



MINUTES OF THE MEETING OF THE FINANCE & ESTATES COMMITTEE

Tuesday 20 June 2017 at 7.00 pm

Venue: Conference Room, Plume School

Present:.

Mrs J Binder	(JB)	Trustee, Chair of Trustees - <i>arrived at 7.30 pm</i>
Mr M Howell	(MH)	Trustee, Health and Safety Link
Mrs J McKinnell	(JM)	Trustee, Vice-Chair of Trustees, Chair of Personnel Committee
Mrs R Morcombe	(RM)	Trustee
Mr P Nagle	(PN)	Chair of Finance & Estates Committee
Mr C Pond	(CP)	Vice-Chair, Finance & Estates Committee
Mr A Stead	(AS)	Trustee
Mrs D Thomas	(DP)	Trustee, Co-Chair of Trustees
Mr C Wakefield	(CW)	Principal

In attendance:

Mrs K Redmond	(KR)	Clerk to Trustees
Mr R Scott	(RS)	Director of Finance and Estates

Apologies:
None

This group was quorate for the purpose of resolutions

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Minutes of the meeting held on 14 March 2017	The Minutes of the meeting held on 14 March 2017 were APPROVED.
3.	Matters Arising	<ol style="list-style-type: none">1. Terms of Reference are being reviewed and will be presented to the Board of Trustees as part of the Handbook.2. Budget-holders – RS confirmed they will complete a Business interests form as part of the budget notification process for 2017-18.3. Condition Improvement Fund (CIF) bid – update to be provided during this meeting.4. Financial Regulations – have been updated by Executive Group and will be reviewed again in the Autumn term.5. Responsible Officer review of contractors' contracts and tax implications – update to be provided during this

		<p>meeting.</p> <p>6. Strategic update to be provided later in the meeting.</p>
4.	Declaration of Business Interests	There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.
6	Narrowing the gap on Funding: for information	RS advised that the introduction of the National Funding Formula for Schools has been postponed by government with no new date for implementation.
7	Budget 2017/18 - for agreement and recommendation to the Board of Trustees	<p>RS referred to his circulated proposed budget for 2017/18.</p> <p>PN questioned whether there was a line for savings within the budget as discussed at an earlier meeting. RS stated that he, supported by Nigel Brunt for teaching staff, has produced a balanced budget using all the reserves from the previous year but so long as we keep to budget there will be a positive position in 12 months' time. PN stated there has been an excellent job done to reach that point.</p> <p>AS asked how long a deficit is sustainable. RS advised that he is reviewing the day to day spend and the budget is revenue based which is what the Department for Education expects. On a balance sheet basis, the value of the buildings and other assets far outweighs our commitments but it is the revenue position that is the focus of attention.. Our revenue reserves run out at the end of August 2018 and the challenge this year therefore is to build up some reserves to provide a buffer.</p> <p>DT proposed that the draft 2017/18 budget, seconded by AS, and AGREED unanimously, should be recommended for ratification by the Board of Trustees.</p>
9	Estates Management Update: for information	<p>RS advised that for the next meeting he will provide a strategic estates report following a conversation with PN. PN stated they had discussed a plan for Trustees to understand long term planning and associated funding together with options for managing areas such as facilities Management and cleaning/catering.</p> <p>There are no concerns to bring to the attention of Trustees at this meeting.</p> <p>RS advised that Plume was successful in one Condition Improvement Fund (CIF) bid with EFSA for the stage hall roof and internal repairs at £114k. The work will be carried out in term time, incorporating October half-term, as it is a more cost effective time of year.</p> <p>A second bid of £184k was submitted for safeguarding on both sites but this was turned down as the EFSA did not</p>

		<p>believe this met the criteria. This outcome has been appealed formally by RS, however, there is no time limit place on the appeals procedure outcome.</p> <p>RS advised he and his site team has put together a safeguarding and associated risk assessments document. Andrea Atkinson, safeguarding auditor, advised the school to do this. RS to circulate a copy of that report to Trustees. Trustees thanked the site team for their efforts in putting that report together.</p>
10	Health & Safety (H&S) Update: for information	<p>The Minutes of the Health and Safety Committee meeting of 27 April 2017 were NOTED.</p> <ul style="list-style-type: none"> a) PN queried the point made regarding registration cards. RS advised this is in place for the Sixth Forms but it is currently unaffordable due to the safeguarding bid being turned down by DfE. b) There were no RIDDOR reportable incidents. c) Handsam H&S on-line training: RS advised that this is being phased in with site staff, cleaning and catering staff in the first phase as they are in high risk areas. Any key training needs are met separately. PN requested a timetable to demonstrate that all staff will receive the training. d) Fire Assessment: PN asked that this be reviewed in light of the Grenfell Tower flats fire and the cladding that had recently been installed on the school site. <p>RS circulated a report at the meeting to answer questions following concerns raised by Trustees and advised that the Academy proposes to conduct a full review of the building stock for the threat of fire.</p> <p>RS advised that all risk assessments are reviewed annually and are due for renewal. MH agreed to walk the site with RS. CW suggested including a member of the fire brigade in that fire assessment review.</p> <p>CW will be writing to parents reminding them of safety measures in place and which must be adhered to.</p>
11	Responsible Officer (RO) reports and forward schedule: for information	<p>The report by the RO, Andy Gothard, was NOTED. RS highlighted that the financial regulations do not cover how expenses should be managed. RS will draft wording to incorporate in the upcoming review of the financial regulations.</p> <p>Petty Cash had no recommendations.</p> <p>RS referred to the schedule of RO visits and reports: please advise RS if there is anything to add to the visit that is taking</p>

		place later this week.
12	Any Other Business	None.
13	Confirmation of confidential items for the Minutes.	Agenda items 5 and 8
14	Date of next meetings	To be confirmed

Meeting closed at 9.00 pm

Actions

Date of Meeting/ Item number	Topic	Minute	Completed
20.06.17 – item 7	Budget 2017/18	DT proposed that the draft 2017/18 budget, seconded by AS, and AGREED unanimously, should be recommended for ratification by the Board of Trustees.	
20.06.17 – item 9	Estates Management Update	RS to provide a strategic estates report for the next meeting.	
20.06.17 – item 9	Estates Management Update	RS to circulate a copy of the safeguarding and associated risk assessments document to Trustees.	
20.06.17 – item 10(c)	Health & Safety Update	PN requested a timetable to demonstrate that all staff will receive the Handsam H&S training.	
20.06.17 – item 10(d)	Health & Safety Update: Fire Assessment	Fire Assessment to be reviewed in light of the Grenfell Tower flats fire and the cladding that had recently been installed on the school site. The Academy to circulate report following the proposed full review of the building stock for the threat of fire.	
20.06.17 – item 11	Responsible Officer report	RS to draft wording regarding how expenses should be managed to incorporate in the upcoming review of the financial regulations.	