



Engage ARP Minutes

Tuesday 7th November 2017 @ 1630

Drayton Old Lodge, Norwich NR8 6AN

Attendees

Mark Winson-Pearce (MWP)	Des Reynolds (DR)	Barbara Johnson (BJ)
Phil Harris – late arrival at 1700 (PH)	Clive Evans (CE)	Gill Wardlow (GW)
Matthew Ivany (MI)		Andriana Sneddon - TA/ Clerk

Meeting commenced at 1630

No	Item	Action
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1.0	Apologies and Absence	
1.1	<p>There were no Apologies nor absences.</p> <p>TA advised agenda revision at point 4 due to nonattendance auditors Lovewell Blake to present 2016-17 final accounts. Directors queried reasoning for this and were assured that this due to non-completion of accounts to meeting date rather than any underlying concerns. Presentation scheduled for Board meeting 27/11/17 and will achieve DfE submission date for audited accounts by 31 December</p>	CHALLENGE
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, 26/9/17 were accepted as a true and accurate record of the meeting and were signed off by Committee Chair	

<p>3.2</p>	<p>Update on previous actions as follows:</p> <ol style="list-style-type: none"> 1. CE to research Grants/Trust available for building works/improvements ; CE to liaise with DR 2. Confirmation that request for Improvement Levy denied- see point 5.1.4 3. GW/TA to adjust year work planner- complete 4. TA confirmed that Committee Terms of Reference had been adjusted as per request and will be submitted to Board for full ratification. 5. Directors requested that Link Director for SSSfN report back to next ARP re staff wellbeing and impact of staff vacancies; report previously distributed and attached. After some discussion, whilst acknowledging that there had been a difficult start to the term, Directors were satisfied that any negative feelings had been ameliorated by appointments to vacant posts in first half term , that recruitment was ongoing and adequate senior leadership support was targeted to areas of need identified. No further action was needed. 6. Cost of contract with SBM services confirmed at £1095 for review of Trust Recovery plan and Financial Controls- attached and previously approved (ARP 26/9/17) 7. Temporary Trust Accountant had made many mistakes and ongoing issues are being identified- complaint raised with agency. GW advised that this invoice had been paid due to threat of legal action. 8. Request to remove Lodestar logo from ET policies- ongoing 	<p>CE.DR</p> <p>TA</p> <p>TA</p>
<p>4.0</p>	<p>Finance update</p>	
<p>4.1</p>	<p>GW reported on highlights as follows;</p> <ol style="list-style-type: none"> 1. New finance system implemented and hopeful easier reporting. Requested reports available at first quarter December 2017. 2. GW confirmed that budget control meetings with school HTs taking place and expectation those budgets would be maintained. 3. GW advised introduction x2 termly budget revisions TY to account for unexpected expenditure 4. Awaiting LYs final figures once accounts finalised 5. Cash flow- GW reported higher BACs run September to budget due to inclusion August invoices. Budget had assumed August invoices in LY figures- GW to account in TYs budget. 6. DR advised that CEO Report to Board (27/11/17) will give a thorough update to budget assumptions but summarised points as follows; <p>Increased top up +£1000 per place achieved for SSSfN, Earthsea and Pinetree Norfolk places</p> <p>Increased top up for Pinetree Suffolk places- +£500 per place achieved in addition to extra places commissioned at higher cost. Overall, these two changes balance each other out. There is ongoing negotiation with Suffolk to increase the places on offer to them.</p> <p style="text-align: right;">PH JOINED MEETING AT 1700</p> <p>Increase Pinetree capacity- still under capacity but ongoing selection for admission and higher cost for Suffolk places</p> <p>Supply spending- strict controls authorising requests has helped keep costs down</p>	<p>GW/MI</p> <p>MI</p> <p>GW/MI</p> <p>GW</p>

