

**BRIGHTER FUTURES MULTI ACADEMY TRUST**

**Strategic Resources Committee**

Date: 25<sup>th</sup> October 2017 **(PUBLIC MINUTES)**

Time: 6.00pm @ Luddendenfoot

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

Item	Minutes	Action
1. si	<b>Apologies and consent for absence</b>	
	Apologies received and accepted from P. Foulkes & J. George.	
2.si	<b>Approval of Previous Minutes and Matters Arising</b>	
	<ul style="list-style-type: none"> <li>Minutes accepted as a true record.</li> </ul>	
3.si	<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>	
4.si	<b>Items declared confidential</b>	
	None.	
5.si	<b>Urgent business not identified on agenda</b>	
	None.	
6.	<b>Accounting Officer report</b>	
	<p>AO gave a brief summary with the following points discussed and noted. Report covers from last period up to June:</p> <ul style="list-style-type: none"> <li>Samples of petty cash were looked at; from the slips it was difficult to identify the dates which the slip was authorised or date received. Decision taken to change to slip by adding date of receipt /date submitted/date money received box to ensure that petty cash was paid within permitted timescale.</li> <li>BC transactions – over 4 month period total 6 transactions did not follow correct procedure. One transaction was identified as non-complaint as was identified as requisition was not approved. Chair advised that there was a provision that staff could receive welfare/counselling support.</li> <li>Debts: ParentPay – Increase in FL debts up to July, HT is aware. SD debt has reduced but debts include some Y6 pupils, recovery of old debts and the amount of staff time chasing all debts is causing a concern. To address the problem CFO has drafted a Debt Management Policy to be approved.</li> <li>Sales ledger – old debt of £504 relates to overstated maternity claim due to error by Educate HR. Money written off will be a cost to SD school.</li> <li>Debt of £61.32 – FL damage to furniture caused by an Y6 pupil. Debt is unlikely to be paid now pupil has left despite reminders being sent out prior to leaving.</li> <li>SD Wraparound – made up of 2 debts £216 &amp; £59 rolled over from 15/16.</li> <li>Non-purchase orders: invoices being received before requisitions/orders being action on the system. Invoices are usually for trips/visits - teachers need to ensure the supplier/venue are approved suppliers before booking a visit as if they are not this takes additional time; and for rolling year on year contracts for which the invoices sent out automatically. Often licences go under the radar. BOM is working on trying to get all curriculum and non-curriculum licenses/contracts onto a schedule spreadsheet which should reduce number of non-compliant invoices.</li> </ul>	

