

## FLT Resources Committee – Meeting Minutes

### 12 Jan 2023 at 6.30pm online

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

1	<b>Welcome new members, guests or staff presenting and note any resignations</b> The meeting opened at: 6.30pm. AC gave a warm welcome to all.
2	<b>Apologies for absence, confidentiality and quoracy</b> 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	<b>Matters to be raised as urgent A.O.B</b> – Pay Committee Report for approval - see below
4	<b>Declaration of any personal/business interests relating to this meeting</b> No new declarations shared.
5	<b>Approve minutes of previous meeting</b> Minutes of the previous meeting were agreed as an accurate representation of proceedings and <b>APPROVED.</b>
6	<b>Review of carried over actions</b> The status of all actions were checked – see Carried over Actions document for details.
7	<b>Other activity agreed ‘Out of Committee’</b> JR shared an update on Watchfield School roof repairs and the expected benefits the work will bring for the school.
8	<b>Finance Report - Period 2</b> DB talked Committee members through the latest Finance Report. Particular note was paid to: <ul style="list-style-type: none"> <li>● the negative impact of pay rises on budgets</li> <li>● useful funding received from OCC to support Ukrainian children in Trust schools</li> <li>● an increase in sports funding</li> <li>● SEN funding received for three Trust schools</li> <li>● associated expenditure requirements</li> <li>● inflated staffing agency costs covering sickness and vacancies</li> </ul> <p><b>Capital</b>          With SCA funding handled separately, no capital project expenditure to report as yet. Additional funding is anticipated for energy efficiency across the Trust. The Government Autumn budget announcement re: additional funding from April was noted - further clarifications are underway. The Committee discussed the timing of income/funding and the possible impacts on known budget deficits.</p> <p>AL shared clarifications regarding costs related to Agency staff due to recruitment difficulties and staff sickness and confirmed thorough scrutiny was in place to ensure the Trust understands the issues in detail. Expecting changes in the second half of the year.</p> <p>Schools have been reporting challenges due to OCC missing deadlines for SEN panel meetings which has a knock on impact for schools and individuals. There are also EHCP funding delays. Additional support being provided to Headteachers on how to manage budget challenges through into period 4.</p> <p>A Business Managers group meeting has held a discussion on budget assumptions and other Trusts appear to be facing similar situations.</p>

	<p>Committee members asked questions around current budget concerns, appropriate levels of diligence and budget caution. Concluded P4 will be important for seeing how budgets have adjusted and would be the best time to revisit. Recognition there is a difficulty in knowing what funding looks like post-Sept 2023.</p> <p><b>Salary costs increase</b>          The Trust has faced a significant cost increase in salaries, resulting in being over budget. Discussions centred on innovations and new ways of working the Trust could pilot in order to balance quality recruitment while meeting the needs of the Trust. This included discussions on central recruitment for some roles - recognised it wouldn't fix certain challenges but may enable the Trust to take a hybrid approach and reduce dependency on agencies. A similar approach has been taken within facilities management and there is useful learning to share from that experience.</p> <p>The Committee supported innovative and creative thinking - trying new approaches to ease pressure on budgets and meeting SEN needs.</p> <p>Agreed that the March 2023 meeting should have a Finance focus and follow up on risks on services and budgeting assumptions for a 4-5 year period.</p> <p><b>ACTION: AL to share summary of range of savings already identified with the Committee members</b></p> <p><b>Pay Committee Report - for approval</b>          DM shared an overview of the report for Heads and central teaching staff and summarised pay progression outcomes for staff in leadership positions.</p> <p><b>CPD</b>          All Heads have been involved in reworking the Trust vision. More detail is in the report regarding staff training, designed to meet school specific needs. Safeguarding Training is a big focus for schools - being made broader in scope. Leaders are being encouraged to review other schools as part of CPD to encourage collaboration.</p> <p>DM confirmed that the Trust had sought agreement on pay progression recommendations. Committee members asked questions related to staff taking national qualifications and what the Trust sees happening when staff reach the top of their pay scale.</p> <p>AC noted the CPD elements are impressive and an improvement. Final discussions centred on the importance of valuing staff equally across the Trust and across teaching and non-teaching roles.</p> <p><b>The Pay Committee Report was APPROVED.</b></p> <p>AL talked through the Support Staff appraisals report outcomes. Noted CPD returns from most schools - following up where gaps. All have been reviewed by the Pay Committee and pay progression only in place with Heads approval. There has been good progress but there's still more to be done. Noted it would be valuable to be added to the ALT agenda in September and opportunities for Governor training in early Autumn to ensure have the most effective possible Pay Committees.</p> <p>The Resources Committee shares thanks to the Pay Committee and Heads of Schools for their hard work on pay this year and an ongoing commitment to ensure support staff are fully included.</p>
9	<p><b><i>Pupil planning review</i></b>          Report rescheduled for March 2023 due to timing of meetings.</p>
10	<p><b><i>Policies for approval</i></b>          No policies for review.</p>
11	<p><b><i>Risk Register</i></b>          Adjustment to school OFSTED results noted as well as the impact on the risk register in areas such as leadership and safeguarding. The right plans are in place to respond and take learnings forward. There were some unexpected results but the necessary steps have been taken.</p>
12	<p><b><i>Strategic Forward Planning</i></b></p>

