknown. Therefore per pupil GAG funding has been assumed to continue at the same rate. <u>Costs</u> - teacher - 1% pay increase; support staff - 1% pay increase across the board; 15.3% support staff pension rate until 31.03.19; teacher pension rate increase of between 2-3%; SW was on fixed contract until 31.07.18 – no plans not to have one so has been included for the full three year period; NQT – SD appointed 1 yr. contract but for budgeting purposes this role has continued; LF – unqualified teacher for the whole of 2017/18. LF-HT advised that the teacher was made fully aware that if she qualified at Christmas she would remain on unqualified pay scale for the remaining 2 terms. TBM is following up the HR legalities of this. <b>TBM to action.</b> From 2018-19 assumption that the schools will be part of another trust so Central Services costs with exception of CFO salary.</li> <li>○ BFAT - HT salaries reviewed based on increased costs as 20% recharge agreed for RD will not be enough to build in support within her school. Proposal to keep the recharge at 40% - members approved the proposal to keep at 40% for RD. T&amp;L – VD as agreed 20%; CH – SEND as agreed 15%, but will need to be monitored</li> <li>○ 178,370 Cumulative Surplus c/fwd includes 75,312 of Northern Growth Fund which has been b/fwd and c/fwd.</li> <li>○ Budget Figures 2017/18 In Year Surplus - £475, 2017/18 C/fwd - £178.370</li> </ul> <p>Field Lane –</p> <ul style="list-style-type: none"> <li>○ pupil numbers are very volatile, so difficult to predict numbers for future years;</li> <li>○ EEF funding is based on the base rate plus quality supplement only. Deprivation money will also be received but the amount is unknown as it depends on pupil entitlement, and it needs to be spent in the same nature as pupil premium. Some pupils may qualify for 30hrs of funding, school will be working with CC (Children’s Centre). A meeting with CC manager/HT/TBM has been arranged to discuss this further and will be reviewed on a termly basis;</li> <li>○ Other gov income – a high need Y6 pupil receives extra funding;</li> <li>○ Catering income – difficult to predict includes: UIFSM/FSM/Paid meals and this need to be monitored;</li> <li>○ Teacher salaries includes recharges for HT;</li> <li>○ HT advised – previously, in 2016/17, had budgeted for another high level behaviour support staff member at 25k but following recent Ofsted inspection an alternative staffing plan has been created to make best use of the 25k initially allocated to the post. Already losing a teaching post going from 6/5 teachers. Due to increased numbers in FN/FR member of staff (TA) from SD will work 3 days a week at FL in FN/FR class which will be paid for by SD to support FL following their recent Ofsted inspection. Currently have a P/T deputy 3 days a week. Proposal is to offer (CW) from SD 1 day a week on a DHT pay scale which will also provide capacity for HT. CW will also be leading on Reading SDP across FL/SD. DHT (KB) will lead on Writing – SDP. SDPs were identified as a priority following work with LA – SIP M Joyce. Additional MDS/Play leader to improve lunchtime activities, which could possibly be deducted from the PE/Sports budget. Increase in salary of 1,000 for current LM (Learning Mentor) as she already provides some pastoral management roles. The staff changes will cost 2,000 over the initial 25k. CFO advised extra TA/MDS/LM posts all</li> </ul>	TBM