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	<ul style="list-style-type: none"> <li>Recommendations: Set up of a BFAT joint calendar to allow HTs/Site Managers/CFO/BOM to add contract renewals. No actions taken at present.</li> <li>Sample of direct debits taken – all amounts matched bank statements.</li> <li>Areas deferred to next review: Payroll/Contract renewals/Staff Insurance.</li> </ul>	
<b>7.</b>	<b>Internal audit reports</b>	
	<p>CFO gave a brief summary with the following points discussed and noted.</p> <ul style="list-style-type: none"> <li>July report covers spring term up to February. Sept report covers Feb up to July.</li> <li>July report: section 3: 1 payroll overtime claim tested was found to be incorrect even though it had been checked. This was a one off and checks will continue to be made. Another sample will be done in September.</li> <li>25 invoices sample tested 5 were identified as non-compliant. CFO advised were aware of the circumstances and will continue to monitor but over time will reduce. <ul style="list-style-type: none"> <li><b>Q:</b> Is there a chance that a purchase could be made without authorisation?</li> <li><b>R:</b> System of checking/authorisation of payments is in place so payments can be rejected to allow further investigation to take place before payment is made, so would be picked up.</li> </ul> </li> <li>Income; PP – to be looked at in more detail at the budget stage as all pupils might not have been entitled to same rate. Every 6 children could fall off by the time Y6 comes around. A note will now be added to SIMS to help identify end date for 'ever 6' entitlement which should help with forecasting PP funding.</li> <li>VAT claim for £93,000 has been submitted.</li> <li>Sept report: sample of DBS records taken. Identified that not all staff who were TUPE'd across had full records even though they are on DBS check system. BOM will contact CMBC to request copies, the majority are SD staff. <b>BOM to follow up.</b> <ul style="list-style-type: none"> <li><b>Q:</b> Would this have implications for Ofsted?</li> <li><b>R:</b> AO advised that a generic risk assessment provided by Educate HR to cover any missing historical data is in place.</li> </ul> </li> <li>If we were to re-run the checks for the missing records there would be a cost of £52 per check. BOM suggested that the decision to re-run checks due to the cost implications with exception of 1 check may be dependent on re-brokering and new Trust policy. Members agreed the 1 re-run check identified by BOM should be undertaken due to being a teacher. <b>BOM to action.</b></li> <li>CFO's actions/responses identified in blue within the report to the recommendations were all approved by members.</li> </ul>	<p>BOM</p> <p>BOM</p>
<b>8.</b>	<b>Draft year end accounts to 31.08.17</b>	
	<p>CFO gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> <li>Accounts: BFAT/Central Services and 1 for each school – reports compare actuals to predicted from spring term review.</li> </ul> <p>Central Services:</p> <ul style="list-style-type: none"> <li>Not many variances. Staff training – some NSS training costs have become eligible to move from each school.</li> <li>Staff travel – variance. Year-end budget for travel, generally not a central service cost, 5k budget has been moved to school level.</li> <li>3k budget for furniture for new build, project not started.</li> <li>652,000 LGPS actuarial valuation adjustments. This reduces the deficit to 643,000.</li> </ul> <p>Field Lane:</p> <ul style="list-style-type: none"> <li>No major identifiable variances, with the exception of building maintenance but overall deficit £30,600 lower than forecast.</li> <li>Building Maintenance compared to forecast a saving of 9k but included is a cost incurred over summer. This will be reinstated in 2017/18 budget.</li> <li>New reserve will be used to c/fwd. to next budget.</li> </ul> <p>Siddal:</p> <ul style="list-style-type: none"> <li>Staff insurance – additional 11k staff insurance income received since</li> </ul>	

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	<p>forecast. Some additional costs of teaching staff to offset - £3,000 as new staff member started early in July instead of September.</p> <ul style="list-style-type: none"> <li>○ Staff training / staff travel – transfer to/from BFAT.</li> <li>○ Provision for new build – designated fund available 25k – BFAT; 125K SD money, will need to make a decision whether we will be proceeding with build. Discussion has taken place around whether there is still a need for the extra classroom due to class numbers declining to acceptable 32/33 and existing use of ICT suite. Following discussion all agreed that we should try and continue to manage the situation as it would be a big cost for a ‘luxury’ if not essential as currently chd are not squashed for space and not an absolute essential. We are already a year behind so earliest for completion would be May 19. Following discussion all agreed that we should not press ahead and BOM should terminate contract with Jaggars. <b>BOM to follow up.</b></li> <li>○ Door entry system and intercom system, BOM advised currently waiting for 3 quotes to come back, as previous quotes came in way too high to available funding, which caused delays.</li> <li>○ Sports – ring fenced and will be c/fwd.</li> <li>○ 110k figure will be transferred due to decision not to proceed with building. <b>CFO to action.</b></li> </ul> <p>Luddendenfoot:</p> <ul style="list-style-type: none"> <li>○ Staff training/staff travel – transfer to/from BFAT to school level.</li> <li>○ Savings in educational materials &amp; SDPs – some funds were saved and used for IT equipment bought this year. 2017/1 budget to amend.</li> <li>○ PE/Sports – savings against forecast to be transferred to 2017/18 budgeted expenditure.</li> </ul>	<p><b>BOM</b></p> <p><b>CFO</b></p>
<b>9.</b>	<b>Debts, bad debt provisions and write offs (CFO)</b>	
	<p>CFO gave a brief summary of this with the following points discussed and noted:</p> <ul style="list-style-type: none"> <li>• Included in sales ledger print out are raised invoices for other services; £61.32 damage for school furniture; SD wrap around care £275.</li> <li>• Dinner money: CFO/AO advised a review took place on how we recover debts. From this review CFO drafted a Debt Minimisation and Recovery Policy. Currently SD has a year-end DM debt of £412. This debt has been chased consistently by SD finance administer. Draft policy provides timescales for which debts should be cleared and the consequences for parents of non-payment or set up of agreeable payment plan. Following discussion it was agreed that a section could be added to the Home School Agreement which is sent out annually to parents informing them of the key policy points. <b>CFO to follow up.</b></li> <li>• SD CC – o/s debt of £3,269.11 relates to 2 months recharges which will be paid.</li> <li>• Accounting policy: Standard annual review of policy. Second paragraph – Going Concern in preparation of accounts going to continue for 12 months. CFO advised that this note is still applicable but a post balance sheet events note may be required in the accounts depending on where the re-brokering process is up to. <b>CFO to follow up.</b></li> </ul>	<p><b>CFO</b></p> <p><b>CFO</b></p>
10.	<b>New policies (CFO)</b>	
	<ul style="list-style-type: none"> <li>• Debt Minimisation and Recovery Policy – policy approved.</li> <li>• Pay &amp; Grading policy. CFO advised Educate HR included teacher pay agreements teacher pay M1-M6. LA has now applied across all pay scales, so will be an extra costs as budgeted for 1%.</li> <li>• Chair advised further clarification would be needed as to whether she would be able to sit on the HTs pay panel. <b>BOM to follow up query with Educate HR.</b></li> </ul>	<b>BOM</b>
<b>11.</b>	<b>New supplier additions (CFO)</b>	
	<ul style="list-style-type: none"> <li>• New suppliers added up to 18<sup>th</sup> October were approved.</li> </ul>	

