

Engage Finance & Personnel Meeting

Minutes

Thursday 20th July 2017 @ 1800

Drayton Old Lodge, Norwich NR8 6AN

Attendees

Mark Winson-Pearce (MWP)	Des Reynolds (DR)	Barbara Johnson (BJ)	
Phil Harris (PH)	Clive Evans (CE)	Andriana Sneddon - TA/ Clerk	

Meeting commenced at 1800

No	Item	Action
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1.0	Apologies and Absence	
1.1	Apologies received and accepted from Gill Wardlow	
2.0	Declarations of Interest	
2.1	Standing declarations for PH and DR previously noted; no impact on agenda items.	
3.0	Previous Minutes	
3.1	The Minutes of Trust Audit, Risk and Personnel Committee meeting, 22/5/17 were accepted as a true and accurate record of the meeting were signed off by Chair of the meeting	
3.2	Confidential Minutes of 24/4/17 were distributed to those present at previous meeting, accepted as a true and accurate record and signed off by Chair of the meeting	
3.3	The Minutes of Trust Audit, Risk and Personnel Committee meeting, 19/6/17 were accepted as a true and accurate record of the meeting were signed off by Chair	

3.4	Confidential Minutes of 19/6/17 were distributed to those present at previous meeting, accepted as a true and accurate record and signed off by Chair	
3.5	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> 1. Update CONFIDENTIAL MINUTE. 2. DR advised response from Michael Bateman received re his letter to C Snudden requesting increased funding via increased top up and improvement levy and email confirming final response within 3 weeks. DR advised option to close one base to reduce costs but not affect income. For consideration pending final LA decision. 	DR
4.0	P10 Figs- June17 Budget sign off	
4.1	<p>P10 Figs-DR summarised areas to note in Monitoring Summary – Pinetree slightly overspent, ET under and SSSfN significantly over due to expenditure AP and Supply but that this still a significant drop from 118% due to spending freeze and budget revision.</p> <p>DR was pleased to advise £81k surplus cash flow August 2017 assuming lower BACs run August but advised concern for EES which was struggling considerably due to significant drop in subscriptions from mainstream schools and that one off set up costs for Vocational Centre may affect September cash flow.</p> <p>MWP acknowledged how important management of cash flow had been this year and noted how it had been very variable throughout the year and requested that a summary be provided by month demonstrating predicted cash flow to actual position along with justification/ methods used to resolve issues as they arose. Directors agreed that it would be useful to have this retrospective information .DR/GW to provide table by month next ARP.</p> <p>DR advised that Trust Accountant will provide capacity for monitoring ongoing aided by new finance system and more realistic budgets set in conjunction with HTs. DR reported that he was confident that processes have been introduced at bases to maintain expenditure to budgets. MWP requested more detailed scrutiny of finance reports- MWP/BJ/GW/T.Acct to meet to review availability/ value of reports</p>	<p>REQUEST GW/DR</p> <p>CHALLENGE GW/MWP/BJ/MI</p>
4.2	<p>Budget 2017/18- distributed at meeting</p> <p>DR advised improvement from previous iteration following advice from EFSA to remove GAG advance payments, equating to –£250k, DR confirmed this still appears on balance sheet.</p> <p>ET deficit 18/19 noted and queried- DR advised this due to loss Lodestar funding (2 yr. commission) and ongoing budget demonstrates central trust services need additional academies to support via expansion. DR advised if Trust not able to expand then a review of services would take place. PH noted that school's positive financial summaries could make them attractive for predator MAT's.</p> <p>MWP queried key risks to this summary; DR advised;</p> <ul style="list-style-type: none"> • SSSfN position assumes increased top up received from LA but not Improvement levy 	<p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>

	<ul style="list-style-type: none"> • That AP budget of £256k is maintained- DR was confident plans in place to maintain .Directors queried how AP budget set; DR advised calculated by knowing average cost of each pathway and how many pupils will be accommodated on each pathway. Directors requested budgeted AP vs actual be provided to ARP from Sept 17. • Previous unbudgeted costs have been identified and incorporated; other unbudgeted costs will have to come out of agreed school budget. <p>Directors requested more detailed evidence to understand assumptions ,made by major cost centre/P&L lines in order that Directors can decide which to monitor more closely to aid identification and resolution of issues in advance- DR to provide for ARP September 17</p> <p>PH queried whether unexpected salary increases could be accommodated; DR advised budgets assume all eligible staff will receive incremental rise as well as 1% cost of living rise. Should this increase, it would have to be managed as unbudgeted cost. DR advised rough estimation would mean an additional 2% salary costs to budget.</p> <p>MWP proposed that presented budget be approved, seconded by BJ and unanimously accepted.</p>	<p>CHALLENGE REQUEST GW</p> <p>REQUEST DR</p> <p>CHALLENGE</p>
5.0	Trust Development	
5.1	<ol style="list-style-type: none"> 1. DR advised inability Judicium to take on staff payroll from September as previously advised-GW/DR to renegotiate with NCC. H&S and HR support will go ahead as planned; GW/DR to obtain discount 2. PH updated Directors recent very positive and supportive visit to EFSA to present SSSfN context and recovery plan. Some questions asked re Governance and financial scrutiny. DR advised that Financial Notice to Improve had not been received and that renegotiation of GAG advance repayment was in process to 2years payback from Jan 18. 3. Knights; no update to report but DR advising them of current publicity. 	DR/GW
6.0	Risk Registers	
6.1	No update	
7.0	Policies	
7.1	None for approval	
8.0	Support Staff Salary Increments	
8.1	Proposal to correlate support staff salary increments with teaching staff	

	<p>increments from September 2018.</p> <p>PH queried whether 2 months expected payments (July and August) would be lost; DR confirmed that this difference will be reimbursed and changes communicated to staff nearer the time.</p> <p>BJ proposed, seconded by CE that pay increment timetables be correlated from September 2018; unanimously accepted</p>	CHALLENGE
9.0	Confidential Items	
9.1	See CONFIDENTIAL MINUTE.	
10.0	AOB	
10.1		
	Next meeting: 20/09/17 4.30pm at Drayton Office	
	Meeting closed at 1845	

Signed.....

Position.....

Date.....