	<p>No major update. In the March 2023 meeting, the Committee will look at investment strategy. Recognised horizon scanning right now is very difficult and the next budget cycle, in particular, will be the most difficult.</p>
13	<p><b>Premises report / Health and Safety report</b>          New H&amp;S and compliance staff member in place. Termly meetings with Heads of Governors. No accidents or reports of incidents of particular note but reporting has improved.</p> <p>JR attended ALT in Dec 2022 to share a range of updates. A Board report will be circulated regarding outstanding audit actions. Small progress made at school level, with some reports still to come in. DM to present to the Board on monitoring and reporting and holding Heads to account.</p> <p><b>Premises report</b>          Condition survey meetings schedule complete. RC members encouraged to attend meetings to get a better understanding of how we can use SCA funding and the context - sharing views, thoughts and reflections encouraged.</p> <p><b>ACTION: JR to circulate a list of dates for visits for Committee members to sign up to.</b></p> <p>JR shared an update on school level involvement in facilities. Some projects starting now. Further updates to come in the next meeting. JR shared expected costs/budget with contingency costs factored in.</p> <p><b>FCC temporary classroom</b> – update given and clarifications sought by Committee members. Concerns raised on timetable and speed of work, given the state of current facilities.</p> <p><b>Catering contracts</b> – Committee members discussed current arrangements in detail, in the context of a requested price increase. Full data and reasoning was provided. The Committee concluded further analysis is needed to consider any potential impact on parents of cost increases or on school budgets and free school meal uptake rates. Especially in the context of the cost of living increases. AC clarified that the aim is to break even and the Trust has no desire to pass costs on to parents. Further work to be done to better understand protection against vulnerabilities and ensure we are benchmarking with other Trusts.</p>
14	<p><b>ESFA/DFE letters</b>          Nothing to discuss.</p>
15	<p><b>MAT to MAT collaboration</b>          Pleased to share the Trust is now working with a new Trust in Chippenham with significant secondary school presence which presents an exciting opportunity. Further collaboration meetings are underway.</p>
16	<p><b>Staffing update</b>          DM shared a summary of changes from Dec-Jan with a total of 18 advertised vacancies. Several roles had no applicants - possibly due to the number of hours on offer. TA recruitment issues are ongoing. On the positive side, the Trust has made some very positive appointments in Compliance and SENCO posts at school level. Expertise from previous post holders has been retained as well as bringing in great strength and capacity for schools and across the Trust as a whole.</p> <p>DM also shared news of his impending retirement from 31 August after 20 years. Active recruitment for a replacement to the role is underway.</p> <p>Discussion followed regarding resignation and recruitment to replace a senior leadership post within the Trust and future recruitments and pay structure. AL shared an overview of pay calculations, salary banding and scale ranges and some recommendations which were APPROVED, bringing alignment between Exec Heads.</p>
17	<p><b>Centre for Professional Excellence</b>          A reminder was shared of what is available to staff. Exploring an online safety focus - resourcing new partnership and video training for schools. Some schools are already using it. Some alliance schools are also joining.</p>

18	<p><b><i>Any other business (as agreed as urgent)</i></b></p> <p><b>Finance Governor meeting</b> - date agreed as 30 March 2023. Discussions centred on what topics and learning to focus on. Suggestions included:</p> <ul style="list-style-type: none"> <li>● Income generation - post covid innovation and alternatives</li> <li>● Budgeting through uncertainty - sharing experience and best practice</li> <li>● An external speaker</li> <li>● Reflection on last year</li> </ul> <p>Suggested participants are asked to bring along examples and learning.</p> <p><b>IT strategy</b> JR and AL working on a set of principles to take to Board - based on info from ICT workshops. More to be shared in due course.</p>
19	<p><b><i>Future meeting dates and arrangements</i></b></p> <p>Agreed next RC meeting (9 March) to be held online and Fin Gov meeting (30 March) to be face-to-face.</p> <p>AC thanked all Committee members for their time and contributions.</p> <p><b>Meeting ended at 8.29pm</b></p>

Clerk: Tori Ray  
Date: 1/2/2023