

**Minutes of Finance, Premises and Human Resources committee of the TBAP Trust  
held at The Bridge AP Academy on Tuesday 7th March 2017**

**PRESENT:** Mr Seamus Oates (CEO), Mr Paul Dix (Chair) Mr Andrew Yates and Mr Laurence Ferrigan.

**In attendance:** Mr Nathan Crawley-Lyons, Head of Business Development and Operations  
Ms Deepa Martin, Finance Consultant  
Ms Dorthe Nielson (Finance Manager)  
Ms Sarah Cooper, clerk

**1. APOLOGIES FOR ABSENCE**

- 1.1 Welcome and introductions
- 1.2 To hear any apologies for absence  
There were no apologies.

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

There were none.

**3. AGREE MINUTES OF THE MEETING HELD ON 15th NOVEMBER 2016.**

The minutes of the Finance, Premises and Human Resources Committee meeting held on the 15th November 2016 were agreed as accurate record of the meeting; two copies were signed by the Chair.

**4. ACTIONS AND MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 15th NOVEMBER 2016.**

The Action Log was updated.

**4.1 ANNUAL LEAVE CONSULTATION**

Agenda Item May 2017 Meeting.

**5. BUDGET REPORT / MONITORING**

The projected outturn budget monitoring report for 16/17 was circulated.

The projected outturn based on Period 5 is £340,138.24 overspend/deficit. This includes the Trust using the carry forward from 2015/16 of £236,876. Ms Deepa Martin reported that we have never experienced an in year reduction in our income before. Hammersmith has a deficit in their budget for their High Needs block funding. Trib-borough Local Authorities have not been able to commit to provide funding for the TBAP Residence from April; we have not been able to secure funding from any other sources. There is a reduction in funding this year of £240, 324.

From January 2017, Westminster and RBKC have moved funding to actuals plus 20% of the commissioned SEN places. We have 14 commissioned SEN places in Westminster and 17 in RBKC. We are currently under number in both of these boroughs; this is projected to cause a shortfall of £193,727. There has been a shortage of referrals to our provision which could result in further changes to the shortfall in funding. We did budget for the Residence to be funded until August 2017; the income deficit will be £32,000.

Other income reflects the additional income from the Local Authority to cover St Neots, the Free School, funding from the Foundation and earned income from the Teaching School Alliance. We have included applications to the DfE for MAT Growth funding of £250,000 but this bid has not yet been approved.

We are currently projecting an overspend on educational support staff of £178,973. This is largely due to the omission of some therapists positions from the agreed budget. Premises are also projected as overspending by £60,472 this is due to a miscoding of staff between the premises and support staff and the omission of one member of staff from the budget.

**Q: If a member of staff has been omitted from the budget what was the decision making process around this? There are some significant overspends at what point does this committee get to make a decision regarding the overspends? How do we get to the position where we are made aware of the accounting before we have an overspend? Agency staff should not be engaged without a purchase order.**

**A: The new system does allow budget holders to get monthly financial reports. The salary budgets are with the Heads of Schools. The major issue at the moment is with agency staffing. We could centralise some budgets, we have discussed agency bookings being centralised. The Heads of Schools have different drivers to the centre. We need a check and balance process around the agency staff bookings. We could introduce a centralised team of support staff; we have high numbers of maternity leave and long term sickness.**

The committee members discussed introducing a team of support staff that can be used as supply staff which would reduce the need to use agency staff. The following actions were agreed by the committee members:

- Redeployment of any displaced staff into posts currently covered by agency staff.  
**Action: Emergency Meeting to be arranged if there is a need for any redundancies.**
- Centralise agency booking and use staff that are not redeployed as a short term cover team.
- Reduce the number of BSP agency staff and replace with apprenticeship positions. Although this is not a significant saving it does ensure that we use the apprenticeship level which we are required to pay from April 2017.
- Remove all agency staff that are not on the structure.
- Place a freeze on new CPD, other than for statutory training.
- Targeted recruitment for essential replacements only.
- Staffing structure to fit with the new SLAs which are being negotiated now for September 2017.
- Review of key procurement arrangements with suppliers to identify cost savings through economies of scale.
- Closure of any provision which is being under commissioned.  
**Action: Agenda Item May meeting.**

Mr Nathan Crawley-Lyons reported that the contract for the supply of school meals is due for renewal, the contractor is Interserve. The costs are increasing and the quality has reduced.

**Action: End the contract with Interserve and find an alternative supplier.**

The committee members discussed PPA time for the teaching staff, in main stream schools teachers have 10% of their time allocated to PPA, there are currently 40 free lessons a week across The Bridge. Teaching staff could use some of this time for intervention work.

**Action: Discuss the teaching allocations with the Heads of School.**

**Action: Arrange a meeting for a team of interested staff regarding income generation for the Trust.**

## 6. EXPENSES REPORT

The Expenses Report was circulated.  
The report was noted.

