

**Draft Minutes of Finance, Premises and
Human Resources committee of the
TBAP Trust held at The Bridge
AP Academy on Tuesday 15th September 2015**

PRESENT: Mr Paul Dix (Chair); Mr Seamus Oates (Executive Headteacher); Ms Marie Thomas.

In attendance: Mr Nathan Crawley-Lyons, Head of Business Development and Operations
Ms Deepa Martin, Finance Consultant
Ms Sarah Cooper, clerk

1. APOLOGIES FOR ABSENCE

1.1 Mr Phillip Rham sent apologies.

2. PECUNIARY AND CONFLICT OF INTEREST DECLARATION

There were none

3. MINUTES OF THE MEETING HELD ON 30TH JUNE 2015

The minutes of the Finance Committee meeting held on the 30th June were agreed as accurate; two copies were signed by the Chair.

4. MATTERS ARISING

12.4 The committee had discussed centralising provision versus in house provision and associated costs. Mr Crawley-Lyons reported that we were likely to stay with the existing contracts for the next year.

12.5 The wooden fencing for the additional playground has been agreed.

5. 2015-16 BUDGET APPROVAL UPDATE

5.1 Mr Crawley-Lyons reported that the figures had been submitted to the DfE in July. The Heads of Schools will be responsible and accountable for their own budgets. The budgets will be presented to the Full Governing Body for sign off. The formula is based on the pupil numbers. Ms Deepa Martin reported that some of the out turn from last year will be used this year.

5.2 Various spending streams were looked at last year in order to compile the budgets for next year. Mr Paul Dix asked what happened to the funds if they are not spent during the year. Mr Crawley-Lyons reported that any unspent funds went back to the Trust. Mr Crawley-Lyons reported that going forward the budget cycle will start a lot earlier, if there are any issues with expenditure we will be informed much sooner.

5.3 Ms Deepa Martin reported that there would be a carry forward from 2014/15 of £280,000. Mr Crawley-Lyons reported that the next year would be challenging, we are in a period of growth and the residence costs are unknown, the figures for Cambridge have not been included as they are not joining us until the 1st October 2015.

5.4 The Board considered that way the budget was presented at meetings, the preference was for the budget to go to the Finance Committee initially. Comments could be made via google docs.

6. 2014-15 BUDGET REPORTING

6.1 Ms Deepa Martin reported that the summary headings had been circulated, there is a breakdown of individual objective spends, there is a surplus of £281,556. There is an increase in the Staffing overspend from £439,435 to £495,817, staffing has increased at the Residency and the Free School. The Curriculum Supplies overspend has decreased from £50,000 to £25,722.

- 6.2 Mr Paul Dix asked about the buffer of 3-5 %. Mr Seamus Oates reported that the 3-5% buffer was a target. Mr Paul Dix asked how quickly the target buffer would be achieved. Mr Crawley-Lyons reported that this would be a challenge as we are pushing growth at the same time as trying to accumulate a reserve. The trend in the past would be to spend all of the funding otherwise the Local Authority would take it back.
- 6.3 Mr Seamus Oates reported that if the buffer target was included in Performance Management objectives it would have a greater impact, this would begin this year
- 6.4 Ms Deepa Martin reported that there was a projected overspend on Admin Supplies of £54,991, the previous position was breaking even. Mr Paul Dix asked how this had happened. Ms Deepa Martin reported that there was unbudgeted expenditure included in this along with the Free School and Cambridge. Mr Crawley-Lyons reported that the systems were more robust this year, cut off dates had been set for orders and a Finance Officer had been working during the summer holidays. There are pressure points across the year so we need to build capacity to cope with these points. We are advising all of the suppliers to send invoices directly to Latimer. We currently have £31,761 in commitments
- 6.5 Mr Seamus Oates reported that we have had over £30,000 in donations. We have increased the amount of SEN and Six Day Plus funding we get from other boroughs. Mr Seamus Oates reported that there does need a piece of work completed on the Centres and their funding.

7. EXPENSES CLAIMS (JUNE – AUGUST)

- 7.1 These had been previously agreed

8. RISK REGISTER

- 8.1 Mr Seamus Oates reported that the Heads of School all contribute to the Risk Register and he reviews it on a regular basis. The risks are being managed and there is a process to escalate any risk.

