

BAY LEARNING TRUST

MINUTES OF THE FINANCE AND RESOURCES COMMITTEE

held on Tuesday 4th December 2018

Present: Canon P Ballard (Chair), Prof J Crewdson, Mr M Dudfield, Mrs E Nicholls (CEO) and Mr A McKinnell

In Attendance: Robert Mitchell (until item 4 b)) and Mrs L Winston (Clerk)

	ITEM	ACTION
	Opening Prayer The meeting opened with a prayer.	
1	Apologies and Declaration of Interest Apologies were received from Mr R Webb. There were no declarations of interest.	
2	Minutes of last meeting and matters arising It was agreed that the minutes of the previous meeting, which had been held on the 28 th June 2018, be approved and signed by the chair as a correct record. There were no matters arising.	
3	Finance a) Annual Report 2017-18: Mr Mitchell presented this report to the Committee. It is compliant with all regulatory bodies. The accounts represent an aggregate of Ripley (12 months) and Carnforth (3 months). The report is made up of three sections (Trustees' Report, Governance Statement and the Independent Auditor's Report). The Audit report shows a clean audit. A summary sheet was produced showing how the figures in the report relate to the two schools. The summary is an accurate reflection of the report and showed Trust figures as at 31 st August 2018 of Revenue Reserves of £1.897 million (including grants not yet spent); Capital Monies (including grant allocations carried forward) of £197,000; Pension liability of -£2.562million; and Assets (e.g.: buildings) of £20.575 million (after the relevant depreciations). The Directors discussed the Full Report Disclosures on pages 33-35. As a result of these disclosures, there was a lengthy discussion about related party transactions. Mr Mitchell would bring the summary to the Board meeting on 13 th December and would also produce the Management Report for this meeting. The Committee resolved to recommend approval of the Annual Report and acceptance of the accounts to the Board at the next meeting. Mr Mitchell left the meeting at this stage. b) Academies Financial Handbook 2018 – changes The Directors noted the changes as summarised in an email from Mr Mitchell. In particular, in relation to sharing of Management Accounts (the Management Accounts to be in the same form as those in item 3 c)), the Directors agreed that the reporting arrangements would be: termly to the Board of Directors and to the Finance and Resources Committee; monthly to the Chair of the Board and the Chair of the Finance and Resources Committee.	

	<p>c) Monitoring The monthly financial report for the period September to October 2018 for both schools had been circulated. At this early stage, the budgets are performing and on-track. The only issue of concern is that staffing costs are slightly higher at Carnforth than anticipated. More will be known about the outturn in staffing at Carnforth in January when all teachers' pay awards (all budgeted for) have gone through. There is a long term issue in relation to the increase in teacher pension on-costs. This is funded in schools initially but funding is unknown in the long term.</p> <p>d) BLT financial plan The BLT financial plan has been updated to show that plans are in place for Morecambe High School joining the Trust. Looking ahead to the next 12-18 months, it includes another secondary school and possibly a primary school joining the Trust. The provision for CPD (which has not increased) was challenged by the Committee. It was clarified that this related to central CPD not schools but had included senior leader training and support for the Principals.</p>	
4	<p>Estates</p> <p>a) Academies Update The CIF work at Carnforth is coming to an end and has been successful. There are no major issues to report at either school.</p> <p>b) CIF bids 2019-20 Carnforth – two bids are being prepared by Stratus 9 for fire safety compliance and upgrades and replacement of the all-weather pitch. Ripley – Stratus 9 are preparing a bid for refurbishment of the roofs for Ashton Block and main school. If the application is not successful then school reserves will need to be used. The application for electrical upgrades will be re-submitted to see if the required percentage can be obtained this time. Morecambe – Stratus 9 is submitting bids for work to the Rosla block and fire safety upgrades. Lancashire County Council is being asked to carry out repair works to the roofs given Morecambe is still under County responsibility until transfer to the Trust.</p> <p>The deadline for bid applications is 13th December with notification of decisions expected at Easter.</p>	
5	<p>Health and Safety There have been no Riddor reports/incidents at either Ripley or Carnforth this academic year. Compliance Education are still working with Ripley (and have been for 18 months) and have created a health and safety plan for Carnforth. The H&S audit at each school produced the following results: Carnforth 75% (the school's initial audit); Ripley 89% (after 18 months of work).</p>	
6	<p>HR</p> <p>a) Staffing update It was confirmed that Ripley and Carnforth were both fully staffed in September.</p> <p>b) Teachers' pay and performance The Trust's Appraisal and Pay Policies are now in place and being used by both schools. Targets for next year were set for all staff, across the Trust, in line with the Trust's Appraisal Policy. Outcomes for pay progression were noted from the November report. Prof Crewdson reported a chair's action to affirm the teachers' backdated pay rise. The Committee noted that teachers are paid in accordance with National Pay and Conditions, which have been adopted by the Trust. These are external figures not set</p>	

	by the Trust and apply from 1 st September. A referral to the Board would only be necessary if these Conditions were not to be followed, which would also require consultation.	
7	<p>Policies</p> <p>a) Teachers' Pay 2018-19 It was queried whether a Trust Appeals Committee should be constituted. The policy provides for all appeals to go to the CEO in the first instance and then to an Appeals Committee. Such Committee would be constituted when the situation arose.</p> <p>b) Trust Financial Framework This will be taken to the March meeting.</p> <p>c) Flexible Working Policy No amendments required.</p> <p>d) Leave of Absence Policy The wording in clause 1.2 is vague. The last sentence to include the word 'particular' so it reads:...'in any particular case.'</p> <p>e) Maternity Policy No amendments required.</p> <p>f) Parental Leave Policy No amendments required.</p> <p>g) Paternity Policy No amendments required.</p> <p>h) Safer Recruitment Policy No amendments required.</p> <p>i) Shared Parental Leave (Adoption) Policy No amendments required.</p> <p>j) Shared Parental Leave (Birth) Policy No amendments required.</p> <p>k) Time off for Adoption Appointments Policy Front page spelling of 'to' needs amending to 'too'</p> <p>l) Time off for Antenatal Appointments Policy No amendments required.</p>	<p>AMK</p> <p>Clerk</p> <p>Clerk</p>
8	<p>Letter from the Chair of the ESFA The Committee noted the terms of this letter.</p>	
9	<p>AOB None</p>	
10	<p>Date and time of next meeting Thursday 14th March 2019 at 4.30pm in The Training Suite.</p>	
	The meeting closed at 5.50pm with the Grace.	

I confirm that the minutes have been agreed as a correct record of the meeting.

Signed.....(Chair)

Date