

## FLT Resources Committee Meeting Minutes 28 September 2023 at 6.30pm in person, FCC library

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| <b>Attending Committee Members (Trustees)</b><br>Richard Evans (RE) FLT CEO<br>Mark Greenwood (MG) – Risk Lead<br>Jason St John Nicolle (JSJN)<br>Adale Bennett (ABnt) | <b>Attending Committee Members (not Trustees)</b><br>Tim Clark (TC), Chair<br>David Hancox (DH) | <b>Attending Others</b><br>Anne Lynn (AL) FLT COO<br>Jo Ray (JR) FLT Operations Manager – from 6.38pm<br>Danielle Bradley (DB) FLT Finance Manager<br>Tori Ray (TR) Clerk |
| <b>Apologies:</b> Anthony Cook, Alex Bond  |   |   |

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| 1 | <b>Welcome new members, guests or staff presenting and note any resignations</b><br>The meeting opened at 6.30pm. The Chair gave a warm welcome to all for his first meeting as Chair. Introductions were made due to new attendees.  |
| 2 | <b>Apologies for absence, confidentiality and quoracy</b><br>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 - none</b>  |
| 4 | <b>Declaration of any personal/business interests relating to this meeting</b><br>No new declarations shared.   |
| 5 | <b>Approve minutes of previous meeting</b><br>Minutes of the previous meeting (and confidential minutes) were agreed as an accurate representation of proceedings and <b>APPROVED</b> .   |
| 6 | <b>Review of carried over actions</b><br>The status of all actions was checked – see Carried Over Actions document for details.   |
| 7 | <b>Other activity agreed 'Out of Committee'</b><br>The full set of Out of Committee work were summarised by JR in an update for Committee members. These included: <ul style="list-style-type: none"> <li>• FCC Fire Alarm tender (3 July)</li> <li>• JBL LED lighting tender / Elms LED lighting tender / WAT LED lighting tender (11 July)</li> <li>• Telephony tender / IT Tender - WAN tender / IT Tender - MSP (19 July)</li> <li>• Electricity contract (2 August)</li> <li>• Insurance renewal tender (29 August)</li> <li>• Headteacher pay range (11 September)</li> </ul> <p>JR also summarised services provided by Six Consultancy. Committee members asked questions regarding value for money. JR clarified benchmarking activities and costs and fees within scope of works plus intentions to continue to look for benefits across the Trust.</p>               |
| 8 | <b>Resources Committee Terms of Reference 2023-2024</b><br>Draft reviewed. Questions raised on the relationship between the Resources Committee and the Full Board and areas of decision-making. AL confirmed the Trust's Scheme of Delegation is in place to measure accountability and the Resources Committee Chair produces a summary for the Board. <p>A question was raised regarding the Vale Academy Trust Committee structure and discussions followed regarding possible future structures.</p> <p><b>Resources Committee ToR 2023-2024 APPROVED.</b> Will go to Trust Board for approval at their next meeting. Changes noted include: Strategic priorities adjusted as appropriate; Reference to Microsoft removed to remain open to possible future IT strategy changes; Some policies have been changed to be reviewed every three years instead of annually.</p> |
| 9 | <b>Committee members' declarations and training overview</b><br>TR summarised the Trust declarations required from all Committee members and flagged future training needs to ensure compliance.  |

