

**Draft Minutes of Finance, Premises and  
Human Resources committee of the  
TBAP Trust held at The Bridge  
AP Academy on Tuesday 1<sup>st</sup> March 2016**

**PRESENT:** Mr Seamus Oates (Executive Headteacher) via video conferencing; Ms Marie Thomas: Ms Wendy Fagan; Mr Andrew Yates; Mr Paul Dix

**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 Philip Rham sent his apologies

**2. PECUNIARY AND CONFLICT OF INTEREST DECLARATION**

There were none

**3. MINUTES OF THE MEETING HELD ON 17<sup>th</sup> NOVEMBER 2015**

The minutes of the Finance Committee meeting held on the 17<sup>th</sup> November 2015 were agreed as accurate; two copies were signed by the Chair.

**4. MATTERS ARISING**

- 6.2 Agency costs related to sickness absence and vacant posts would be separated, this is completed on a monthly ongoing basis. The costs are sent out to the Aps – COMPLETED
- 6.4 Insurance to cover staff absence to be investigated – this is still being explored in terms of the costs. NCL
- 6.6 Staff Expenses were presented to the committee the Auditors recommended that this should continue, the expenses would be signed off by the Chair and Mr Seamus Oates – this is an agenda item.
- 7.2 Free School for children with medical needs – we have indicated that we want to open a Free School to the DFE. The application will be submitted to the DFE in September, a site has not yet been agreed. There is a provision in Portobello Road for vulnerable users which could be considered.
- 8.1 References for the new HR / Payroll system to be sought – The references have been obtained. Mr Nathan Crawley-Lyons had discussions with the schools that currently use the system.
- 11.1 A Value for Money Statement needs to be included in the accounts. The statement has been included.
- 11.2 Haysmacintyre organise training sessions on accounts for governors each year in April / May. Dates will be circulated to the governors.- NCL

**5. BUDGET REPORT AND MONITORING**

- 5.1 Ms Deepa Martin reported that the carry forward for revenue in 2014/15 would be £343,509. The total income will be £14,401,410. The spreadsheet circulated takes us up to Period 5 there is a projected surplus of £548,193 for next year. We did project a further £300,000 for the surplus, however there have been costs related to premises and admin supplies for the new buildings. Mr Nathan Crawley-Lyons reported that some of the additional costs will be reimbursed. There is funding from the DFE for Trinity, we only received £25,000 in funding for Cambridge, the legal fees amounted to £17,000. The site has had a lot of issues especially with the premises, there was a meeting with the Council three weeks ago to discuss the building which needs a new hall which the Council will need to fund. We can direct some capital funding for the improvements

which Ofsted have highlighted. Mr Andrew Yates asked if there was any further information on the costs, Mr Nathan Crawley-Lyons reported that some of the small ticket items have been completed we are seeking quotes for the larger projects. We have installed polycarbonate windows, there are limitations on what we can do as the building is listed.

**ACTION:** It was AGREED that estimates on future costs would be presented at the Governing Body Meeting. NCL.

5.2 Ms Deepa Martin reported that there is an underspend of £322, 000 on staffing which will reduce as we employ staff for the new provisions. Mr Nathan Crawley-Lyons reported that the staffing budget for Cambridge will match the funding envelope for the school. The projected spend to year end for agency teaching staff is £487,752 and for agency non-teaching staff is £378,589. Posts are being filled by agency staff until they are advertised. Ms Wendy Fagan reported that we had a discussions about having our own agency for staff, Mr Nathan Crawley-Lyons reported that there has been a large movement of staff, there will be an analysis of the curriculum and needs a paper will be produced on the staffing requirement to address the needs.

5.3 Curriculum supplies are breaking even, we will be able to draw on this area of the budget if there are overspends in other budget areas. There is a projected overspend on Admin Supplies of £149,089, there have been additional costs associated with licences and project work. The Local Authority did not charge us for school meals for eight months last year we did accrue £50,000 to cover the costs but this did not cover the entire cost which we will be charged for this year. Mr Nathan Crawley-Lyons reported that the contracts for school meals and buses will be reviewed this year, many of the contracts are historical ones which will be reviewed once we move into the new building. The Premises Supplies are breaking even, we may have to use the contingency funds. Mr Andrew Yates requested further details on the overspend.

**ACTION:** It was AGREED that further analysis would be completed on the overspend on the Premises Supplies budget. DM

5.4 Mr Nathan Crawley-Lyons reported that all of the work on the Residency has been funded by the DFE. There has been a slight underspend on the DFE grant which can be claimed. Ms Deepa Martin reported that there is an underspend in Capital of £31,733 which will be journaled to devolved capital at year end. There is a projected outturn at year end of £548,193 surplus. Work is continuing on achieving the income we need purchase orders to raise invoices, this does have an effect on the cash flow. We have received £9000 from the Schools Excellence Fund.

5.5 Cashflow monthly profile report was circulated. A further £31,000 from devolved capital needs to be included. Ms Deepa Martin reported that there may be an issue with cashflow in March, we do receive a top up from the Authority in April. We will continue to chase the outstanding income. Mr Seamus Oates reported that the Octogen will receive SEN funding from Haringey, funding has been agreed going forward for ten places.

