

FLT Resources Committee – Meeting Minutes

11 May 2023 at 6.30pm online

Attending Committee Members (Trustees) Anthony Cook (AC) Chair Mark Greenwood (MG)	Attending Committee Members (not Trustees) Alex Bond (AB) David Hancox (DH) – joined 7.23pm Tim Clark (TC)	Attending Others Anne Lynn (AL), FLT COO Danielle Bradley (DB), Finance Mngr Joanne Ray (JR), Operations Mngr Tori Ray (TR), Clerk
Apologies Duncan Millard (DM) FLT CEO Jason St John Neville (JStJN)		

1	Welcome new members, guests or staff presenting and note any resignations The meeting opened at: 6.33pm. AC gave a warm welcome to all.
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 No new declarations shared.
5	Approve minutes of previous meeting Correction to attendance details in minutes of the previous meeting which were then 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’ AC updated the Committee regarding Out Of Committee action taken related to the Low Carbon Energy Fund application, in consultation with JR and external consultants. This funding relates to work in FCC and the Trust’s sustainability focus. Results of application anticipated in summer term.
8	Finance Report (DB) DB talked Committee members through Finance period 6 report and the situation facing the Trust and individual schools. Headlines included: <ul style="list-style-type: none"> • An improved situation from period 5. • Ashbury is now included in Trust reporting. • Forecasting a £67k surplus across the Trust. • Several school vacancies have now been removed or pushed forward. • Additional free school meal income has been received for some schools. • Shrivenham has seen an improvement. • Government decisions on wage settlements are expected to impact the Trust next year. DB/AL are working through several future financial scenarios. <p>Capital DB shared latest updates including:</p> <ul style="list-style-type: none"> • Forecasting for projects now has an improved accuracy • Catering costs have increased and been absorbed in school budgets <p>Investment options have been investigated with the help of an advisor. Scenarios were presented to the Committee along with a proposal for a 3-month rolling investment option. Actions on this since the last meeting were summarised. The Committee discussed SCA funding spend and investment levels. Questions were resolved regarding the Trust’s choice of investment savings bond accounts. A cautious approach was agreed regarding the amounts to be invested. AC expressed interest in establishing a rolling investment and presented proposal to the Committee.</p>

	<p>ACTION: By September, AC/DB to invite Blackstone to join a Resources Committee meeting to update and advise the Committee on Investment options.</p> <p>Central Budget AL presented the current context for the Trust, while accounting for future growth plans. Worst case scenario presented to schools and approved by Heads in recent leadership meeting. AC shared a confidential update with a Committee member.</p> <p>AL talked through the central analysis sheet and changes to recharging. There were discussions regarding Insurance costs, split out by school, including an appropriate percentage uplift for 2024. Further checking and quotes comparison in progress alongside a tender exercise.</p> <p>IT Contract – currently out to tender – firm costs to be confirmed once complete.</p> <p>Finally, Committee members sought clarifications for how the Central Budget compares to this time last year and school level contributions to central costs with the intention to ensure value for money. AL confirmed this is explored with Heads in September and additional requests ie.: SEN/Safeguarding resource are supported wherever possible. AL is meeting with Heads this term to seek views on the Central Team on a 1:1 basis.</p> <p>AL confirmed the intention is for the Central Team to achieve a balanced budget and if there is any surplus, to use it to the benefit of schools.</p> <p>Budget APPROVED to take to Trustees in two weeks, on the understanding there are budget unknowns that may bring change at a later point. It was noted the Central Team workload has increased.</p> <p>Questions were raised about the top three budget concerns for the next financial year. In summary, these included unprecedented financial pressures internally and externally. The context the Trust operates in is sobering but sincere thanks from AC on behalf of the Committee for all the work done by the team. Further discussions on key issues to follow in the June meeting.</p>
9	<p>Strategic Forward Planning</p> <p>Investment choices – Focus: Can we get a better return for the Trust’s money? AC summarised the background context. AL outlined recommendations and their benefits. The Committee discussed possible variations and the benefits. Recognised the need for flexibility during changing times. Strong commitment articulated regarding making the best use of public money, while facing significant risks for the future. The Trust has some funding available for investing. Discussions centred on the right level for reserves during periods of uncertainty while using a rolling programme to invest portions of Trust savings to ensure increasing value. Further discussions centred on the appropriate level of cashflow to put away as investment and the proposal was APPROVED. Programme of investments to be revisited at the next meeting.</p> <p>ACTION: DB/AL/AC to explore and assess if viable to establish a rolling programme of investments for Trust (incl goal for SCA funding), to achieve a higher rate of investment.</p>
10	<p>Confidential item – see separate minutes</p>
11	<p>Pupil Planning AL shared a summary paper and outlined situations for individual schools across the Trust. Anticipated we will be able to report on the May census figures in the next Resources meeting.</p>
12	<p>Policies</p> <p>Cyber Security Framework for FCC to satisfy exam requirements. Members commented that it was possible cyber security and data protection were being conflated. Recommended to remove associated content with a safeguarding focus to ensure the focus is on cyber security. Virus protection – needs recommendations that will emerge from IT suppliers – in progress.</p> <p>Committee members provided specific advice on changes required. Questions were raised on what actions would be taken in the event of an incident – recommendation to include the steps staff have to take to secure systems immediately. Add simple high-level flowchart for actions in event of an incident.</p> <p>APPROVED if recommended changes made.</p>