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| 10 | <p><b>Finance</b></p> <p>DB talked Committee members through the <b>Period 10 Financial Report</b>, shared in advance of the meeting, highlighting work ongoing on year end, closing invoices for schools and information shared with auditors. Points of note included:</p> <ul style="list-style-type: none"> <li>• All schools' tutoring grant submissions completed with reduced expenditure</li> <li>• Further increases in agency staff costs</li> <li>• Increase in educational supplies costs</li> <li>• Energy bill savings</li> </ul> <p>Within discussions regarding Capital works, the following was noted:</p> <ul style="list-style-type: none"> <li>• LED projects have incurred large expenditure. Testing has taken place to get the appropriate lighting levels. No schools are raising concerns.</li> </ul> <p><b>ACTION: JR to share expected LED lighting payback periods with Committee members.</b></p> <ul style="list-style-type: none"> <li>• Questions asked regarding capital/revenue spending and allocations were answered by DB/AL – the Trust is following an approach endorsed by our Auditors and accounting standards.</li> </ul> <p><b>FLT Finance Manual</b> – AL presented changes to the Committee – very little change from last year. Nothing significant raised by Trust auditors, Critchleys. There is an interim audit pre-summer (no actions outstanding) and a follow-up audit at the end of October. The Finance Manual was <b>APPROVED</b>.</p> <p><b>IT Depreciation Policy change</b></p> <p>Following a meeting and advice from the Trust auditors, DB requested an IT depreciation policy extension from 3 years to 5 years, effective from September 2022 – applying the policy from the start of the financial year to ensure the Trust achieves a realistic fixed assets register. <b>APPROVED</b>. Committee members discussed the future of depreciation and sustainability goals for the Trust.</p> <p><b>Re-investment with Lloyds bank</b> – this was held for discussion at the next Resources Committee meeting.</p> <p><b>Overview of supply teacher and assistant costs</b></p> <p>The Committee discussed the data shared in advance of the meeting, including a breakdown by school and staff attendance challenges. It was confirmed the Trust is discussing this with other Trusts to look at different approaches taken. The Trust is also seeking HR advice and guidance to ensure guidance, actions and processes align with Trust values for staff and pupils.</p> <p>There was further discussion of school specific contexts and recruitment challenges connected with EHCP situations.</p> <p>TC thanked DB for the analysis. Discussions were held regarding budget forecasting, Teaching Assistant and EHCP needs, long-term sickness impacts and other controllable versus uncontrollable factors. AL confirmed the Trusts self-insures to protect itself against costs and that similar situations are faced by other Trusts regarding unknown agency costs and year on year trends.</p> |
| 11 | <p><b>Utilities - electricity</b></p> <p>Nothing more to add – this was covered during previous discussions.</p>  |
| 12 | <p><b>Pupil Planning</b></p> <p>The annual census is due to take place next week. Overall, anticipating the Trust is in a comfortable state but there are particular areas of concern regarding Shrivenham's change of location, FCC's temporary classroom replacement plans and uncertain demographic factors within Faringdon.</p> <p>Trust pupil numbers are broadly healthy. Reception numbers are down for some schools. Census results will be shared in the next Resources Committee meeting. Pupil numbers in some areas is noted as a risk area and will be actively managed by the Trust.</p>   |
| 13 | <p><b>Policies – for approval</b></p> <ul style="list-style-type: none"> <li>• <i>Health and Safety procedures</i> – carried forward for next meeting.</li> <li>• <i>Fire Safety Management</i> – refreshed policy to ensure ongoing compliance and additional operational appendices.</li> </ul>   |