## 7. HR REPORT

The report was circulated.

De-risking Switch of Payroll Provider – Report was circulated.

Following a competitive tender the Board approved a contract with Access Group UK which covers the delivery of a self service HR system linked to a managed payroll service. The Board had asked for two clear parallel payroll runs before there was any decision to go live with the new system. This is not going to be achievable due to the current provider, BT, not providing the required information in a timely manner. A decision needs to be made to move to our new supplier from the beginning of April 2017. Remaining with the Tri-borough arrangement is not sustainable, a large number of schools have reached the same decision.

**Action: Committee members AGREED to transfer to the new provider from April 2017.**

**Q: Have the issues around the pensions been resolved?**

**A: We have been working with Haringey Council and the problems are being addressed and should be resolved by Easter.**

In May 2017 the way the government funds apprenticeships is changing, some employers will be required to contribute to a new apprenticeship level and there will be changes to the funding for all employers

## 8. PREMISES REPORT

The Report was circulated. There have been a series of public consultation meetings since November 2016 regarding the redevelopment at the Bridge. We are consulting on our latest design which will continue to be developed based on feedback until we make our planning application in May. The decant will go ahead in September regardless of any delays in the planning application.

**Q: Are there any financial risks to the decant?**

**A: The financial risks are with the Local Authority.**

We have received £140,000 in funds for Beachcroft. This funding will pay for the door repairs and to develop the outside area and put in some equipment. There has been some intentional damage at some of our sites. The committee discussed the impact on the budget that the vandalism has. It is a Health and Safety risk; some of the behaviour is cultural and needs to be addressed.

**Action: Discuss the intentional vandalism and preventative measures with the Executive Team.**

## 9. CONFIDENTIAL MATTERS

## 10. ANY OTHER BUSINESS

There was no other business.

Signed..... Date .....2017

Chair of Committee

## ACTION LIST

### May 2016

7.2 Free School for children with medical needs to be kept on the agenda for any future plans. There has been a meeting with Ian Heggs to discuss supporting an SEN Free School for students with medical needs.

### September 2016

AGENDA ITEM	ACTION	PROGRESS
7.	DM to conduct further analysis on travel expenditure.	COMPLETED AND CIRCULATED
7.	NCL to explore the possibility of renting out buildings to generate income. – LA listings.	ONGOING
7.	Executive Heads to consider recruitment, induction and reintegration programme at the Residence.	AGENDA ITEM MARCH MEETING COMPLETED
8.	NCL to investigate whether Board members should complete the questionnaire for IIP	COMPLETED
8.	Develop the concept of Employee Forums for consideration.	ONGOING
8.	Staff photographs on HR system or published somewhere	HR REPORT MARCH 2017
8.	Feedback on annual leave consultation	AGENDA ITEM MAY 2017 MEETING
12.	Expenses to be circulated via email for ratification	COMPLETED

### November 2016

2.	NCL / SMT to discuss the contract requirements for the web designer.	GOING OUT TO TENDER
7.	Consider claiming for the damages under the on-site insurance.	DM has a list of claims that have been passed through the insurers. DM to report back to the committee on numbers /costs.

### March 2017

5.	Emergency Meeting to be arranged if there is a need for any redundancies.	Executive Headteacher
5.	<ul style="list-style-type: none"> <li>Centralise agency booking and use staff that are not redeployed as a short term cover team.</li> </ul>	Executive Headteacher and NCL

	<ul style="list-style-type: none"> <li>• Reduce the number of BSP agency staff and replace with apprenticeship positions. Although this is not a significant saving it does ensure that we use the apprenticeship level which we are required to pay from April 2017.</li> <li>• Remove all agency staff that are not in the structure.</li> <li>• Freeze on new CPD other than for statutory training.</li> <li>• Targeted recruitment for essential replacements only.</li> <li>• Staffing structure to fit with the new SLAs which are being negotiated now for September 2017.</li> <li>• Review of key procurement arrangements with suppliers to identify cost savings through economies of scale.</li> </ul>	
<b>5.</b>	Closure of any provision which is being under commissioned.	<b>AGENDA ITEM MAY 2017</b>
<b>5</b>	End the contract with Interserve and find an alternative supplier.	<b>NCL</b>
<b>5</b>	Discuss the teaching time allocations with the Heads of School. Use the time for intervention work.	<b>Executive Headteacher and Heads of Schools</b>
<b>5</b>	Arrange a meeting for a team of interested staff regarding income generation for the Trust.	<b>Executive Headteacher</b>
<b>7</b>	Discuss the intentional vandalism and preventative measures with the Executive Team.	<b>Executive Headteacher</b>
<b>7</b>	Committee members AGREED to transfer to the new provider from April 2017.	<b>NCL</b>