

APPROVED FINAL Minutes of the Meeting of the FLT Resources Committee
17 September 2020 6.30pm
Virtual Teams Meeting

Committee Members that are Trustees

Anthony Cook (AC) Chair - in attendance
 Ian Wright (IW) - in attendance
 Duncan Millard (DM) - in attendance
 Mark Greenwood (MG) - apologies received

Committee Members that are not Trustees

David Hancox (DH) - in attendance from 6.45 p.m.
 Tim Clark (TC) - in attendance
 Duncan Jenkins (DJ) - in absentia
 Alex Bond (AB) - in attendance

In attendance

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

FLT apologies received from

Officer: Jane Cole (JC) Finance Manager

1	<p>The meeting opened at: 6.38 p.m.</p> <p>Welcome new members, visitors or staff presenting and note any resignations AC welcomed everyone to the meeting, including SG as the new clerk. Jeremy Twynam has resigned from the Trust Board and therefore from ARC and the committee thanked him for his work.</p>
2	<p>Apologies and Quoracy 50% of committee members (4) of which 2 attendees are Trustees. Current total committee number is 8.</p> <p>The meeting was quorate.</p>
3	<p>Any other Business No items.</p>
4	<p>Declaration of any personal, business, or pecuniary interests regarding this meeting's content No declarations.</p>
5	<p>Approval of the minutes from the previous meeting on 18 June 2020 The minutes were agreed as an accurate record of the meeting and will be signed by the Chair when CV-19 measures permit.</p> <p>The signed minutes, agenda and papers to be filed by the clerk.</p>
6	<p>Matters Arising from previous Minutes (and not covered in this agenda). (David Hancox joined the meeting)</p> <p><u>R1: Meeting 20/06/2019</u> Action: JR to send out guidance on appropriate accident reporting. ON-GOING.</p>

- This was pending the update of the First Aid Policy which was due to be completed 2020 term 5/6.
- The updated First Aid Policy had been uploaded to GovernorHub on 16/09/2020 for committee members' review for today's meeting if feasible.
- JR clarified that this was a routine update to the Policy.
- The Committee discussed whether to adapt pages 3 and 4 and remove the wording and instead insert the HSE link. However, following discussion about regulations on ratios of numbers of first aiders it was agreed the appendices provided an ease of reference to the Heads for their first aid needs risk assessment. It was also queried whether the number of first aiders should refer to pupils rather than employees.
- JR clarified that the ratio of first aiders required is legally based on the number of employees at the establishment, not pupils, but schools will respond in line with local needs, e.g. layout of buildings, paediatric first aiders, absence and holiday cover, etc. as part of their first aid needs risk assessment.
- L&F school has produced an excellent risk assessment which JR will circulate to the Heads with the First Aid Policy.
- It was **AGREED** that JR would circulate the policy and that schools would be asked to have their first aid need risk assessments in place within one month, i.e. by 18/10/2020.
- It was **AGREED** that JR would provide a summary of schools' responses to the number of first aiders in each school at the next committee meeting so that the committee could ensure compliance with the requirements.
- JR confirmed that she will offer support to the schools.

The FLT First Aid policy was **Approved**

Action: JR to circulate L&F's risk assessment.

Action: JR to provide a summary of schools' number of their first aiders to the committee meeting following receipt of all.

Action R2: JR to consider provision of employee handbook.

This will be reviewed during the H&S manual update in 2021 so carried forward.

Meeting 09/01/2020

[Alex Peal audit committee decision](#)

R3: Action: SV to produce a short summary of skills and experience of the members of the audit committee and provide to the Resources committee.

Action: COMPLETED and circulated on 01/07/2020 via Teams.

[Investment options](#)

Action R4: AL still awaiting information from Critchleys. Based on template from accountants. COMPLETED

AL raised that the next step was for the committee to review how it wishes to invest as funds are currently solely with Lloyds Bank plc. It was agreed that, due to the current CV-19 impact on investment markets, etc this would be pushed back to November 2020.

Action: AL/AC to present a proposal to the committee at the November meeting if timing is considered appropriate.

