

**Minutes of the Southerly Point
Co-operative Multi-Academy Trust
Finance and Resources Committee Meeting**

**Thursday 7th March 2019, from 6.00pm,
in the MAT Conference Room.**

<p>ATTENDING : Donna Bryant Catherine Bird Alan Horne David Reynolds Susan Reynolds Kevin Thomas</p> <p>In Attendance David Ellis [Estates Manager] Sean Pinhay [Chief Financial Officer] Karen Teague [MAT Administrator]</p>		<p>DBr CBi AHo DRe SRe KTh</p> <p>DEI SPi KTe</p>
<p>APOLOGIES : Tony Sanders</p>		<p>TSa</p>
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>The Chair welcomed all those present. Under Declarations of Pecuniary Interests, no further declarations were forthcoming.</p>	
4.	<u>PREMISES REPORT</u>	
	<p>DEI invited questions on his report to the Committee, which had been forwarded to Trustees ahead of the meeting. Key areas included:</p> <p><u>Overview</u> Work strands for the Estates Manager during the interim period had been: Compliance, Reactive Repairs and Maintenance, Backlog Maintenance, Condition Surveys, Health and Safety Walks; plus improvement recommendations, setting up of Parago Asset Management package, inducting the new schools into the compliance matrix and compiling quotes for planned maintenance, Trust wide contracts, refurbishment and development work.</p> <p>Parago was now up and running across the Trust and work was ongoing to survey the schools, add the assets and then transfer all the compliance data across from the old spreadsheet. Schools were to have their asset data added on an availability basis, as current resources could not support a time intensive whole Trust survey programme.</p> <p><u>Compliance Overview</u> Compliance management was currently being transferred from the original spreadsheet onto Parago. This would allow live tracking of items, email prompts for maintenance / inspections and secretaries / school staff direct access to centrally held records. Once the data had been copied across and the system was operating fully, the dashboard function on Parago would be set up to display the compliance status for each school.</p> <p>Bartletts had been selected as the provider for the annual kitchen maintenance contract and they had been supplying this service since December. All Kitchen faults were now reported directly to them and they had also proved to be highly competitive with the provision of replacement kitchen equipment.</p>	

Health and Safety

The original process for Health and Safety walks had been overhauled to include new forms and procedures. Inspections were now taking place in accordance with an annual plan and headteachers were to be given an initial debrief on completion of the walk. Actions and responsibilities would be agreed during this meeting and a written report would follow within a week. This would clearly detail the areas inspected, any points raised and rectification proposals with a timeline.

Backlog Maintenance

Garras septic tank replacement. Cornwall Council had received quotes in the region of £180 000 - £200 000. Due to the lack of funds available to the council, they were unable to allocate this amount of money given the project's current priority. DBr was to supply additional information / statements to help raise the priority level of this issue and hopefully secure the relevant funding.

Mullion Secondary Roof. Roofing works were now complete and the only outstanding action was the reinstatement of the school field area used as the site compound.

Estate Development Work

During a recent meeting between the Estates Manager and the two secondary Site Managers, ways of managing the workload of schools without dedicated caretakers had been discussed and a way ahead proposed to support them. DEI was compiling a paper to outline the proposals to be presented to the CEO and CFO, then secondary headteachers, for comment and agreement. It would then be distributed to the schools as a flowchart to outline the Repairs and Maintenance process.

3 Year plan

The 4 funding allocations / streams for this work were:

- Backlog maintenance [CCC] legacy issues agreed for rectification in the Commercial Transfer Agreement
- Schools' DFC
- Sugar Tax fund
- School Condition Allocation Grant

A review of the Trust estate was needed, comprising the following key areas:

- Health and safety
- Building fabric
- Curriculum need

Issues were to be tabled / collated into a spreadsheet and taken to termly meetings of the SCA Working Party for approval of the budget allocation. From there, tasks would be added to the relevant work stream plan and managed accordingly.

Safeguarding

Gate improvement required at Trannack School. This was being addressed as part of a longer term project to replace the failing Elliot huts.

Fence improvements. These were being looked into for a number of school sites.

