

MINUTES

Finance, Facilities and Personnel Advisory Group

Friday 17th November 2017

Held at The Samworth Church Academy, 10:00am

SAMWORTH
CHURCH
ACADEMY



Present: Nigel Spraggins (NS), Michael Arlington (MA), Lisa McVeigh (LM), Caroline Whitty (CW)

In Attendance: Ellie Slack (ES) (Clerk), Richard Shaw (RS) (Auditor), Ray Callingham (RC) (Auditor)

		Outstanding
1. Apologies: None.	03/03/17	NS/ EH to review policy
2. Declarations of Interest: None.	03/03/17	DJ to review capital replacement plan
3. Minute of Previous Meeting: The advisory group agreed the minutes of the previous meeting as a true and accurate account.	17/11/17	ES to circulate lettings information
	17/11/17	ES to amend notes
	17/11/17	ES to circulate memorandum and articles
4. Matters Arising: There were no matters arising.	17/11/17	ES to circulate Capital Expenditure plan
5. Financial Issues:		LM to prepare proposal surrounding appraisals
5.1 Responsible Officer Report Year Ending 31st August 2017. RS stated that he was pleased to report for the first time in 3 years a clean audit report would be issued. Highlighted the following key points: - Management letter would refer to Companies House being updated regularly following the appointment and resignation of directors, and a recommendation surrounding capital budgets. - Teaching Salaries & Pensions had increased by £151k for the period. This was due to pay awards, introduction of a Team Leader Outside the Classroom role, high earning English & Maths personnel and Hairdressing tutor payment. ES to break down figure of £151k in notes for full governing body meeting. Outstanding ES. - Admin & Support Wages & Pensions had increased by £126k for the period. £58k of this was due to the employment of an IT Director and an Office Manager role, £11k was incurred due to the appointment of an additional cover supervisor and £10k was due to the Catering Team being at full capacity. National Insurance/ Pension contributions had increased by £25k and £13k respectively as a result of the additional expenditure. - Expenditure on Educational Supplies had increased by £33k. £25k was associated with external provision expenditure and £7k was due to the purchase of a Lexia license. - Expenditure on Exam Fees had increased by £12k. This was due to the ECDL purchase for the year 11 cohort. - Technology costs had decreased by £98k. The significant expenditure saving in this heading was due to the employment of an in-house IT team, decreasing expenditure by £96k. - Catering income totalled £299,984 against expenditure of £291,511. This resulted in a surplus of £8,473. Expenditure was food and consumables, but did not include payroll costs. NS requested ES add this to the commentary document. Outstanding ES. Discussion ensued surrounding tracking the subsidy per student, and the long-term aim. All agreed to agenda this item at a future meeting. - The Pension liability had decreased from £4,124,000 to £3,966,000 reflecting the activity of the current financial market. - CW queried the members shown on page 1 of the accounts. Discussion took place surrounding who should be listed under this section. ES to circulate memorandum & articles for issue to be resolved. Outstanding ES.	17/11/17	

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- Discussion took place surrounding the depreciation policies. These are detailed on page 18 of the accounts and are appropriate.

- RS stated the audit had been the quickest and cleanest audit to date.

Richard Shaw and Ray Callingham left the meeting at 11am.

Discussion took place surrounding Capital and Revenue Expenditure items. Possible expenditure projects identified are:

1. Remodelling the reception area for Safeguarding
2. IT developments
3. Site works
4. Sixth Form expansion.

Plan for the above items to be prepared and circulated. **Outstanding ES.**

5.2 Management accounts to October 2017. As per circulated document. Nothing of concern to highlight.

5.3 Forecast update. Following the audit recommendation, ES presented a revised budget plan, containing a separate revenue and capital budget. Following discussion surrounding DFC funding, all agreed to leave this funding within the revenue budget. Capital Expenditure to be funded from 3 possibilities: Reserves, Fundraising and a loan from The Opportunity Trust.

5.4 Financial Management & Governance. LM raised a concern of pay awards following the appraisal process. An allowance had been made of £40k within the budget but this may not be sufficient. LM to prepare proposal and circulate to members for consideration, as this may need discussing at the full governing body meeting if there is to be a variant to the budget. **Outstanding LM.**

Discussion took place surrounding the variance in the forecast at this stage in the year. LM advised that fluctuations had occurred due to resignation dates of staff.

5.5 Update on financing offsite educational activities. Nothing to report.

6. Personnel Issues:

6.1 Appointments, resignations, contractual changes, sickness. LM advised there were vacancies advertised of Strategic Director, Senior Science Technician and Teaching Assistant. There had been significant interest in the Strategic Director advertisement. LM asked governors to inform her of their availability to attend interviews on 6th December. Stated there were two long-term sicknesses in the Catering Team, and a long-term sickness of a Student Information Desk Assistant.

CW questioned whether the staff survey still occurred, and stated it would be useful if feedback could be discussed at a full governing body meeting.

6.2 Planned review policies in accordance with the terms of reference. The following policies were reviewed and approved as follows:

1. Data Protection Policy- Approved, subject to review following GDPR review in May.
2. Support Staff Performance Management- Approved, subject to addition of review date.
3. Teaching Staff Performance Management- Approved, subject to addition of review date.

7. Premises Issues:

7.1 Review of conditions of premises (Asset management plan). As per David Jackson's report.

7.2 Improvement programme- short and medium term. As per David Jackson's report.

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7.3 Review repairs and maintenance budget. As per David Jackson's report. ES to circulate comparison of lettings volume and cost for this financial year and last financial year. **Outstanding ES.** Thanks were expressed to David for the report provided.

8. Risk Management:

8.1 Review Risk Register. Nothing to report.

8.2 Business Continuity Plan. Nothing to report.

9. Any Other Business:

9.1 Chaplaincy. Discussion took place surrounding the contractual arrangements of engaging the Chaplain full time. NS agreed that the Diocese would continue to employ the Chaplain, and the academy would bear three quarters of the cost.

9.2 IT Consultancy. Discussion took place surrounding the IT consultancy proposal submitted. Following discussion all agreed more detailed information is required including rationale, a formal tender and testimonials. Proposal could be submitted for email consideration at any time.

9.3 IT Proposal. Discussion took place surrounding the proposal submitted. This proposal is not included within the current budgeted expenditure. All agreed to agenda this item for discussion at the next meeting, alongside the plans for capital and revenue expenditure previously discussed.

10. Date of Next Meeting: Friday 2nd February 2018, 10:00am.

Next meeting dates for Board of Governors:

- Tuesday 12th December 2017 5.00pm
- Tuesday 16th January 2018 2.00pm
- Thursday 22nd March 2018 12.00pm
- Tuesday 8th May 2018 3.00pm
- Tuesday 3rd July 2018 5.00pm