

BRIGHTER FUTURES MULTI ACADEMY TRUST

Strategic Resources Committee (Public Minutes)

Date: 4th April 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.	Management Accounts (CFO)	
	<p>CFO gave a brief summary with following points noted:</p> <ul style="list-style-type: none"> New format of accounts provided for the 6 month period ended 28.2.17, with a Trust report pack plus individual report packs for each school and central services. Each report pack contains a summary report at the front and then a detailed breakdown behind. The actual figures are compared to the latest agreed version of the budget, which was the Autumn Review. On each summary report the figures to compare are up to the 'Operating surplus/ (deficit)' line. Central Services: <ul style="list-style-type: none"> Other income slightly lower than forecast due to EHT/CEO being on contingency for inspections but these did not come to fruition. Rest of the costs fairly consistent. Furniture and equipment – 1,500 underspend – budgeted for 3,000 for equipment for new office system not yet happened. HR & Legal – budgeted 5,000 Accounting Officer for the Summer Term – This has been time apportioned therefore half of that, being 2,500, is variance. Trust Strategy costs – shows a negative as had provision for Forum Education of 4,500 only billed for 3,375. Sundries – Governor licenses – variance shown due to timing of when licenses run out. Autumn review – overall relatively consistent as to what we budgeted for. Field Lane: <ul style="list-style-type: none"> Income and costs for trips/visits should be easier to monitor at school 	

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	<p>level as school funded visits are now posted to a separate code to parent funded visits.</p> <ul style="list-style-type: none"> ○ 1,462 of miscellaneous income – mainly uniform income some will be offset against costs - 896 ○ Premises & building – underspend variance shown due to timing of portacabin roof repairs being delayed due to main roof repairs not being signed off. ○ Staff training - over spend variance due to timing. Initially budget allocated to central services but this has since been split to school level, FL - 7,750. ○ Printing – negative of 432.00. Recharge class budgets back to education materials so paper and copier costs below recharges. ○ Catering costs – over spend variance. Catering costs difficult to predict, EEF money will be available for nursery children that may have stayed for lunch. In the future all 3 schools need to promote school dinners to ensure that UIFSM funding is received wherever possible. ○ Overall – all information fairly comparable and in line. <ul style="list-style-type: none"> ● Luddendenfoot: <ul style="list-style-type: none"> Q: How do we deal with overtime for staff e.g. driving for trips? R: O/T will be taken into other income may show as overspend but will come out of other income ○ Tesco Grant – TBM at request of PTFA has provided a full list of costs and payees, before they make final donation for the remaining articles for the garden. Tesco have requested further pictures of children using the garden before they release the money, these will be provided. ○ Miscellaneous income – includes OOSC recharges ○ Teaching cost variance – originally going to allocate a member of SD staff from Jan however budget has spread this cost evenly over the year, so 6mnths of cost have fallen into forecast budgets. ○ Site Manger – Initially member of LF but staff recharges across to SD from Jan until the end of the year. Again, recharge has been spread evenly across the whole year. ○ Rates over spend variance on rates – additional charges have to be paid and then reclaimed back. ○ Catering cost – hard to predict, overspend variance. ○ Printing – inclusive copies now used extra copier charges now applicable. LF is the first school whose contract is due for renewal, likelihood we will change contract and try to get a similar start date for all 3 schools. ● Siddal: <ul style="list-style-type: none"> ○ Other government income – Additional pupil income. Will not have extra income from taking additional Reception pupils over 30 next year. ○ CC recharges – were slightly down. Following a review a new invoice being issued so should be similar to budget. ○ Teaching costs - teaching staff recharge to LF, see notes above. ○ Teacher supply costs - budget only include costs up to last review in Autumn. ○ Teachings Assistants – Includes £5,300 relating to support staff supply to cover staff illness. ○ EHCP – extra income will be due for 2 extra plans recently passed. ○ Site Manger costs – See notes re LF above ○ Building Maintenance – 15,000 budgeted as a contingency for group room in new building; 11,000 for entry system. Neither of these costs has yet been incurred. ○ Other Education service – sports premium had a healthy cumulative 	