Health and Safety

Garras Septic tank. See above.

Sewage system at Sithney School. This had been surveyed. Only a limited amount would be achievable in relation to improvement and rectification works so, if the situation repeated itself, replacement of the system could be required.

A trial of new soluble toilet papers and hand towels had been initiated at Sithney and Breage Schools to gauge whether there was any corresponding reduction in the rate of blockages.

Segregation of vehicles and pedestrians at Mullion Primary School. In response to concerns raised, proposals were currently being drawn up to resolve the issues. These were to be discussed with school staff before any further work took place. Initial concepts had been relayed to the headteacher, who had requested some amendments to the proposals. Quotes would be sought once the design had been agreed upon and accepted by the headteacher.

Impact upon education

Toilet refurbishment and roof repair at Mullion Primary School. A quote was being prepared for refurbishment of the toilets. This was to be scoped to allow work to continue in sections or as one block during a holiday period.

	<p>Breage car park, improvements to EYFS space and support of the new pre-school nursery build. Breage Pre-School had selected a design partner to undertake the design and project management of a new building. Due to costs, the plans had reduced to a single use development in the existing car park, with an aspiration that the Trust might support the construction of a new car park in the Glebe field opposite the school. Outline costs for this were in the order of £60 000 - £80 000. The SCA sub group recognised that there were higher priorities in the Trust at the current time and funds could not be committed to the car park.</p> <p>Action: DBr to discuss alternatives with the pre-school</p> <p>As part of the playground development, a company had quoted £6750 to replace the existing soft play surface with new surfacing and £250 to undertake a temporary repair on the damaged sections. No quotes had been obtained for play equipment as no firm decisions had been made by the school.</p> <p>Elliot Hut Replacement at Trannack School. Quotes ranged from £180,000 to £270,000 for replacement single and double classrooms, with the cost difference being proportional to the build quality. Most companies were estimating a 14 week build and delivery lead time.</p> <p>Mullion Secondary Maths Elliot block. A company had been contracted to supply a free feasibility study as part of the Scape Framework. The details were due on the 9th March and background work was underway to confirm estimates from other sources for a building of this nature.</p> <p>Servery and toilet refurbishment at Garras. An initial proposal has been demonstrated to the school and new catering equipment was being purchased. Once delivered, there would be some minor amendment work necessary which should be in the remit of caretakers and could be done over a holiday period, subject to capacity.</p> <p>Quotes had been sought for the toilet refurbishment.</p> <p>Longer term issues. These were also briefly outlined for the information of committee members.</p> <p>DEI also advised Committee members of a more recent development. The fire assessor had condemned the bus at Parc Eglos so this had been taped off and warning notices put up to advise it was out of bounds. Moves were being made to remove it from the site as soon as possible, including the fire station at Culdrose being asked to assist with the removal by cutting it up. Due to the loss of space this represented and the lack of space overall on the site, a portable building to give some space back was being looked into.</p> <p>See also Confidential Notes.</p>	DBr
5.	<p><u>LATEST 2018 / 2019 MANAGEMENT ACCOUNTS</u></p>	
	<p>SPI advised Committee members the Finance Team were now into the routine of producing management accounts on a monthly basis. The layout had been tailored to more closely resemble the format previously used, as this was deemed to be more user friendly for schools and for the Committee. Next year it was to be further enhanced.</p> <p>In order to streamline communications and allow them to have a more intimate knowledge of all the SPCMAT schools, SPI and MCo were dividing the schools between them. SPI was to lead on Mullion Secondary, Helston, Cury, Garras, Godolphin, Coverack, Manaccan and St Keverne, along with Central. MCo was to lead on Breage, Crowan, Grade Ruan, Halwin, Landewednack, Mullion Primary, Parc Eglos, Porthleven, Sithney, Trannack and Wendron. Headteachers had therefore been asked to direct any queries around management accounts or budgets towards the given person in the first instance. However, SPI and MCo would continue to work closely together and either would be available if the other could not be.</p> <p>SPI reminded Committee members that, if an issue was not covered during this item which they wished to raise later, they were welcome to do this by emailing him directly.</p> <p>A brief overview of the current position of each individual school was given and discussed. SPI brought any significant variances to the attention of those present, reporting by exception.</p> <p>SPI informed Committee members that contributions to the local government pension scheme were currently being paid at a higher rate by the four new schools. However, this had been the result of an historical arrangement and the rate had been renegotiated for the following year.</p> <p><u>Q. What can be done about the teachers' pension rise that is coming?</u></p> <p>A. There are grave implications for the whole education system. This is very much a national issue so it is hoped the government will have to make funding available beyond the first year.</p>	

