

FLT Resources Committee – Meeting Minutes

22 Sept 2022 at 6.30pm online

Attending Committee Members (Trustees) Anthony Cook (AC) Chair Duncan Millard (DM) FLT CEO Mark Greenwood (MG)	Attending Committee Members (not Trustees) Alex Bond (AB)	Attending Others Anne Lynn (AL), FLT COO Danielle Bradley (DB), Finance Mngr Joanne Ray (JR), Operations Mngr Tori Ray (TR), Clerk
Apologies – Tim Clark, David Hancox		

1	Welcome new members, guests or staff presenting and note any resignations The meeting opened at: 6.30pm. AC gave a warm welcome to all. AC advised the Committee of IW's resignation. AC shared sincere thanks to IW for all of his input, questions and challenges and wished him all the best for the future. AB joined the meeting at 6.32pm.
2	Apologies for absence, confidentiality and quoracy Apologies noted. Committee members were reminded that anything raised confidentially in the meeting, needs to be flagged as such at the time and that the minutes are available publicly. Due to attendance levels, the meeting was quorate.
3	Matters to be raised as urgent A.O.B – none.
4	Declaration of any personal/business interests relating to this meeting MG reminded the Committee of his ongoing declaration. No new declarations shared.
5	Approve minutes of previous meeting Minutes of the previous meeting were agreed as an accurate representation of proceedings and APPROVED.
6	Review of carried over actions The status of all actions were checked – see Carried over Actions document for details.
7	Other activity agreed 'Out of Committee' The following topics were addressed as part of later agenda items: <ul style="list-style-type: none"> • IT support provision – see item 15 • Insurance – see item 15 • Photocopiers – see item 15
8	Resources Committee Terms of Reference 2022-2023 <ul style="list-style-type: none"> - Scheme of delegation - Risk Register <p>A draft was shared with Committee members in advance of the meeting. A key ToR change included removing low-level policies needing to be approved by the Committee.</p> <p>A separate Pay Committee is to be formed including representatives from Trustees, Resources Committee and Trust sub-committees. This will no longer need to be covered by the Resources Committee but if anyone would like to join the new Committee, it is open to requests. Good opportunity to strengthen the Trust governance and bring an independent view from across Committees to ensure appropriate scrutiny and uphold equitable principles.</p> <p>Resources Committee ToR 2022-2023 was APPROVED.</p> <p>ACTION: AL/MG to meet regarding risk register appraisal – existing risks in a new global context and new risks such as utility costs, staff pay and future impacts. Discussions around casual worker pay/holiday pay are happening with County Council, HR colleagues and Trusts.</p> <p>ACTION: AC to ensure Board have sight of increased risks.</p>

9	<p>Finance Report - Period 10 and FLT Finance Manual (approval) DB shared a report on income and expenditure for Finance period 10.</p> <p>Main savings have mostly come from a number of post recruitments being postponed. Agency costs have increased but still is costing less than in the past. DB talked through the minor changes planned at school budget level.</p> <p>Capital costs Committee members were advised to expect the next report Out of Committee for period 11/12 via GovernorHub. Committee members asked if the Trust has sight of any early red flags for this academic year? There was discussion over areas such as ongoing risks re the new schools, cost of staff pay and leadership changes.</p> <p>Staff pay increase This is at a higher level than originally budgeted and doesn't include certain contracts such as zero hours, casual etc. DB shared an analysis of costs per school. Externally there have been a number of announcements that affect this that will need to be factored in. Key headline is that the total financial risk for the Trust is substantial. Committee members held a discussion on the scale of risks and the financial implications. In 2023, anticipating less of an increased financial risk but the Trust is also subject to a Government review. Staff costs have been the biggest jump in cost for the Trust in 2022.</p> <p>MG shared reflections with the Committee regarding context and perspective from an external sector. Generally perceived the costs outlined are very likely to be on the low side.</p>
10	<p>Pupil planning review AL shared an update with the Committee. The Census is due in October – figures will be shared with the Committee when available. Increased numbers are expected for Watchfield and Shrivenham.</p>
11	<p>Policies for approval Finance Manual – Committee members discussed changes made. These included:</p> <ul style="list-style-type: none"> - Schools not keeping petty cash - The increase in cost range for obtaining three quotes for purchasing. The latter was driven by reducing bureaucracy and working pragmatically within a more agile purchasing environment. AL highlighted the need to continued commitment to achieving value-for-money. JR confirmed the approach is helpful for approvals of low-level school improvements. - Payroll admin – use of EduPay online system versus paper copies - Suppliers' check – extra check for 100% new suppliers, to ensure security - BACS check - checking app authorisation process followed for invoices <p>Discussions and clarifications. Finance Manual APPROVED.</p> <p>Reserves Policy – shared in advance of the meeting. The policy stemmed from earlier Committee discussions. The Committee discussed the approaches taken by other Trusts. No guidance is provided by DofE.</p> <p>AC made additional proposal that twice a year, the Committee looks at the appropriate level of reserves and how the Trust measures against it in terms of appropriate spending per cohort.</p> <p>Reserves Policy APPROVED.</p> <p>ACTION: AL/DB to look at reserves policy in the context of pay risks, utility and inflation contingency plus investment opportunities for the benefit of students.</p> <p>ACTION: TR to add reserves to next agenda for AL/DB along with the investment options discussion.</p> <p>Freedom of Information (FOI) Policy – updated. GDPR Sentry have approved. FOI Policy APPROVED.</p> <p>Smoke-Free Policy APPROVED.</p>