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	<p>c/fwd. balance of 9,200. 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.</p> <ul style="list-style-type: none"> ○ Catering costs – Again difficult to predict. Income just in line but if costs split over 11 months, as children not in for the month of Aug, overspend is not as big. ○ Printing costs – inclusive copies now used extra copier charges now applicable. ○ Telephones- significant overspend to forecast. Contract had ended without anybody realising resulting in a significant bill being received so new contract now in place with reduced rates, so should see benefit. 	
7.	SCR (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> • 2 member of FL still need to provide one piece of ID which they are struggling to do. Both have been advised they will not be able to return to work after Easter if they cannot provide the ID. FL HT is aware of the situation. • SD – member of staff on long term sick still to provide ID – she will be attending a HR meeting and has been asked to bring the ID in. • LF – new caretaker application completed waiting for ID but will be completed before start date of 24.04.17. 	
8.	Budget variation (CFO)	
	<ul style="list-style-type: none"> • Spring review of the 2016/17 budget has been started and presented (same report as 2017/18 budget first draft). • Initial adjustments include: • WYPF 2016-17 increased contribution rate from 1.4.17 – from 14.5% to 15.3% employer contribution. Lump sum no longer applicable and has been taken out for 2017/18. • BF – admin assistant has been removed from 1.4.17 as she has now left, recruitment costs of new CEO removed, removed cost of governor ipads. The balance remaining as a cost on the budget report will be covered by other fund income and not included in the central services recharges to schools. • SPS/LF – removal of the recharge for the member of teaching staff no longer going ahead. • SPS – Removed the cost of the member of staff from her leaving date at the end of the Easter holidays. 	
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"> • SD obvious headline. Have had significant absence and are still experiencing absence (8 staff were off yesterday). Two of three long term sick due to return; third long term is likely to return in May. Two medium length sickness will be returning on phased returns. <p>Q: If you deduct long term sickness from the total – how does it compare with FL/LF?</p> <p>R: TBM advised she had not done a comparison, but would add this to the report for future meetings.</p> <p>Q: Can we expect our insurance premium to increase next year?</p> <p>R: The premium is rate based, and not changeable per organisation so not likely to increase due to our sickness record. Cover is taken through LA.</p>	
10.	First draft budgets 2017-18 (CFO)	
	<ul style="list-style-type: none"> • First draft of budgets are underway as per report. CFO will now be working with HTs to finalise. Points to note: • GAG income has been changed to actual as per the EFA's funding letters. • Central services costs have been changed to reflect the decision not to continue with the CEO model and each school has a top slice cost of 5% included. 	

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	<ul style="list-style-type: none"> Remaining Central Services costs, being mainly CFO related, have been split on 2017/18 funded pupil numbers. A further detailed review of the 2016/17 projections and 2017/18 budgets are required. 	
11.	Recruitment Update	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> LF new caretaker starting 24.04.17. He has previous experience of caretaking, in final stages of DBS clearance. This will release DF to SD and temporary caretaker at SD will no longer be needed. FL – site manager resignation received and he will leave after late May bank holiday. FL -2 teacher resignation received with another proactively looking for another post. SD-HT post – didn't receive suitable applications as criteria not met. EHT/CEO will be meeting with SD-AHT re: correspondence received from SD staff re: leadership at SD and future plans. 	
12.	Approved Suppliers List – additions (CFO)	
	<ul style="list-style-type: none"> CFO circulated list of new suppliers added since the last meeting. Chair signed off the list. 	
13.	Contract Schedule (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> Very much a developing document – highlighted yellow areas indicates additional information has been added. Document is continually being updated as contract dates expire and start. Schedule will act as a reference point when re-brokering due diligence process starts. Future plan will be to split the schedule for each school so we can more easily see what each school pays. TBM to email to members for any feedback. TBM to action. <p>Q: Has the IT contract with Calderdale been renewed? R: TBM advised the contract had been renewed with Calderdale but she had also spoken to line manager of technician who attends LF re: concerns shared with her about the service he gives. Decision to go with Calderdale was taken as they are dealing with the broadband change over which is likely to be a lengthy job and go into June-July. EXA providing temporary service at present until SD/FL move to dark light which involves soft digging to lay cables to the schools. If disruption to the schools is identified may have to delay until August. A new router has also been purchased for LF. Calderdale will be running the whole situation.</p>	TBM
14.	Risk Register (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> Register very much a live document. Risk statements taken from a school model are inputted into a grid which automatically grades each risk as significant/medium/low. Statements are more generic more than at school level. TBM to circulate to members for any feedback. TBM advised a piece of work has been started with HT/LF developing an incident/trip response flow chart that provides step by step instructions and relevant contact information of other agencies that would need to be contacted. The information will be shared with all mini-bus drivers/volunteers to ensure they are fully aware of where they can locate the information pack and will receive some training re: the procedures. 	TBM
15.	School Meals (TBM)	
	<p>TBM gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> TBM has been in contact with different suppliers and will draft a cost comparison spreadsheet. Delivery to all 3 schools is proving a challenge for some suppliers. Supplier that is proving more accommodating is Kirklees Catering – they will set up tasting sessions for children and parents, are open to allowing bespoke menus in 	