4.2	<p>Lodestar 2 funding- DR reported meeting to finalise Lodestar 2 funding scheduled</p> <p>£300k profit-EES had seen a challenging start to the year due to reduced subscriptions but recent uplift was hoped to continue.</p> <p>Cash flow-</p> <ul style="list-style-type: none"> September 2017 invoices had been met despite higher BACs run (see above) October 2017 very tight due to slow income- result late payment x3 invoices November 2017 expectation receipt Lodestar funds but possibility some late invoice payments Ongoing challenge of non-budgetary expenditure and maintenance issues <p>Directors queried AP expenditure comparatively TY to LY; GW advised anecdotally that smaller invoices processed monthly and expectation this will continue.</p> <p>Related party transactions; TA advised to ensure compliance with the Academies Financial Handbook and EFA's Academies Accounts Direction, the proforma statement of assurance should be completed. After some discussion, members agreed that all Board members and relevant Governors should complete the proforma- TA to distribute.</p>	<p>DR</p> <p>CHALLENGE</p> <p>TA</p>
5.0	Trust Development	
5.1	<ol style="list-style-type: none"> EFSA- DR reported on developing relationship with advisor and established weekly telephone contact. Confirmation of acceptance of recovery plan received and appointments arranged to satisfy Condition 2.SBM Services will feedback December ARP. <p>Condition 4 External Review of Governance- draft ToR tbc and currently investigating availability external reviewers; DR advised expectation of meetings</p> <p>Condition 3 Review of estate- DR advised submission CIF bids in partnership with Ingleton Woods in response to this and Ofsted concerns raised</p> <p>SEA- no update.</p> <ol style="list-style-type: none"> Meeting with AVITO consultant to discuss MAT growth scheduled RSC scheduled to visit March 2018 Meeting with Seb Gasse and Chris Hey had not resulted in any further funding for estate improvement Directors questioned ongoing viability of Trust – DR advised expansion possibilities and opportunities currently on hold as likely to be unsuccessful due to Warning of Financial Notice and both academies at RI. This will need to be addressed in next 18 months should no improvement be seen. In the meantime, DR to contact other similar MATs/PRUs for benchmarking. 	<p>DR</p> <p>DR</p> <p>DR</p> <p>DR</p> <p>CHALLENGE</p> <p>DR</p>

6.0	Risk Registers	
6.1	<p>Request to update ET S02 actions-</p> <ul style="list-style-type: none"> • review competition of other providers via benchmarking • consider joint county VLH provision in Kings Lynn area • consider developing alternative Rosebery site fit for purpose. <p>S03-Directors queried insurance coverage- GW assured Directors that all insurance needs covered by RPA scheme (EFA provider @£600 per month) with exceptions of motor insurance via Marsh and Electrical via British Engineering. Lodestar operation will be covered within EES insurance scheme via AON.</p> <p>S05-Directors queried operation new ICT systems- DR reported working well and only one outage to date- considerable improvement on previous and more ready access to management information, which has allowed tracking and interventions to be data led.</p> <p>InTouch with Data Lead would provide director's queried availability of contingency plan for loss of Network Manager- DR advised this would provide back up for continuity in the medium term. In addition, a bank of process documentation has been built.</p>	<p>TA</p> <p>CHALLENGE</p> <p>CHALLENGE</p> <p>CHALLENGE</p>
7.0	Policies	
7.1	<p>Policies for ratification as follows;</p> <ol style="list-style-type: none"> 1. DBS- no change, annual review. Proposed for acceptance by PH, seconded by CE and unanimously approved. TA to load to website 2. Employing people with Criminal Convictions- no change, periodic review Proposed for acceptance by BJ, seconded by MWP and unanimously approved. TA to load to website 3. Gifts and Hospitality- no change, periodic review. Proposed for acceptance by CE, seconded by PH and unanimously approved. TA to load to website 4. New and Expectant Mothers- CF next ARP 5. Exam revision-CF next ARP 	<p>TA</p> <p>TA</p> <p>TA</p> <p>TA TA</p>
8.0	Personnel	
8.1	<p>Review of SSSfN recruitment protocol due to unavailability of governors; Directors agreed that presence of Governor/Director preferable for;</p> <p>Permanent Main Scale Teaching Staff up to and including TLR level and Permanent Support staff Grade G and above.</p>	

	TA to alter and distribute	TA
11.0	Confidential Items	
11.1	See CONFIDENTIAL MINUTE attached	
12.0	AOB	
12.1	Discussion around next meeting agenda; as meeting workload will be full, Directors requested early distribution of papers and reports and submission of questions beforehand to TA.	TA
	Next meeting: 18/12/17 at DOL- 4.30pm	
	Meeting closed at 1815	

Signed.....

Position.....

Date.....