12	Audit Recommendations update AL shared an update on actions taken and an overall report. Good progress has been made.
13	Support staff and Teachers' pay award impact See agenda item 9
14	Risk Register – key changes See agenda item 8
15	Premises report / Health and Safety report Premises works – JR presented progress against work in progress at school level, including specifics at Buckland, the Elms and John Blandy. Other work will be reported on at the next Committee meeting. No significant causes for concern. SCA contingency funding – JR confirmed the Trust proposing to use the option to roll forward funding to the next year if needed. FCC temporary classroom – update to follow at the next Committee meeting. Other capital works – Folly View relocation is on track and JR shared clarification on the private footpath work. JR updated the Committee on the latest situation and impacts of development work related to Shrivenham school. Photocopiers – existing contracts have been revisited and a proposal agreed for 3 year contract terms. A robust process was followed. Expected implementation during October 2022. Insurance – annual renewal. Considered different options via providers and cover versus financial costs and length of contract. Likely to be facing an increased cost of contract but still a preferable option. ACTION: DB to consider if Insurance costs are included within future budgeting. IT support provision Recruitment has been challenging. The Trust has been working with a recommended consultant to ensure interim support is in place and have now (through an Out of Committee decision) secured a service provider until Aug 2023. There was a need to move quickly on this to ensure adequate provision. Appropriate support levels have been agreed and regular meetings are in place, as well as tracking recruitment. The Committee discussed longer-term provision and the need for an overall IT strategy. ACTION: AL to bring longer term IT provision proposal to Committee in January 2023. AC thanked JR/AL on behalf of the Committee for their collective work on IT support provision – they delivered considerable work on this against tight deadlines and it is much appreciated. Health and Safety JR advised Committee members that the H&S statement will come out of Committee for their approval and shared the following headlines: <ul style="list-style-type: none"> • There have been no significant incidents/accidents or outstanding H&S concerns. • There are a number of policies outstanding for review and the team are working hard to address that. • Termly meetings with Heads and Governors are in place regarding the number of significant audit issues. External Audits There are still some outstanding audit actions or the platform needs updating. Heads have been chased to resolve them as soon as possible. Last round of audits in the Summer went well and the provider has changed the online system and portal. Headteachers have only just been given access and have started to share information. It is hoped that updating the system will soon become more straightforward. Overall, the Trust is in a better position. This year the Trust can expect a fuller indepth audit.

	<p>There is still an outstanding question related to classification of audit actions – some categories would require work to be scheduled during the summer holidays but the majority of staff are not in work at that time. However, critical actions need urgent remedy and must be prioritised, at all times.</p> <p>MG shared advice regarding the need for highlighting the level of accountability and culpability for individual staff members – especially targeting Heads and school staff. Some progress has been made but may need a cultural shift to ensure actions are routinely being closed asap.</p> <p>ACTION: JR to share a note highlighting list of outstanding actions and ask Heads and H&S governors to put an urgent AOB on LGB meeting agendas. Need for communication to be highlighted.</p> <p>Following significant discussions, the Committee collectively noted their concerns on the slow pace of action on this area. Of particular interest is the need to clarify risks and accountability, the need to adhere to audit action completion deadlines and drive urgency into update requests.</p>
16	<p>ESFA/DFE letters</p> <p>None from DFE. One other regarding utilities ownership.</p>
17	<p>MAT to MAT collaboration</p> <p>Good progress being made with useful learning, especially regarding collaboration across Trusts. DM also updated the Committee on areas of project work being led by AL.</p>
18	<p>Strategic forward planning – horizon scanning</p> <p>Following discussions, it was agreed the areas for future focus will be:</p> <ul style="list-style-type: none"> - Investment opportunities - Reserves and risks - IT strategy and plan - TA support and development. <p>The Committee intend to provide recommendations for consideration by the Board.</p>
19	<p>Staffing update and changes</p> <p>DM shared highlights from the report shared with the Committee in advance. Leadership changes are in progress at two schools with the implementation of an executive structure. Appointments have gone exceptionally well and seeing very good progress. Other recruitments currently in progress across the Trust were discussed. Consensus that the Trust is currently in a strong position for leadership and teaching positions.</p>
20	<p>Centre for Professional Excellence</p> <p>No significant update. Website is in production, including sections for Trust and staff, which will be useful for the promotion of courses, training and events.</p> <p>ACTION: DM to share CPE website link with Committee when available</p>
21	<p>Any other business (as agreed as urgent) – none</p>
22	<p>Future meeting dates and arrangements</p> <ul style="list-style-type: none"> • 24 Nov 2022 – in person • 12 Jan 2023 • 9 March 2023 • 11 May 2023 • 15 June 2023 • Finance Governor's meeting – 30 March 2022 <p>AC thanked all Committee members for their time and contributions.</p> <p>Meeting ended at 8.36pm</p>

Clerk: Tori Ray
 Date: 1/10/2022

Signed _____ Dated _____