Action R5: AL to clarify that there will be a limit to £1m overall. COMPLETED

AL confirmed this and it has been included in the Investment policy.

From meeting 14th May 2020

[Health and Safety report including external H+S audit report](#)

Action: JR to provide the condition report to the heads and governors after they are updated by the end of June:

JR reported that this was provided to the schools where there had been changes. **COMPLETED**

	<p>Action R6: An employee had been signed off work for 6 weeks. JR to follow up and find out why for 6 weeks. JR apologised for delay in reporting back and will do so.</p> <p>Action: JR to investigate why an employee was signed off work for 6 weeks and report back to committee.</p> <p>Action R7: Committee had been encouraged to read the guidance from the DfE for schools and parents. COMPLETED</p> <p>Action R8: Covid-19 Update: now a Standing Item on agenda, see below. REMOVED FROM ACTION LIST.</p> <p>Action R9: see Section 7 below.</p> <p>Action R10: Appointment of new SENCO Lead: to invite jobholder to committee's November 2020 meeting. SG to progress with AC.</p>
7	<p>Activity agreed out of committee</p> <p>Action R9: Capital Expenditure: FJS Project: to develop paper and provide to committee regarding this. It was noted that this will need to be agreed out of committee. COMPLETED</p> <p>It was NOTED that there is currently an even larger plethora of activities being dealt with by AL/JR/SV than usual. The committee thanks them for their hard work.</p>
8	<p>Now Standing Item: COVID-19 update</p> <ul style="list-style-type: none"> • DM/AL provided an update to the committee including that the return to school has gone well with attendance in a range of 88% to 96%. Senior pupils are keen to return to academic lessons whilst younger pupils are intentionally being returned at a slower pace. • AL reported that FLT had recruited 50 new employees during the summer and there were many changes of contracts to provide the extra hours to fulfil the new CV needs for cover, cleaning and catering. • Schools are constantly refining and improving their plans and processes as events unfold. Health England has proved useful source of advice for Heads. • AL confirmed that schools had plans in place to provide distance learning if pupils are sent home as part of a bubble or cohort. <p>The committee passed on their thanks to the central team and the schools for all the work they have done and to parents who have honoured the staggered drop-off regime and safe distancing.</p> <p>The committee extended a warm welcome to the 50 new employees and congratulated AL, SD in HR and AH in Payroll for their hard work in achieving this.</p>
9	<p>Capital Expenditure and update</p> <p>JR covered off the report previously circulated and apologised for it being issued later than wished.</p> <p>CIF JR confirmed that the feedback from CIF would be scrutinised for any learning points for future bids.</p> <p><i>Q: Finance Window: what happens if we run over?</i> <i>A: JR: There is a Red/Amber/Green notification system and we can request an extension to the project timescale and therefore to the funding profile if necessary, although this is not ideal. An example is roofing with difficult weather. Reporting processes will mitigate.</i></p> <p><i>Q: Have contractors been appointed for the two successful projects?</i> <i>A: JR: Yes, the contractors have been appointed.</i></p>

Q: Is there a limit to the number of bids which can be submitted?

A: JR: Yes, we can submit 2 bids per school. Bids are considered based on the CIF criteria including the nature and value of the projects and the FLT resources available to undertake the bids. FLT submitted 5 bids last year but may look to submit a couple more this year, depending on resources.

The committee congratulated JR and colleagues on achieving 20% of the total bids approved across Oxfordshire and that they considered that this success was due to the superb documentation submitted.

JBL 1.5FE

As per report and on target for completion mid-November 2020.

FJS Block Refurbishment

As per report and asbestos is present but is low risk and will be removed as part of the project. JR has been keeping SF regularly informed.

FCC Building Management System and FJS Boiler Replacement

As per report with no additions.

FIS Relocation/Park Road Primary

As per report with no additions.

FCC All Weather Pitch

As per report and hope that it should be completed within the next 9-12 months.

Cleaning

As per report and had anticipated savings due to efficiencies, etc but the requirement for extra cleaning due to CV-19 has added to cost. Excellent start to working relationship. Excellent service provided.