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	<p><i>more impact; next review will be after summer and we have to look at making savings in non-teaching staff costs.</i></p> <ul style="list-style-type: none"> <li>○ Overall SD needs to spend less money. School has an excessive number of staff, but are not having an impact so needs reviewing.</li> <li>○ Budget Figures 2017/18 In Year Deficit, after Capital Contribution - £(143,265), 2017/18 C/fwd - £251,942.</li> <li>○ Proposed budgets presented were approved for submission by committee.</li> <li>○ CFO advised of the concern over the impact of the top slice at each school and provided calculations. By the end of year 2, two out of the three schools will be significantly overdrawn whereas if we continue to work under the same set-up we would have money in SD/LF at end of year 2 and the deficit in FL would be significantly reduced, on a like for like basis. Only costs to be saved – would be general Trust running costs.</li> </ul>	
<b>12.</b>	<b>Any other financial matters</b>	
	<p>CFO gave a brief summary with the following discussed and noted:</p> <ul style="list-style-type: none"> <li>• Summary of financial return deadlines shared with members;</li> <li>• Internal audit currently taking place; deferred summer audit until September;</li> <li>• Year End Audit w/c 6<sup>th</sup> November</li> <li>• AGM – to be set for w/c 11<sup>th</sup> December. Agreed date as 12<sup>th</sup> December</li> <li>• CFO advised members of incident that had occurred where 2 batches of cheques had been stopped and returned by Lloyds. Following investigation the problem was eventually resolved and the cause identified as cheque book and pre-printed cheque numbers having overlapped. When a cheque book had been returned to Lloyds as ‘Undeliverable’ for some reason, this had been sent to be destroyed and the cheque numbers cancelled. These cheque numbers were identified as being the same as those used in the pre-printed batches issued. This is now resolved, all suppliers have been sent a replacement cheque along with an explanatory letter from Lloyds and all pre-printed cheques will now start with a no 1 to avoid this happening again. Any old cheque books will be returned for destroying.</li> <li>• VAT return completed and we should be receiving 93k</li> </ul>	
<b>13.si</b>	<b>SCR (TBM)</b>	
	<ul style="list-style-type: none"> <li>• TBM reported no issues so will continue operating the same process and TBM will flag any problems.</li> </ul>	
<b>14.</b>	<b>Absence (TBM)</b>	
	<ul style="list-style-type: none"> <li>• TBM advised SD absence has improved since April. Currently 2 staff on sick leave (Teacher &amp; MDS.) Teacher is leaving at end of the year, replacement teacher already in situ. MDS absence may need HR involvement, currently off till end of the term. <b>TBM to follow up.</b></li> </ul>	<b>TBM</b>
<b>15.</b>	<b>SD’s new building</b>	
	<p>TBM gave a brief summary with the following discussed and noted:</p> <ul style="list-style-type: none"> <li>• SD Building not progressed, only payment made has been to Jaggars at this point. Now looking at a single storey building. Other option considered was a Portacabin over 3 year lease but this only made a 10K saving. Will now tender for 2 plans for a single and double storey in order get true costs to make a direct comparison against a modular building. The tendering process will take 6-8 weeks so will have the information in September.</li> </ul>	
<b>16.</b>	<b>School meals</b>	
	<p>TBM gave a brief summary with the following discussed and noted:</p> <ul style="list-style-type: none"> <li>• 4 providers were invited to tender – only formally received return from Kirklees Catering. Beech Hill have been pressing for a decision on whether we would be renewing contract. BH Catering manager verbally told TBM that they would not be</li> </ul>	

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	<p>tendering. Adjustment made to catering staff as LF losing BH member of staff so kitchen assistant employed by BFAT will now step up and take on the role. Tender split – 2yr contract wouldn't signed up for only 1 year due to additional cost they will incur as they will need to buy additional thermal containers/cost of transportation. Kirklees Catering offer includes continuous staff training in areas: food hygiene/presentation as some dishes will need finishing off on site/education around what is in the food. TBM shared cost breakdown for each of the 3 schools. A set menu for each school can be agreed. Current cost price of meal provided by Beech Hill is £1.80 per meal and we charge £2.00 per meal. Ideally would like to agree a set price of a meal across the 3 schools. TBM reported average charge in Calderdale was £2.00-£2.20.; we have not had a price increase for at least 3 years. Following discussion committee agreed the cost of a meal should increase to £2.10 from September, increasing to £2.20 in Y2 of contract. TBM is confident that we will have an uplift of number of children taking paid meals due to improved quality. Following discussion Kirklees Catering were approved by the committee as new school meal provider wef. September 2017. <b>TBM to action</b></p>	<b>TBM</b>
<b>17.si</b>	<b>AOB.</b>	
	<ul style="list-style-type: none"> <li>• Chair reported that she had received a call from RSC who advised that Wellspring have been asked to do a business plan as to whether they have capacity.</li> <li>• CFO and AO expressed that at this stage they were still not clear about where savings could be made and that as a trust we would have to be really clear on what we would get from the 110k top slice as in 2 yrs time we would be out of money.</li> <li>• Chair and Academy member (JG) advised that at a presentation event they had attended schools within Wellspring had informed them that they had identified specific areas for which they needed support so had been able to negotiate what would be included in the top slice. Chair advised CFO/SLT that they would be included in the negotiating discussions. <b>Q:</b> What is the lowest top slice percentage? <b>R:</b> This is unknown until negotiations take place.</li> <li>• Members reiterated that according to EFA regulations our current structure without an EHT or lead person is not compliant and that would not be up for negotiation. During the initial research into the options following the departure of the EHT it was identified as without an EHT we wouldn't have capacity to grow and that the LA had no appetite to build MATs. So as a MAT of 3 schools it was felt that it would be difficult to continue and would be consumed by a larger MAT.</li> <li>• Chair advised she would update members if she received any further information.</li> <li>• CFO advised that calendar of meeting dates for 2017- 18 will need to be set for September.</li> </ul>	

There being no further business the meeting closed at 8.30pm

Version	Issue date	Change history
1.0	20.07.17	First draft by Clerk to Governors
2.0		Approved in principle by Chair of Committee