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<b>13.</b>	<b>Trustees report for the accounts (to follow)</b>	
	<p>CFO gave a brief summary with the following discussed and noted:</p> <ul style="list-style-type: none"> <li>Trustee report includes a lot of standard wording and detailed information about BFAT. CFO/AO will be reviewing wording together then will go to HTs for their input. It is a trustees' document to be included with the accounts. Includes a governance statement – meeting attendance/value for money. Tailored piece for BFAT will be drafted by AO (RD). <b>CFO/AO to action.</b></li> </ul>	<b>CFO/AO</b>
	<b>Any other finance matters (CFO)</b>	
	<ul style="list-style-type: none"> <li>CFO advised we have been asked for testimonials by the auditors. CFO asked if committee is happy for her to do this she will draft this. Members approved request. <b>CFO to follow up.</b></li> <li>Financial Handbook – to be updated/approval of procedures. <b>CFO to action.</b></li> <li>CFO reminded members present of the date of the Resources/End of Year Accounts meeting: 12<sup>th</sup> December @ 5.00pm at FL.</li> </ul>	<b>CFO CFO</b>
	<b>Any other premises/HR matters (BOM)</b>	
	<ul style="list-style-type: none"> <li>BOM advised 2 current cases for referral to occupational therapy to do – teacher &amp; MDS to see if we can progress their eligibility for work status. <b>BOM to follow up.</b></li> <li>SCR all up to date – just working through a few missing fit to work in this country evidence. <b>BOM to follow up.</b></li> <li>Recruitment FL – appointed an experienced teacher, start date of Jan 18. Due to experience and evidence of excellent track record the appointment has proved more costly but it was felt we could not afford to lose such a strong candidate.</li> <li>2 covering maternity teaching posts – being re-advertised as we did not get any suitable candidates.</li> <li>Complicated maternity cover for SD – have had more interest. Might encourage candidates to consider FL posts.</li> <li>TA apprentice @ FL now filled.</li> <li>Behaviour support worker @ FL now in place.</li> <li>Still 2 MAT teachers down – TBM has suggested another option would be if we don't get any suitable candidates from the latest recruitment to go through a temp agency who don't charge a take up fee so if HT found a suitable candidate we would just have to give the agency 4 weeks' notice. The 4 weeks would allow both the HT and candidate to see if they are a good fit.</li> </ul>	<b>BOM  BOM</b>
<b>14.</b>	<b>AOB. (Chair)</b>	
	<ul style="list-style-type: none"> <li>None.</li> </ul>	

There being no further business the meeting closed at 19:20pm

Version	Issue date	Change history
1.0	30.10.17	First draft by Clerk to Governors
2.0		Approved in principle by Chair of Committee