

**APPROVED Minutes of the Meeting of the FLT Resources Committee**  
**Held on 14 January 2021 at 6.30pm**  
**Virtual Teams Meeting**

**Committee Members who are also Trustees**

Anthony Cook (AC) Chair - in attendance  
 Ian Wright (IW) - in attendance  
 Duncan Millard (DM) - in attendance  
 Mark Greenwood (MG) - in attendance  
 Carrie Insley (CI) - in attendance

**Committee Members who are not Trustees**

David Hancox (DH) - in attendance  
 Tim Clark (TC) - in attendance  
 Duncan Jenkins (DJ) - in attendance  
 Alex Bond (AB) - in attendance

**In attendance**

Officer: Anne Lynn (AL) COO  
 Officer: Joanne Ray (JR) Operations Manager  
 Officer: Jane Cole (JC) Finance Manager  
 Clerk: Sandra Green (SG)

**Guests**

n/a

**Observer**

Tori Ray: newly-recruited Board Clerk

**Apologies received from**

n/a

1	<p>The meeting opened at: 6.30 p.m.</p> <p><b>Welcome new members, visitors or staff presenting and note any resignations</b>                  AC welcomed everyone to the meeting, including Carrie Insley who was now fully on board as a new FLT trustee and member of this committee and Tori Ray who was acting as an observer before taking over the role of clerk.</p> <p>AC advised that DJ is regrettably resigning from the committee from 26 March 2021 due to receiving a 12 month overseas posting. Although Duncan hopes to be able to participate in the 11 March meeting, AC took this opportunity to thank him for his valuable contributions during his membership.</p>
2	<p><b>Apologies, Confidentiality and Quoracy</b>  <i>Quoracy required: 50% of committee members (5) of which 2 attendees are Trustees. Current total committee number is 9.</i></p> <p>No apologies had been necessary as 100% in attendance.                  AC reminded all attendees of the confidentiality of all matters discussed until it was confirmed that they were in the public arena.                  The meeting was declared quorate and with 100% attendance.</p>

3	<p><b>Matters to be raised under AOB agreed as being urgent</b> No additional items were raised for discussion under AOB.</p>
4	<p><b>Declaration of any personal/business interests relating to this meeting</b> CI raised a matter which SG confirmed did not necessitate her exclusion for a specific item.</p>
5	<p><b>Agree and sign Minutes and Confidential Minutes of previous meeting on 26 November 2021</b> Both sets of minutes were agreed as an accurate representation of proceedings and were <b>APPROVED</b>.</p>
6	<p><b>Review and Update on Action Lists x 2</b> All had either been included in the agenda or were awaiting information from others.</p>
7	<p><b>Other activity agreed out of committee</b> AC advised that there had been none since the previous meeting.</p>
8	<p><b>Period Financial Outlook including:</b></p> <ul style="list-style-type: none"> <li>i) Covid Expenditure Review</li> <li>ii) Catering Cost Exposure</li> </ul> <p>AL advised that the FLT Financial Report and Accounts for the previous year had been submitted to DfE on 21 December 2020.</p> <p><b>i) Covid Expenditure Review</b></p> <ul style="list-style-type: none"> <li>• AL advised that Period 3 financial outlook report had been uploaded, with Period 4 being prepared.</li> <li>• Covid costs spend was currently £50k and more costs are likely due to lost lettings.</li> <li>• Period 5 is likely to reflect savings – however these may be less than expected due to more children attending school in the current lockdown.</li> <li>• Q: (AB): Can we recharge all costs back, including extra manpower? AL responded that schools are limited to costs incurred in one half term only and schools will first need to use any existing financial reserves; they will be eligible for this additional funding once they have used these down to a level at 4% of the annual income – waiting to hear if this will change. AL confirmed that a record is being kept of all additional manpower costs in case we can reclaim.</li> <li>• Q: (AB): Where are costs of paint and stickers put? AL: responded that they are buried in other headings i.e. health and safety.</li> <li>• Q: (AC): What costs have been recovered so far? AL responded that additional premises and maintenance costs of c.£5K for costs relating to 2019/2020. Very few schools across Oxon are believed to have been able to reclaim any costs.</li> <li>• Q: (AC): What are your views of lettings? AL responded that it is doubtful that lettings will return into schools in this financial year.</li> <li>• Q: (AC): Are there any numbers whereby savings can be made? AL responded that all the headteachers are being encouraged to make savings wherever they can. Sports Premium had been increased and some schools had carried some money over from last academic year but have not had the opportunities to spend it. Headteachers are looking at ways they can use their Catch-up funding including buying IT for pupils’ home use.</li> <li>• DM advised that schools may well not open fully until late in this academic year so may be able to hold off recruitment of new staff.</li> <li>• Q: (AC): Would it be appropriate to consider setting the tone of, for say even 6 weeks, to save on spending? AL: responded yes, that can be sorted via HR as recruitment is centrally managed. <b>Action: AL to advise HR of 6 week moratorium on recruitment wherever appropriate.</b></li> <li>• Q: (DH): Are people even applying for jobs? AL responded that a number of people have unfortunately lost their jobs elsewhere so FLT is receiving high-quality candidates as the job market is tight.</li> <li>• Q: (TC): Can we remove any expenses we know we won’t incur now, e.g. exam fees? AL responded that we don’t know about these yet and we pay per paper - the teachers may be marking exam papers. For last FY FCC’s exam costs were approx. £100K of which we received £20K back.</li> </ul>

