

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



**Thursday 5th March 2020, from 6.00pm,
in the Trust Conference Room.**

<u>ATTENDING :</u> Donna Bryant Alan Horne Alison Newman Susan Reynolds Kevin Thomas Phillip Woods In Attendance Sean Pinhay Karen Teague		DBr AHo ANe SRe KTh PWo SPi KTe
<u>APOLOGIES :</u> None.		
		<u>ACTION</u>
3.	<u>ELECTION OF NEW CHAIR</u>	
	Due to the decision by TSa to stand down from the role of Trustee at the recent AGM, it had become necessary to appoint another Trustee to the role of Chair of the Finance and Resources Committee. SRe was duly elected to this role.	
4.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	The Chair welcomed all those present. Under Declarations of Pecuniary Interests , PWi declared that his wife works at Trannack School.	
5.	<u>MINUTES AND MATTERS ARISING</u>	
	The minutes of the meeting of the Finance & Resources Committee on 12 th December 2019 were agreed to be an accurate record and duly signed by the Chair. Matters arising included updates on: Investment strategy. It was agreed this should be carried over to the next meeting due to more pressing matters. Accounts. The Accounts to the Year Ended 31 st August 2019 had been formally approved by the Trust Board and unanimously ratified by Members at the recent AGM. The accounts and the Letter of representation had been signed off by the Chair of the Trust Board and the Accounting Officer. SCA working party. A meeting of the SCA working party had taken place and SPi was to briefly feed back to the Committee on this during the course of the current meeting. Management Accounts. The Management Accounts had now been placed on the Google Drive for the Committee and, at school level, for the relevant Local Governing Body. It was reiterated these were a matter of information only for governors and not for scrutiny by LGBs. SPi had also changed the format to include a school summary page, charts, etc to aid the Committee's understanding of the overall position. Catering review. This required honing down so was to be carried over to a future meeting. Many schools had entered into a new deal with Chartwells, following a procurement exercise, so this was	SPi

	<p>now only pertinent to the former Keskowethyans schools. An update on these schools and whether in house catering was breaking even financially was to be provided at the next Committee meeting.</p> <p>Capital Investment. Capital Investment was to be added to the Risk Register when this came on stream.</p> <p>Heating at Manaccan School. An investigation had been undertaken by the Estates Team. A ground source heating solution had been ruled out as an option due to the size and nature of site so the investigation was still ongoing.</p> <p>Areas for Internal audit. SPi had done work with Cornwall Council that Trustees would now consider in relation to the Risk Register. Part of this work had been to look at the possibility of widening the sphere of the audit to include IT, safeguarding, etc in addition to finance and governance but that would be the Trustees' steer. SPi was to have wider discussion around this with the Chairs of the two Committees and the Chair of the Trust Board.</p> <p>It was suggested that, as the DSLs' Network Group had recommended that Single Central Records be externally audited by Cornwall Council every 2 years, a recommendation that had been discussed and approved at the last Heads' Group meeting, it might be useful to include this.</p> <p>Reserves Policy. A new draft of the Reserves Policy had been created and shared with Committee members. [See Item 7.]</p> <p>There were no other matters arising not covered by items on the current agenda.</p> <p>See also Confidential Notes.</p>	<p>SPi</p> <p>DBr</p> <p>SPi</p>
6.	<p><u>LATEST MANAGEMENT ACCOUNTS – 2019 / 2020</u></p>	
	<p>The latest Management Accounts for 2019 / 2020 – including a detailed version [with narrative], a summary version and charts – had been shared with Committee members prior to the meeting for their information and consideration. Additional detail had been included at Trust level as well as school level so the Committee would be better able to drill down into the various elements.</p> <p>An overview of the key points was given and questions were sought in respect of these points.</p> <p>SPi asked Committee members if they felt the level of detail was appropriate and it was agreed the current level worked well. If Committee members wanted different graphs to be included, different Key Performance Indicators, etc they were asked to advise SPi accordingly.</p> <p>Action: Include a brief narrative with each graph to explain its purpose and investigate use of ESFA benchmarking data as a further guide.</p> <p>See also Confidential Notes.</p>	<p>SPi</p>
7.	<p><u>POLICIES</u></p>	
	<p>Approval by the Committee was sought for the following policies. Draft copies had been forwarded to Committee members beforehand for their prior consideration.</p> <ul style="list-style-type: none"> • Trustees' / Governors' Expenses • Staff Expenses • Reserves • Charging and Remissions <p>A further document outlining 'Remission Assumptions and Expected Costs' had also been shared with Committee members for their information.</p> <p>Trustees' / Governors' Expenses Policy:</p> <p>The Committee approved the Trustees' Governors Expenses Policy.</p> <p>Action: Publish an annual statement on Trustees' expenses claims for transparency</p> <p>Staff Expenses Policy:</p> <p>It was suggested the subsistence rates for London might be slightly low but it was pointed out that claims against this would be a very rare occurrence and could therefore be judged on a case by case basis.</p> <p>Action: Add 'other than by prior agreement with the Finance Team in extenuating circumstances' to 8.1.</p>	<p>SPi</p> <p>SPi</p>

- Project One – Three classroom modular build at Trannack School
- Project Two – New septic tank at Garras School [though subject to another delay]
- Project Three – Four classroom modular build [Maths Block] at Mullion Secondary School
- Project Four – 3G Surface at Helston Community College
- Potential Project – Godolphin Elliot Huts

The Estates Managers had all but completed condition surveys of the schools and, to date, had identified that the Elliot huts at Godolphin School were the poorest condition buildings within the Trust. Therefore, SPi had proposed to the SCA working party that an initial survey be completed to gauge the costs of replacing these units with a similar set up to that recently installed at Trannack School. Initial estimated costs would be in the region of £300k.