Q: Are we keeping accurate records of the associated costs due to CV-19 requirements?

A: AL: Some refunds received from DFE and more due regarding FCC.

Q: Have letting costs due to CV-19 been included?

A: AL: Yes, for extra cleaning but not for lost lettings.

Q: Have the overheads of school staff/central team costs been included?

A: AL: Yes, where these could be isolated and calculated.

Catering

As per report and CV-19 has made this more complex such that the anticipated savings are now unlikely to happen as a result. Schools are gradually moving to hot lunches wherever possible which will hopefully increase the uptake as the Autumn weather approaches.

It was AGREED and NOTED that future proposals would be submitted to the Resources committee in order to optimise efficiencies of scale rather than having any opt-outs.

IT Project Update & Next Steps

As per report and each school will have a microserver so that, if the internet cable gets damaged, staff will still be able to access key documents, etc.

Q: Are they on WAN system?

A: AL: Yes, each school should have at least 1mb. Internet speed is up to 90 so we are looking into why schools are encountering slowness when downloading.

Q: What caused the issues at the start of the academic year?

A: AL: We have received extremely poor service from BT OpenReach which caused delays. Unfortunately, they have 100% control of the fibres. Schools have been extremely patient and the central team are absolutely committed to successful outcomes.

IT FCC Cyber Attack

As per report.

Q: Are we sure that there was no GDPR issue?

A: AL: Yes, it infected 'mydocuments' but there was very little in there and the data could not be viewed by the hacker. We are speaking to the Heads about housekeeping opportunity and they have been asked to send AL their top three IT concerns/issues for us to respond. We are on the start of the journey – the infrastructure is now in place so let's use this to bring excellent teaching into place which optimises the new technology available.

The committee extended thanks to the IT Team for being so responsive and sorting the impact out so quickly. Also, for moving FLT over onto the new system and emails over the Summer. It acknowledged that it was an excellent proposal for the IT Team members to visit the schools to address specific issues.

Insurance Claims

As per report.

The Committee thanked AL/JR/SV for a remarkable collection of work.

10

(a) ESFA/ DfE letters

Letter circulated

16th July 2020 received from Eileen Milner, Chief Executive ESFA to accounting officers. AL gave feedback to the committee on the contents, including:

- **Support package for schools:** has been discussed with Heads.

Q: Did they have any ideas about how they would like to use the extra funding?

A: AL: They are likely to do so after half-term when they have been able to give consideration.

Q: Does it have to be spent at school level or can it be spent at trust level? Recruitment could benefit

A: AL: There are some stipulations. We can bring the matter back to the committee once we have spoken to the Heads about any efficiencies. DM: Schools are currently undertaking baseline assessments of pupils which will provide data. Heads reported at ALT that Reading has benefitted from parental attention during lockdown/Summer break but Maths has suffered.

- **Academies Financial Handbook:** Some dates have been pushed back to try to help deadlines but AL will likely work to previous deadlines to ensure timely submissions.

(b) FLT Financial Manual

This is linked to the new Departmental one. Not much change, except:

- (i) the inclusion of a statement that alcohol must not be purchased, and
- (ii) picking up on the auditor's comment that the providers for school trips, e.g. transport, etc, must be regularly reviewed for cost-effectiveness.

Q: Has the Headteacher approval increased to £25,000?

A: AL: No.

The FLT Financial Manual was APPROVED by the Committee. AL to distribute.

	<p>ACTION: AL to distribute the FLT Financial Manual as appropriate.</p> <p>(c) Audit Recommendations Update AL will bring this back to future meetings as progress is made.</p>
11	<p>Any other Business</p> <ul style="list-style-type: none"> Venue of future meetings: following discussion, it was agreed that using Teams for the committee meetings was proving highly satisfactory so future meetings would continue via Teams until further notice.
	<p>Meeting closed at: 8.28 p.m.</p>

Clerk: Sandra Green
Date: 18 September 2020
Draft Final Minutes reviewed by Chair on 24/09/2020
Approved by ARC on 26/11/2020

DRAFT