	<ul style="list-style-type: none"> <li>• TC requested that Lettings be removed from anticipated income. <b>Agreed. Action: AL/JC to remove Lettings from anticipated income.</b></li> <li>• Q: (AC): Are there any other costs that we hadn't expected? AL responded IT to provide laptops, etc but the local community and some local businesses had kindly donated funding or items. FLT would welcome more! FIS had not been given any from the DfE as it was not thought to require them for their age group of children, but all teaching has moved to online, so they are needed! Devices are being moved around schools to optimise wherever possible.</li> <li>• Q: (DJ): What about families that have no or limited access to internet? AL responded that routers can be obtained by schools from the DfE. Mobile phone companies are also offering free data via a formal request from headteachers.</li> <li>• FCC is starting CV testing.</li> </ul> <p><b>ii) Catering Cost Exposure</b></p> <ul style="list-style-type: none"> <li>• AL referred attendees to the paper provided.</li> <li>• JR spoke about the controversy regarding the varying quality of food hampers provided to families as had been featured in the National Press. Caterlink provides these for all FLT schools, except Buckland which has in-house catering, although their catering staff member is currently redeployed as a TA. Due to the criticism, Caterlink have improved the quality and quantity of provisions in the hampers.</li> <li>• Vouchers are funded 100% by the DfE, versus food hampers for which we can only claim £3.50. If schools use vouchers for FSM pupils, which they have already been funded for via pupil premium funding, they won't incur any extra cost. Caterlink staff would be furloughed if FLT decided to opt for vouchers, which it is likely to do from a financial benefit viewpoint.</li> <li>• Catering providers, including Caterlink, are not currently covering their costs due to the low number of sales. Whilst WAT and SHR could maybe link up for hot meals, and FIS with FJS, other schools may have to revert to cold offerings. FLT is expecting a rebate of £40K at year end but this will be reduced due to the impact of CV.</li> <li>• Q: (IW): Does FLT have any cost exposure?</li> <li>• JR responded only if Caterlink go out of business.</li> </ul>
9/13	<p><b>i) Capital Expenditure and Update</b> <b>ii) Asset Management and Strategic Priorities Report</b></p> <p>JR spoke to her report and advised that the FLT CIF bids submitted were: WAT roof and windows BUC and SHR windows FCC fire alarm and Temporary Classroom replacement All were seeking a 15% contribution and looked strong. Expecting an answer around Easter 2021. <b>JR was thanked</b> by the Committee for her excellent efforts in preparing these bid documents.</p> <p><b>Action: DH offered to circulate the Walk around Video of JBL.</b></p>
10	<p><b>Benchmarking of FLT Spending</b></p> <p>AL spoke to her paper and advised that the DfE had provided three benchmarking tools, two of which are for FLT to complete. AL will revisit with the latest data from Period 4 when available – likely March or May meeting.</p> <p>AL requested the committee to keep output in context and will try to get data for two schools out to members by March meeting. <b>Action: AL to endeavour to send data for 2 schools to members by March meeting for their information.</b></p>
11	<p><b>CONFIDENTIAL ITEM:</b> Please see separate Minutes.</p>

12	<p><a href="#">Risk Register</a></p> <p>AL spoke to her paper and covered off the issues to bring to the committee’s attention.</p> <p>Q: (AC): FCC were hacked at the beginning of September. Has there been a ‘lessons learned’ report?</p> <p>JR responded that FLT had deployed a free expert company to investigate who had concluded that IT’s cyber security was robust and did not require any changes. The IT Manager has also reported back.</p> <p><b>Action: JR to circulate both reports to the committee.</b></p> <p><b>Action: SG to put on agenda for 11 March 2021 meeting.</b></p> <p>Q: (DJ): Are we happy that all locations are CV-secure as some employees from other organisations have gone to the HSE with concerns?</p> <p>AL responded that pupil numbers are up as children with one parent who is an essential worker are permitted to attend, whereas it had been that both parents had to be categorised as such. However, such pupils are still in their bubbles and staff who are CEV are working at home. Headteachers have revisited their school risk assessments and conducted individual CV staff risk assessments and for some employees who are nervous about attending the workplace. FLT schools have spoken to all their members of staff to discuss their individual situations. No FLT staff member has gone to the HSE to raise any concerns, for which we give due credit to the headteachers by having good relationships with their staff and speaking to them often about the situation.</p> <p>Some testing in schools is starting soon.</p> <p><b>MG was thanked</b> by AC on behalf of the committee for his assistance with the Risk Register.</p>
13	<p><a href="#">Asset Management and Strategic Priorities</a></p> <p>This item had been included in Item 9 above.</p>
14	<p><a href="#">Health and Safety Report/Covid 19 Update</a></p> <p>JR provided a verbal update.</p> <ul style="list-style-type: none"> <li>• No real headline information.</li> <li>• Schools are still not using the Accident Reporting System correctly so will be given support by the Central Team to correct this.</li> <li>• All accidents reported have been minor.</li> <li>• JR is preparing a summary of Incidents of Violence against Staff in 2019/2020 for the Board and will also bring this to the committee.</li> </ul>
15	<p><a href="#">EFSA/DfE Letters received since last meeting</a></p> <p>None received.</p>
16	<p><a href="#">Expansion</a></p> <p>DM spoke to this item.</p> <ul style="list-style-type: none"> <li>• FLT is building relationships with a primary school in Swindon. Sharing info on our MAT which will be going to their February governors’ meeting for consideration. All their questions to date have been comfortably answered. FLT is supporting them through their CV-recovery programme.</li> <li>• Also discussing with another school about working more closely with FLT.</li> </ul> <p>Quietly confident that both will join us.</p>
17	<p><a href="#">Pupil Planning Review</a></p> <ul style="list-style-type: none"> <li>• As previously stated, the Census is next Thursday so AL will endeavour to get the data out to members before the 11 March meeting.</li> <li>• OCC have information about housing development so JR/AL will be meeting with OCC to endeavour to obtain useful information.</li> </ul>
18	<p><a href="#">HR Dashboard</a></p> <p>AL apologised for the delay in providing this information, absence figures has been broken out to show the impact of COVID</p> <ul style="list-style-type: none"> <li>• Included a couple of Long-Term anxiety cases, due to personal issues rather than work-related.</li> <li>• Q: (IW): The figures produced don’t take into account the impact of Long-Term absence.</li> </ul>