13	<p>Risk Register MG added confidential item to risk register – to be brought to the June Resources Committee meeting for further discussion.</p>
14	<p>Premises report / Health and Safety report (JR) Health and Safety</p> <ul style="list-style-type: none"> No reportable accidents or near misses at the time of the report Since then, there has been a serious incident in FVP which has been dealt with by the school as appropriate but is an ongoing concern. AC offered involvement as needed to support appropriate resolution and ensure safety. <p>New H&S system is required and is in process, including collaboration with schools.</p> <p>H&S Audits – scheduled for the Autumn Term. Outstanding actions are all in progress and support has been offered from the Central Team to close any remaining in a timely way. AC thanked JR for all the work that has gone into improving our work in this area.</p> <p>FCC First Aid provision noted as needing improvement. Support has been offered from the Central Team but the school will be resolving it. Committee members sought clarifications regarding contractor first aid provision.</p> <p>Premises JR outlined an FCC fencing proposal and sought approval for the plans and budget. The Committee discussed the details including safeguarding, community use, location, access points, fire safety considerations and funding options. The proposal was APPROVED.</p> <p>JR outlined the latest progress on other premises work including:</p> <ul style="list-style-type: none"> JB school pipework (SCA funding) WAT school roof and tiles (SCA funding) Elms drainage <p>SCA funding plan - APPROVED JR summarised Year 1 2022/2023 spend forecast, which is on target and outlined Year 2 proposal for approval based on opportunities, priorities and audits including a lighting tender for four schools. The Committee heard details of other works proposed and were invited to ask questions and comment. A discussion was explored around the lighting tender and prioritisation. JR confirmed the principle of using condition survey findings for prioritisation. The plan was APPROVED.</p> <p>JR shared an update on other works in progress including the FCC all weather pitch and IT, Telephony and Broadband tenders.</p> <p>The Committee asked questions and clarifications around Central Team capacity. AC offered reassurance this is an ongoing discussion within leadership conversations and offered sincere thanks to the whole team.</p>
15	<p>ESFA/DFE letters – None.</p>
16	<p>MAT to MAT Discussions continue at many levels.</p>
17	<p>Staffing update AL shared an update with Committee members on the current recruitments in progress, including changes to senior leadership positions within schools and Central Team staff changes. The Committee APPROVED a recruitment and retention allowance request.</p> <p>ACTION: DM to update the Committee on Faringdon primaries staffing at June meeting.</p>
18	<p>Centre for Professional Excellence Nothing to report.</p>
20	<p>Any other business - None</p>
19	<p>Future meeting dates and arrangements Next RC meeting – 15 June 2023. To be held face to face. AC thanked all Committee members for their papers and preparation behind the scenes.</p>

ACTION: TR to create a 'Late Papers' folder (those shared within 72 hours of the meeting) for the Committee on GovernorHub for future meetings to aid preparation.

Meeting ended at 9pm

Clerk: Tori Ray
Date: 31/05/2023