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	<p>each of the schools. Suggestion was made that the school councils from all 3 schools could form the tasting party. They will also run theme days throughout the year, including on census days which will help to encourage maximum take up of meals for UIFSM funding .</p> <ul style="list-style-type: none"> An obstacle in the process is the size of the contract. TBM is in the early stages of seeking advice on the regulations surrounding the size of contract and the tendering process and will update at a future meeting. TBM to follow up. <p>Q: How much would it cost to go to tender? R: Approx. 4,000. TBM will do a full presentation at the next meeting</p>	TBM
16.	Any other financial matters (CFO)	
	<p>CFO gave a brief summary with the following points discussed and noted:</p> <ul style="list-style-type: none"> PLLT grant –majority of money has been paid back to EFA. Outstanding money due to BFMAT has been accepted as deduction. Money has been held back from EFA as PLLT has raised invoices for premises work that they claimed needed to be done. We asked them to provide supporting documents to the invoices but have received nothing back. Money will be returned to EFA and PLLT will have to claim it back from them. First return - March budget return needs to be submitted by Friday 19th May. Administration staff have been requested to get March month end paperwork to Finance Administrator by Friday 7th April to enable CFO to work on the accounts over Easter. Second return needs to be submitted by Friday 28 July – this is the budget for 2017/18, to 31 Aug 2018. Approval of first return - CFO will upload actual March management accounts plus the details of the figures to be included on the return. However, members gave approval to CFO to submit the first return. Auditors – new representative from Revell Ward has been assigned to us. CFO has spoken to new contact to update her of the current re-brokering situation and she has suggested deferring the internal audit until after half term which we can get done retrospectively. Cheque signing – 2 of the 3 HTs will now sign cheques at weekly SLT meeting in order to ensure that questions can be asked if there is a query about a particular payment. CFO advised we may need to review the financial limits – current HT limit is 5,000. Suggestion was to maybe wait to make this decision until we have a decision on re-brokering. 	
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"> Information shared on a premises entry system – Invenry. Software is only sold through other parties, quote shared with committee. System will record all visitors along with the registration plates – all expected visitors details are preloaded on to the system. Visitor types in their name and system will automatically print a photo of them which is their ID badge. System will send notification to the person expecting the visitor that they have arrived. Staff will use a swipe card to sign in and out which will record times. System will produce various management reports; can create fire registers which can be picked up on mobile devices so will eliminate the need to physically carry out current signing in/out boards/sheet. The system will provide greater safeguard for children around the buildings. Entry to SD will be restricted to the main entrance. As it is very difficult to monitor people using the rear access path leading from the residential estate onto the school premises. <p>Q: Can SLT staff have a swipe card set up for all 3 schools? R: TBM will need to check whether this is possible. TBM to follow up.</p> <p>Q: How does the system compare to other system? R: TBM advised there is not a market comparable.</p> <p>Q: Do we have the budget for this?</p>	

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	R: New entry system was already budgeted for at SD. Devolved capital funding could be used for FL/LF. CC would also make a contribution at SD.	
18.	AOB	
	<ul style="list-style-type: none"> CEO/EHT reported in her capacity of AO is in the process of drafting a report before she leaves. Overall the introduction of the new finance system has further tighten up our procedures, and can identify where changes maybe needed as the system can provide details of how long it has taken the order process to complete at each stage. Non –purchase orders is an area that may need to be reviewed. All Non purchase orders will be discussed at monthly meetings. Overall nothing on the system that we were not expecting. 	

There being no further business the meeting closed at 8.15pm

Version	Issue date	Change history
1.0	12.04.17	First draft by Clerk to Governors
2.0		Approved in principle by Chair of Committee