	<p>AL responded that the Long-Term sickness has been separated out. Also, the ratio is detailed against both (a) total number of staff and (b) those staff who are sick.</p> <ul style="list-style-type: none"> <li>Q: (AC): How robust are our processes in addressing Long-Term sickness?</li> </ul> <p>AL responded that it depends on the Headteacher or line manager to be receptive to working closely and effectively with HR. If the headteachers don't follow the advice given and in a timely fashion, it creates an issue. All headteachers are aware that HR resource is available to give support, and can bring in an HR consultant if necessary.</p>
19	<p><b>Pay Committee Reports</b></p> <p>AL advised that she had provided paper (a) on Schools and that DM had provided (b) on the Central Team.</p> <p>(a): AL spoke to her paper. No questions.</p> <p>(b) DM spoke to his paper. AL covered off the request for the Committee to approve the request, supported by DM, to move the salary band of the L&amp;F headteacher to L12-18.</p> <p>Q: (TC): Why request to action retrospectively to September 2020?</p> <p>DM advised that this was because the headteacher had not had a review for c.2 years so it was reasonable to backdate it.</p> <p><b>A Vote was held</b> and the recommendation as presented was <b>APPROVED</b> by the Committee.</p>
20	<p><b>Staff Changes and Appointments</b></p> <p>AC noted a high number of staff changes and recruitment, which AL confirmed - especially Teaching Assistants to cover posts created by COVID and FCC has recruited several support staff.</p>
21	<p><b>Centre for Professional Excellence</b></p> <p>DM reported that dealing with COVID was, of necessity, taking precedence over the CPE, however:</p> <ul style="list-style-type: none"> <li>FLT had an INSET day on Curriculum Setting as the first day of term, after which schools were shut.</li> <li>Planning a Curriculum Leadership event (especially for Primary schools) as a twilight session.</li> <li>FJS is helping other schools with their use of Google Classroom.</li> <li>ALT have two forums for communication together – the main meeting for all plus a weekly online drop-in session for headteachers, which usually concerns their CV issues.</li> </ul> <p>AC <b>acknowledged</b> that very positive developments had been made despite the CV constraints.</p>
22	<p><b>Any other Business</b></p> <p>i) Staff Survey Plans: DM advised that staff are incredibly stressed at the moment, due to COVID, so the timing of this is being led by the headteachers and hoping to do one after the Half term. <b>Action: DM to circulate the draft survey to the committee when it has been designed.</b></p> <p>ii) Governor Capability Development: DM advised that a Chairs' Meeting is in hand for 8 February 2021 which will provide an opportunity for chairs to discuss their current challenges in order to compare and contrast with others. It will include the discussion of strategic plans for 2021/2022 including FLT Vision 3-18. AL/SG are looking at running governor training sessions online to especially support them to be more strategic than operational. Q: (AC): were the members aware of any gaps? No responses. <b>Action: TR to organise a meeting of LGB Finance governors for end March/early April 2021.</b></p> <p>iii) Confidential Item: please see separate Confidential Item No. 2 Minutes.</p> <p>iv) AC on behalf of the Committee <b>thanked</b> everyone across the Trust for their continuing hard work in difficult circumstances caused by the COVID pandemic, including the pupils, parents, employees and the LGBs and for the support being given at such a stretching time.</p>
	<p>AC thanked SG for clerking to date and to all for attending.</p>

Date of Next Meeting: **Thursday, 11 March 2021 via Teams at 6.30 p.m. - 8.30 p.m.**

Meeting closed at: 8.35 p.m.