Building Compliance Update. Over the last four months, RGi had ensured that almost 100% of the required compliance checks were now completed or planned for to ensure the required frequency was achieved. There were now only a few remaining issues to resolve. SHa had developed a system on the Trust’s Google drive and had uploaded all the compliance checks completed to date. He was now creating the required hyperlinks to enable schools to access the information as they required it. The final part of the jigsaw would be to develop an action plan template to ensure compliance matters requiring action were appropriately allocated and in turn monitored to ensure they were addressed. Once completed, this would allow Headteachers to check the compliance status of their schools and to view reports / the associated action plans for the reports. It could also be used by school secretaries to identify which companies complete their school checks and on what dates the checks would be completed. Trustees would also have access to the same information so they could check the compliance status for individual schools / for the entire Trust. The system would shortly be going live, at which time instructions on how this could be accessed would be forwarded to the relevant parties.

Health and Safety Update. Matt Grainger, Cornwall Council Health and Safety Co-ordinator, had worked with RCo to complete an inspection of school sites in the Trust in order that a Gap Analysis report could be completed for each of the schools. MGa was to meet with RCo later in the month to discuss his findings. SPi was to ask RCo to prepare a summary of the findings and, in turn, what actions have either taken place or were planned to take place to tackle the gaps discovered.

RCo, working with DBr, had organised and run invaluable Fire Warden training for staff from across the Trust schools. Work on other training packages was to be started soon and the first subjects to be covered were to be working at heights and manual handling. A training matrix for the Site Team staff, who require more bespoke training, was also to be formulated.

Clarity was sought around at what point Health and Safety issues should be reported to Trustees and to whom they should be reported in the first instance. It was reiterated that any issues where there was cause for concern that these might have future implications should be reported. These should initially be reported to the Executive Leader [or CFO / DEL in her absence] who would then share them with the Health and Safety Trustee, or the Health and safety Trustee and the Chair of the Trust Board if very serious.

Q. When / how does a Health and Safety [or Safeguarding] issue go to a Local Governing Body?

A. Where appropriate, DBr would advise the Headteacher they need to inform the Health and Safety [or Safeguarding] Governor and the Chair of Governors for their awareness. The information would normally take the form of any outline report, containing key factors or required actions rather than all the detail around a particular incident.

Capital Funding Update [SCA and Sugar Tax]. All the projects reported on required funding and the core funding source for this was the SCA Funding the Trust received. SCA funding was allocated in conjunction with the SCA working party, who in turn used a series of predefined criteria to decide which projects were funded. Two further documents – a SCA [School Condition Allocation] Analysis by school and a Sugar Tax Analysis by school, including further options - had been shared with Committee members to illustrate how monies had either been spent to date or were planned to be spent in the future.

10. FEEDBACK FROM SCA WORKING PARTY

Sugar tax. Ideas had been shared in respect of how to spend the balance of sugar tax monies.
SCA monies. A number of additional jobs had been added but, at this stage, the commitment was only to researching these and not to any further expenditure.

	<p>SPi was talking with the DfE regarding the possibility of carrying some monies forward if these had not been spent on time.</p> <p>See also Item 8 above.</p>	
11.	<u>UPDATES TO THE RISK REGISTER</u>	
	<p>DfE talked Committee members through the recent changes to the Risk Register and sought any comments regarding these or other elements.</p> <p>Committee members were assured the Trust was closely monitoring, and following, the latest information and advice issued by Public Health England / the DfE with regards to the Coronavirus [COVID-19] outbreak and that the Health and Safety Trustee was being kept informed in this respect.</p> <p>A number of comments were noted and DfE was to update the Risk Register accordingly.</p> <p>Subject to these updates, the Committee approved the Risk Register.</p>	
12.	<u>ANY OTHER BUSINESS</u>	
	<p>Strategy for minibuses. It was pointed out that, if a large number of vehicles were heading towards the point where they would need repairing or replacing, it could become difficult for schools to find one to borrow from other schools. However, there was no easy answer to this issue. Leasing was more expensive so was not a viable option. Smaller schools sharing / pooling vehicles would have cost benefits but these would not always be available when needed by an individual school. Some schools hired coaches for larger groups and in certain circumstances but this was not always a workable solution, particularly given the locality of some schools and the need for a number of short trips. In the short term, schools were to be advised not to spend more money on vehicles where this was not cost effective and to make regular arrangements with other schools where possible. A wider strategy would be looked into in due course, at which point a coherent cost benefit analysis would need to be undertaken.</p> <p>There were no further matters for consideration so the meeting was brought to a close at 8.30pm.</p>	
13.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting of the SPCMAT Finance and Resources Committee will take place on Thursday 18th June 2020, from 6.00pm, in the MAT Conference Room.</p> <p>PfW extended his apologies for the June meeting.</p> <p>Thereafter, meetings will take place on:</p> <ul style="list-style-type: none"> Dates for 2020 / 2021 to be arranged 	

Chair's Signature _____ Date _____