

# Engage Finance & Personnel Meeting

## Minutes

**Monday 19<sup>th</sup> June 2017 @ 1630**

Drayton Old Lodge, Norwich NR8 6AN

Attendees			
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Barbara Johnson <b>(BJ)</b>	Des Reynolds <b>(DR)</b>	Gill Wardlow <b>(GW)</b>	
Phil Harris <b>(PH)</b>	Clive Evans <b>(CE)</b>	Andriana Sneddon - <b>TA/ Clerk</b>	

**Meeting commenced at 1630**

No	Item	Action
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<b>1.0</b>	<b>Apologies and Absence</b>	
1.1	Apologies received and accepted from Mark Winson-Pearce	
1.2	As Committee Chair absent, BJ took the Chair	
<b>2.0</b>	<b>Declarations of Interest</b>	
2.1	Standing declarations for PH and DR previously noted; no impact on agenda items.	
<b>3.0</b>	<b>Previous Minutes</b>	
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 but were not signed off due to acting Chair not previously in attendance- C/F to next ARP meeting.	TA
3.2	Confidential Minutes of 24/4/17 were distributed to those present at previous meeting, accepted as a true and accurate record but not signed off due to acting Chair not previously in attendance – C/F to next ARP meeting.	TA

3.3	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> <li>1. Update CONFIDENTIAL MINUTE.</li> <li>2. More information requested by HSE re Belton- in process</li> </ol>	DR
<b>4.0 P9 Figs- May 17 Budget update and sign off</b>		
4.1	<p>P8 Figs-GW summarised areas to consider in Monitoring Summary and management accounts and highlighted points of note as follows;</p> <ol style="list-style-type: none"> <li>1. SSSfN Other still exceeding budget, primarily due to expenditure AP and Supply but that this still a significant drop from 118% due to spending freeze and budget revision</li> <li>2. BJ queried GAG funding higher than expected? GW advised this included GAG advance – request to separate amounts out.</li> <li>3. Query difference Other Income actual to budget-GW advised this not planned income e.g. spot purchases but expectation of receipt £100k from debtors</li> <li>4. Cash flow pull back £49k- GW advised expectation will pull back deficit from September 2017 with reduction AP and Supply and increase funding from LA</li> <li>5. GW advised payment of group VAT following registration 1/4/17, usual amount £30k so this higher than expected as VAT paid on Lodestar initial invoice (5months). Another payment due 20/7/17. GW advised some issue with late payments as VAT paid before income received.</li> <li>6. See CONFIDENTIAL MINUTE re EES</li> </ol>	<p>CHALLENGE GW CHALLENGE GW CHALLENGE</p>
4.2	<p>GW advised budget meetings with Pinetree and SSSfN HTs now complete and in process of balancing.</p> <p>Sign off mechanism- agreed that GW submit recommended budget to Board 26/6/17 for delegation of final approval to ARP Committee for submission 31/7/17</p>	<p>GW  TA</p>
4.3	<p>DR advised had carried out Finance briefing to senior managers in ET who had found it helpful to understand budgeting and cash flow.</p>	
<b>5.0 Trust Development</b>		
5.1	<ol style="list-style-type: none"> <li>1. DR advised letter to Chris Snudden, Asst Director Education, attached, re Improvement Levy and top up increase for all trust schools. Awaiting response but DR to chase this week.</li> <li>2. Judicium- external provider HR, Finance and H&amp;S service, commencing Sept 2017.</li> <li>3. Meeting with Knights, MAT brokers recommended by Lloyds bank, to investigate expansion and access to other funding streams DR confirmed no fee payable for investigatory/introductory work and no obligation to progress their recommendations. Directors agreed expansion stalled in Norfolk and Suffolk and growth may need to come from further afield. Directors approved continuation relationship.</li> </ol>	<p>DR</p> <p>SUPPORT</p>

<b>6.0</b>	<b>Risk Registers</b>	
6.1	PH requested addition Vocational Centre to ET F09	TA
<b>7.0</b>	<b>Policies</b>	
7.1	<p>Policies for approval as follows;</p> <ol style="list-style-type: none"> <li>1. Substance Misuse- Proposed for acceptance by PH, seconded by CE and unanimously ratified. TA to update website.</li> <li>2. Anti Bullying- Proposed for acceptance by BJ, seconded by PH and unanimously ratified. TA to update website.</li> <li>3. PSHE- Proposed for acceptance by CE, seconded by BJ and unanimously ratified. TA to update website.</li> <li>4. Exam- Proposed for acceptance by BJ, seconded by CE and unanimously ratified. TA to update website.</li> <li>5. More academically able and Talented policy- Proposed for acceptance by CE, seconded by PH and unanimously ratified. TA to update website</li> </ol>	TA
<b>8.0</b>	<b>Support Staff Salary Increments</b>	
8.1	See CONFIDENTIAL MINUTE	
<b>9.0</b>	<b>Confidential Items</b>	
9.1	See CONFIDENTIAL MINUTE.	
<b>10.0</b>	<b>AOB</b>	
10.1	TA distributed draft KPI/KRI for review- request to add Supply costs and provide to ARP termly.	TA
<b>Next meeting: 20/07/17 4.30pm at Drayton Office</b>		
<b>Meeting closed at 1745</b>		

Signed.....

Position.....

Date.....