

BAY LEARNING TRUST
MINUTES OF THE FINANCE AND RESOURCES COMMITTEE
held on Thursday 28 June 2018

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

In Attendance: Mrs J Rees (Clerk)

ITEM	ACTION
<p>Opening Prayer The meeting opened with a prayer.</p> <p>Mr M Dudfield was welcomed to the Committee.</p>	
<p>1 Apologies and Governors Declaration of Interest Apologies were received from Mr R Webb.</p> <p>There were no declarations of interest.</p>	
<p>2 Minutes of last meeting It was agreed that the minutes of the previous meeting, which had been held on the 9 March 2018, be approved and signed by the chair as a correct record.</p>	
<p>3 Matters arising Item 2 Terms of Reference The revised Terms of Reference which had been circulated were approved.</p> <p>Item 3 Pay Policy The Pay Policy needs to be changed to take into account the fact that there are more schools in the Trust. The revised policy will be brought to the next meeting.</p> <p>Item 5 Academies Financial Handbook Assessment of Compliance The completed 2017 Compliance form was circulated. The Trust is broadly compliant. The 2018 Academies Financial Handbook was also circulated.</p>	EN
<p>4 Finance a) Monitoring The financial report September 2018 to May 2018 which had been circulated was based only on Ripley St Thomas as Carnforth did not join the Trust until 1 June. Income is slightly better than anticipated. The majority of the expenditure is on staffing. There have been significant savings in this area and expenditure is lower than was budgeted for due to the appointment of an internal candidate to the post of Principal (where it had been budgeted for an external appointment) and the fact that not all teaching staff who left have been replaced. The budget was very positive and benefitted from very tight timetabling, large class sizes and large sixth form numbers.</p> <p>It was noted that supply costs had increased. Mr Dudfield asked if the school had considered taking out supply cover insurance. Mr McKinnell explained the reasons for the increase and reported that insurance cover had been looked into but it was too expensive (approx £90k) and generally the school would not recoup the money.</p> <p>Mr McKinnell explained items included in the MAT budget, projected to the end of August, which has been updated to include Carnforth's contribution.</p>	

	<p>b) Trust Budget The Central Cost part of the MAT budget showing the full year's expenditure had been circulated. 59% of the costs are staffing. The Trust is currently advertising for a part-time Trust Administrator and a part-time HR/Payroll Assistant and the costs for these two posts are included in the staffing costs shown.</p> <p>The Ripley budget was circulated and discussed. Built into the budget are a 2% pay award for staff in September and potential for teacher pension employer contributions to increase from 16.48% to 20%. The in-year deficit of £57,345 is a worst case scenario and there could well be a balanced budget if the increase in pension contributions does not come about. Mrs Nicholls asked if it is possible to submit deficit budgets. Mr McKinnell said it was because the school has reserves.</p> <p>The Committee agreed to submit the budgets to the full Board for their approval.</p> <p>c) Carnforth Update Carnforth does not yet have a budget allocation from the DfE for next year. This is expected next month. The document circulated was based on the school's assumptions. This year's outturn figure hasn't been agreed by County yet. The budget for next year is not sustainable going forward, but Carnforth are aware of this. Staffing for next year is approx. 81.5% of total income; the recommended level is 75%. Carnforth have received a significant CIF grant this year. The school has had lots of discussion regarding their sixth form which is currently not sustainable.</p> <p>A 3 year budget plan for all schools in the Trust will have to be submitted to the DfE by the end of July.</p> <p>d) BLT financial plan The financial plan which had been circulated showing how the Trust will grow as more schools join was noted.</p> <p>e) Letter from DfE The Directors noted the content of the letter received from Lord Agnew about best practice in financial management and governance.</p> <p>f) School Resource Management The document School Resource Management: top 10 planning checks for governors had been circulated. There was discussion over the figure of 70% for staffing costs and how unrealistic this is. Mr McKinnell circulated a dashboard showing staffing costs (for Ripley). In future the dashboard will be developed to include average teacher costs, class sizes, teacher contact ratio and the proportion of the budget spent on SLT.</p>	Board
5	<p>Estates</p> <p>a) Estate Check for Boards The Directors received the document showing the top 10 estate checks for boards and detailing the additional reports and surveys that have to be conducted.</p> <p>b) Carnforth CIF bid The Committee approved the expenditure of £637k for the work included in Carnforth's CIF bid on the proviso that the consultants are told that they can't spend the contingency without prior approval.</p> <p>c) Ripley update Ripley plan to do £100k of maintenance / refurbishment work over the summer. Cowans have submitted an appeal for the 2 CIF bids which had been unsuccessful.</p>	AMK

	There followed discussion about which firms should be used for building work. Various firms were suggested to give a price for due diligence at Morecambe. Recent experience with Architects has been mixed. Canon Ballard will contact Frank at Conlons to see if they would be interested in working with the Trust.	PB
6	<p>Health and Safety</p> <p>a) Update Compliance Education did an audit at Ripley 18 months ago and based on that there is a 3 year plan to keep on top of health and safety. They will do the same for Carnforth. They act as the Competent Person, legally.</p> <p>b) Overarching Trust Statement The Committee agreed to adopt the previously circulated overarching Health and Safety Statement of Intent. Each school will have its own Health and Safety policy.</p>	
7	<p>HR</p> <p>a) Staffing Update It was confirmed that Ripley and Carnforth are both fully staffed for September.</p> <p>b) Teachers' Pay 2018-19 Canon Ballard asked whether it was the Trust's intention to pay the Teachers' pay award when it is announced. This will be considered by the Committee at the meeting in December, or beforehand by email. There is a bigger issue with pay awards for support staff with up to 10% increase for people on the bottom of the pay scale. This will have an impact on the number of staff employed across the schools.</p>	AMK
8	<p>Policies The Teacher Appraisal, Teacher Capability, and Grievance policies have been the subject of detailed discussion by the Trade Unions and the Quality and Standards Committee. Canon Ballard suggested that the top line of the grid on page 3 of the Grievance Policy be amended to show that Stage 3 appeals be heard by the CEO and a member of the Trust Board.</p>	EN
9	<p>AOB None</p>	
10	<p>Date and time of next meeting Tuesday 4 December 2018 at 4.30pm in The Hive.</p>	
	The meeting closed at 5.46pm	

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

Signed.....(Chair)

Date