Action: Item 11 in the Risk Register will be amended – NCL

9. HR AND FACILITIES UPDATES

- 9.1 Mr Crawley-Lyons reported that we have put in place the support we needed around electrical testing and the boiler through a company called Estuary.
 - 9.2 A permanent Site Manager has been recruited for Beechcroft.
 - 9.3 There have been some issues with security. Security at Octagon has been increased, staff have been informed that they must put valuable equipment away in a locked room. The security company who were opening and closing the building have been dismissed, the Business Manager and Site Manager are opening and closing the building on a temporary basis but this needs to be reassessed.
- Action: NCL**
- 9.4 A new primary provision will be opening at Beechcroft, building work has been delayed. Swipe Card entry will be included.
 - 9.4 We have negotiated a corner plot at George Eliot for a play area for Key Stage 3 and 4, this will be included in the lease.
 - 9.5 Work continues on Cambridge and the Residence in Crawley, architects have been appointed. The building in Crawley is a listed building two planning applications for different levels have been submitted. There have not been any objections. There was funding through the DfE until the 31st March 2015 then Triborough funding. We have a three year SLA we are now in Year 2. The Head of the Residence and the team have moved things on very quickly.

10. APPROVAL OF NEW POLICIES

10.1 Marketing Plan – it was agreed with the DfE that a plan would be produced

10.2 Referral arrangements for the Free School

Action: It was agreed that Mr Paul Rix would review the policies and report back to the committee at the next meeting

11. THRESHOLD APPROVAL

11.1 Teachers' Pay and Conditions Document information was circulated. Mr Seamus Oates reported that the DfE have given some choices on how to interpret the recommendations. TBAP has not formulated its own pay policy outside the School Teachers' Pay and Conditions document. Mr Seamus Oates reported that a 1% pay rise had been applied since last January which was a cost of living rise. The committee considered the key recommendations and agreed that a 1% up lift would be applied across the board for teaching staff which is in line with national recommendations. It was agreed that Mr Crawley-Lyons would look at the impact of the rise and if there were any concerns he would report back to the committee.

Action: NCL

11.2 Mr Crawley-Lyons reported that three pay roll providers have been sourced there will be further analysis of two with a report to the committee with recommendations.

Action: NCL

11.3 Mr Seamus Oates reported that there had been thirty new starters, the feedback from the induction day for the new staff was very positive.

11.4 Mr Seamus Oates reported that he had reviewed the Threshold Applications and his recommendations for progression onto the upper scale following applications made this year were circulated. The committee agreed the recommendations. Mr Seamus Oates asked the committee to consider one change to the Threshold Applications, the committee agreed that the change would be made.

12. STAFF PERFORMANCE MANAGEMENT RECOMMENDATIONS 13/14

12.1 Mr Seamus Oates reported that he had reviewed the recommendations for Pay Progression Recommendation from the Heads of School and agreed them, all of the recommendations had an evidence base. Mr Paul Rix asked what the implications were for the budget. Ms Deepa Martin reported that the increases had been taken into account when the budgets were set. It was agreed that this would be verified. The committee agreed the recommendations.

Action: DM

13. BONUS VALUES 2015/16

13.1 The policy for 2015-16 includes the option for the Trust to award bonuses to staff for exceptional performance. There is a set of criteria that staff must meet for exceptional performance. Heads of School were asked to recommend staff members. The committee discussed the bonus payment and agreed that it should remain at flat rate of £750 across the board. It was agreed that Mr Paul Rix would write a letter to the staff who received the bonus payment. It was agreed that Mr Seamus Oates would inform Heads of School that if the reserves target was met the bonus payment may increase.

Action: PR and SO

14. CONFIDENTIAL MATTERS

14.1 A paper was circulated

15. ANY OTHER BUSINESS

15.1 There has been a request from a Head of School for a contribution towards the costs of a Doctorate. The committee discussed developing a policy for these requests. The committee agreed to contribute 50% of the costs and any products developed during the time would belong to TBAP.

Action: Policy regarding contribution to costs of study

16. DATE OF THE NEXT MEETING

The date of the next meeting is scheduled for 17th November 2015 at 5.00 pm

Signed..... Date2015

Chair of Committee