## **6. NEW FINANCE PACKAGE APPROVAL**

6.1 The current financial package is with Capita, it is difficult to produce reports from the system and the support from the company is not good. The team have been looking at alternatives, PS Financials are well known in the Academy sector. Ms Deepa Martin has organised a visit to a school that uses their system on the recommendation of the auditors. The system is web based, we would like schools to raise their own orders and download reports. We would, however, have central control of the finances. Schools will be able to order goods and services but transactions will be passed through the centre. All orders will require sign off from the budget holders. The lines of accountability will be stronger. Mr Nathan Crawley-Lyons reported that the team have looked at PS Financials, discussed the issues with the auditors and visited the school using the system. The company are keen to work with the Trust. We can investigate the costings further and negotiate license agreements for the new schools coming on board. We are proposing that we run parallel systems until the end of May, once we are happy with the system we will create a closing balance on the existing system and open a new balance on the new system.

**ACTION:** The committee AGREED to move forward with the proposals. NCL to provide feedback from the visit.

NCL to negotiate licence agreements for the three new schools coming on board.

## 7. HR REPORT

- 7.1 Mr Nathan Crawley-Lyons reported that a business support professional has been looking at the data on the current HR system and the data provided by BT. The new HR system should go live in June. We have recruited to most of the vacant posts and we have retained all of the ITTs this year.
- 7.2 Absence data was circulated. There are peaks and troughs in the data. The trigger point is nine days, information is circulated on a monthly basis to the schools. The sickness absence is decreasing.
- ACTION: The committee requested percentage figures for the absence data. NCL to provide the figures.
- 7.3 The target dates for the transfer of the Fenland Learning Base to TBAP are the 1<sup>st</sup> May and the 1<sup>st</sup> July for the Trinity Special School. The TUPE consultation meeting for the Fenland Learning Base began on the 23<sup>rd</sup> of February and will run for 59 days. The public consultation for Trinity started on the 12<sup>th</sup> February until the 8<sup>th</sup> March after which we will receive the TUPE information. Fenland is a Key Stage 3 and 4 school with 35 places as is Trinity. There will be 100 places across three sites, there are currently 54 learners. The top up from the Authority on the sites will be higher, the Council have agreed that the provision is for 100 places. There has been a meeting with the Head of School we have started to consider the staffing structure and funding.
- 7.4 Information on new appointments and leavers was circulated.

## 8. PREMISES REPORT

- 8.1 The Bridge redevelopment scheme continues to progress, a design team has been appointed on a short term contract prior to final approval by councillors in March. There will be a Board Meeting to sign off the concept design.
- 8.2 We have had discussions with the EFA on funding for a Free School.
- 8.3 There has been extensive remodelling at Beachcroft, the new primary provision has three classrooms, a separate entrance from the secondary school, a reception and an extensive playground space. Capacity for the primary provision is 12 which will be reached at the end of Term 6. Work has begun on the secondary provision in response to a need highlighted in a safeguarding report, a new access control system has been installed across the first floor. We are discussing a further piece of work to increase the external outdoor learning space.
- 8.4 The boiler failed and has been replaced.
- 8.5 Latimer has been scooped for remodelling and improvements so that it can be used in the temporary decant of Bridge.
- 8.6 The Cambridge site has caused some concerns, there are logistical and safeguarding issues. A planning application has been submitted to erect a fence separating the car park from the rest of the site. Increased door security has been installed, improvements have been made to the windows to improve safety. We will be replacing some of the doors, some work can be completed now some will be completed over the summer.
- 8.7 Extensive building improvements are nearing completion. A lease should be in place by the end of this month.
- 8.8 Fenland is a new purpose built PRU it has been well maintained, it will transfer to TBAP on 125 year lease.

8.9 The Wisbech site is sub standard. We will not be signing any agreements until capital investment is in place.

**9. RISK REGISTER**

9.1 The register shows the number of risks we have, with the number that are current, the number that are mitigated and the number that have been resolved and completed. The Cambridge site is a challenge. Mr Seamus Oates reported that there had been an Ofsted inspection which was in response to a parental complaint. We are aware of the risks on the site, the recent inspection highlighted that the improvements being made were moving in the right direction. The fabric of the building and the leadership are both issues. The unannounced inspection could have triggered a full inspection but the inspector was satisfied with the results and the right methods were put in to place.

**10. ANY OTHER BUSINESS**

11.1 The Committee members thanked Mr Nathan Crawley-Lyons for his hard work.

11.2 Internships are being offered to assist Jo.

11.3 All members of the TBAP SLT will be linking with Board Members.

11.4 Expenses will be an AGENDA ITEM for the next meeting

**DATE OF THE NEXT MEETING**

The date of the next meeting is scheduled for 24<sup>th</sup> May 2016 at 5.00 pm

Signed..... Date .....2016

Chair of Committee

## **ACTION LIST**

- 5.1 ACTION: It was AGREED that estimates on future costs would be presented at the Governing Body Meeting. NCL.
- 5.3 ACTION: It was AGREED that further analysis would be completed on the overspend on the Premises Supplies budget. DM
- 6.1 ACTION: The committee AGREED to move forward with the proposals. NCL to provide feedback from the visit to the school using the system.
- 7.2 ACTION: The committee requested percentage figures for the absence data. NCL to provide the figures.
- 11.4 Expenses will be an AGENDA ITEM for the next meeting