	<p>Q. What is being done to lobby about funding?</p> <p>A. A letter pertaining to this issue will be discussed later, under AOB.</p> <p>Overall, there had been an improved variance as follows:</p> <p>Primary Schools: 18,978 Secondary Schools: 46,776 Central: -19,473 Overall: 46,281</p> <p>For Primary Schools, the December 2018 accounts predicted an underspend of £15,598 whereas this latest set of accounts was now forecasting an underspend of £18,978, which was a favourable swing of £3,380 between the two sets of accounts.</p> <p>For Secondary Schools, the December 2018 accounts predicted an underspend of £26,634 whereas this latest set of accounts was now forecasting an underspend of £46,776, which was a favourable swing of £20,142 between the two sets of accounts.</p> <p>For Central Team, the December 2018 accounts predicted an overspend of £13,269 whereas this latest set of accounts was now forecasting an increase in the overspend to £19,473, a £6,204 increase between the two sets of accounts. However, the overspend associated with the roving caretaker provision would be recouped and Parago was an essential one-off investment.</p> <p>Total Trust - December 2018 accounts predicted an underspend of 28,963 whereas this latest set of accounts is now forecasting an underspend of £46,281, which is a favourable increase of £17,318 between the two sets of accounts.</p> <p>Thus, movement overall was in the right direction of travel but the Finance Team was not complacent and systems were continually being refined / improved.</p> <p>A query arose around where the surplus currently sat, whether it was accruing sufficient interest. SPi was therefore to undertake some additional checks on investment of the surplus.</p> <p>The Chair thanked SPi for his efforts on behalf of the Trust and for his contribution to the meeting.</p>	<p>SPi</p>
<p>6.</p>	<p><u>SUPPORT STAFF PAY REVIEW UPDATE</u></p>	
	<p>SPi began by acknowledging all the hard work LHo had done in this context. He then advised those present that more detailed information around the new staffing structure had now gone out to schools. This comprised:</p> <ul style="list-style-type: none"> • A chart showing the new pay scales, taking into account the new minimum wage rate and maintaining the differentials as per the consultation document, to show where the various roles sat. • A chart showing, in summary, the consultation responses and how the proposal had been adapted to address these where possible. • A copy of the full responses received from the consultation. • A covering letter to update support staff post consultation. <p>A suite of job descriptions, encompassing all the various support staff roles, was currently being produced to demonstrate fairness and ensure consistency across all the Trust schools.</p> <p>A series of tables detailing some of the information behind this was then shared and discussed:</p> <p>Table 1. This incorporated all scales, job codes and types, with the FTE each school employed put against these. Both the financial and percentage difference between scale points was shown. It was noted there were very few significant anomalies and that the scales largely went up in a sensible tiered order.</p> <p>Table 2. This incorporated a summary of the financial implications for each school, including the total extra cost per school for each of the first 2 years [protected salary years] and total future savings for each school from the third year onwards [salary protection removed]; the highest individual contractual gain and loss; the total number of contracts that showed gain or loss between given amounts.</p> <p>Table 3. This incorporated the number of contracts gaining or losing over £500 per annum per job. Totals indicated the ‘winners’ and ‘losers’ were roughly similar, which would seem to infer the process had been fair and had broadly achieved its aim.</p>	

10.	<u>DATES OF FUTURE MEETINGS</u>	
	The next meeting of the MAT Finance and Resources Committee will take place on Thursday 6th June 2019 , from 6.00pm , in the MAT Conference Room at Helston Community College.	

Chair's Signature _____ Date _____