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|    | <p><b>ACTION: JR to summarise guidance and training requirements for those with areas of responsibility related to managing and/or responding to fire and asbestos risks.</b></p> <ul style="list-style-type: none"> <li>• <i>Asbestos Management policy</i> – <b>APPROVED</b> following discussion on online asbestos training for staff and those involved with building maintenance and cleaning.</li> </ul>   |
| 14 | <p><b>Risk Register</b><br/>The Trust's risk register is designed to identify and prioritise best use of resources. It will be shared with the Trust Board at their next meeting. A new risk has been added to reflect the reduction in senior leadership capacity due to now having a part-time CEO. Committee members were asked to share their thoughts and any questions.</p> <p>Members enquired how the Trust is focusing on financial risks due to unknown funding changes. AL summarised the robust process in place with schools regarding 3-year detailed planning and 5-year horizon scanning. In-year monitoring is overseen centrally and schools returning deficit budgets are supported as well as asked to attend both Resources Committee and Trust Board meetings. There is a close working relationship with Heads of Schools. There is also very active reserve management in place and key risks are brought up within senior leadership meetings.</p> <p>Elements of the risk register sit within the scheme of delegation, with both a forward and backward look within financial reporting and census monitoring.</p>   |
| 15 | <p><b>Premises report / Health and Safety report and Audit report</b><br/><b>RACC report / risk assessment</b> – JR summarised activity following government guidance and risk assessments conducted across the Trust. Confirmed communications with parents. Surveyors are reviewing the Trust and assessing risks and will advise if any further surveys are required. Still low risk. Committee members reminded RACC testing relates to roofing only and that there has been considerable roofing work completed in recent Trust history. DfE advising to follow their guidance to ensure schools stay open, not extending to rebuilding support.</p> <p><b>Premises Report</b><br/>JR reviewed works currently in progress for the Committee. There has been good progress on LED lighting which was completed over the summer. Discussions were held on the benefits of funding using SCA and DFE environmental funding.</p> <p>Drainage works for Elms is ongoing. Buckland tarmac and drainage plus Watchfield windows and doors are being worked on during October half term. The Trust was unsuccessful in securing decarbonisation funding recently applied for. Alternative options for FCC boiler works are being explored. SCA funding spend is on track.</p> <p><b>SCA funded LED Lighting Project for FCC</b><br/>Committee members discussed quotes, costs and risk areas for additional works. Further discussions were held on decarbonisation and opportunities to engage students as an educational opportunity. Committee members sought clarification on the companies used for the LED lighting works.</p> <p>LED lighting recommendations <b>APPROVED</b>.</p> <p><b>SCA 2024-25 forward look</b><br/>Summary given by JR. Intention is to maximise spend. Committee members asked if anything important isn't being addressed and it was confirmed work is being prioritised according to the latest condition surveys. Further questions were asked regarding Ashbury School's condition survey.</p> <p>SCA 2024-25 future spend <b>APPROVED</b>.</p> <p><b>FCC temporary classroom</b> using Section 106 funding – update shared by JR. Expect to be on site in September 2025. Options currently under consideration, looking holistically across the site. Will come back to the Committee with more on this. FCC all weather pitch is ongoing. FCC footpath works completed.</p> |

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|    | <p><b>Health and Safety Audit Actions 2023</b><br/>         Compliance reporting activities (such as fire risk and legionella risk) are lower than they should be within schools. This is being addressed. Reactive repairs and maintenance are being carried out by schools.</p> <p><b>Accidents, Incidents and Near Misses</b><br/>         Three schools are not yet using the new system. Support is being given and follow up is in place. There were questions from the Committee on classifications and categorisations and whether non-compliance also brings additional insurance risks. An appropriate process is in place for informing insurers when the Trust identifies issues need working on.</p> <p><b>Health and Safety</b><br/>         Summer term's audit action reports have been completed – summary given by JR. The central team are talking with Heads to identify any support needed. Term audits are expected next week. Following a Fire Audit for Elms (in June) and Watchfield (this week), follow up is in progress.</p> <p><b>Amendments to the KCSIE filtering and monitoring guidance</b><br/>         The guidance has been made more robust to prevent access to inappropriate content. The team is working to ensure actions have been allocated appropriately at school level and are working on a policy to take this forward. The Trust's service provider has advised current monitoring levels are robust but will need a new policy and process.</p> |
| 16 | <b>ESFA/DFE letters</b> – None.  |
| 17 | <b>MAT to MAT collaboration</b><br>RE updated the Committee outlining activity between FLT and Vale Academy Trust to maximise and share resources. Work is underway to unite inclusion teams and a Secondary Strategy is being shared focused on building operational collaboration. At school level, connections are being explored around mentoring and a forum for senior leadership, as well as forums for all subject areas. Collaborations with alliance schools and other Trusts continue on SEN.   |
| 18 | <b>Staffing update and changes</b> – RE gave an update on leadership appointment progress and live appointments currently in progress.   |
| 19 | <b>Centre for Professional Excellence</b> – work continues across the Trust, looking at the whole staff journey.   |
| 20 | <b>Any other business</b> – None. TC thanked the Central Team for all their work and papers prepared for this meeting, thanked the Committee members for their time, advice and dedication and the Clerk for their work.   |
|    | <p><b>Conclusion</b><br/> <b>Date of next meeting:</b> 23 November 2023 (online)<br/>         Meeting ended at 9.08pm.</p>   |

Clerk: Tori Ray  
 Date: 15/10/2023