

**Draft Minutes of Finance, Premises and  
Human Resources committee of the  
TBAP Trust held at The Bridge  
AP Academy on Tuesday 15<sup>th</sup> November 2016**

**PRESENT:** Mr Seamus Oates (Executive Headteacher) Ms Marie Thomas; 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 Sarah Cooper, clerk

**1. APOLOGIES FOR ABSENCE**

- 1.1 Welcome and Introductions
- 1.2 To hear any apologies for absence  
There were apologies from Ms Wendy Fagan and Mr Paul Dix.

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

There were none. It was agreed that the contract for the web design would be retendered this year for a three with the option to extend to five year contract.

**Action: NCL / SMT to discuss the contract requirements for the web designer.**

**3. AGREE MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> SEPTEMBER 2016**

The minutes of the Finance, Premises and Human Resources Committee meeting held on the 20<sup>th</sup> September 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 20<sup>TH</sup> SEPTEMBER 2016.**

- 7 It was agreed that DM would conduct some further analysis on the travel expenses and report back to the committee.

**Action: DM to conduct further analysis on the travel expenses.**

Ms Deepa Martin reported that she had not completed a full analysis of the travel expenses but work is on-going on looking at alternative travel costs and cheaper times to travel. Roles within Academies can be filled locally which reduces the travel costs.

- 7 Ms Wendy Fagan suggested renting out premises as an income generator.

**Action: NCL to explore the opportunity to rent out the premises to generate some income.**

Mr Nathan Crawley-Lyons reported that work has not yet begun on this. The Local Authority have a list of buildings that can be rented out we could add TBAP premises to the list. If the buildings are rented out costs would need to be covered.

- 7. We do receive some funding for the Residence in relation to the care aspect, the education aspect is including in our funding agreement. We need to consider the recruitment, induction and reintegration programme at the Residence.

**Action: Executive Heads to consider the recruitment, induction and reintegration programme at the Residence.**

Mr Seamus Oates reported that the additional social care funding is an on-going conversation, a meeting with the Commissioner for Social Care. We are targeting children who sometimes fall outside of the funding, they are not yet looked after children and not yet on youth justice system.

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. The provision at Portobello Road has moved to Walmer Road with capacity for 25 learners. The provision will take learners from Hammersmith, the application for the Free School has not been made to the DfE the committee agreed to keep this on the agenda.

8 Annual Leave Entitlement Paper was circulated.

The existing annual leave entitlement for non-teaching staff varies according to grade and total length of continuous service. Annual leave ranges from 23 to 33 days per year, this inherited system does not fit well with the TBAP business model. It is proposed that we move towards a single annual leave entitlement for all non-teaching staff regardless of grade and /or length of service. The committee discussed the old formula for annual leave which was based on length of service and whether or not this was a fair system from an equalities point of view. The committee agreed to further consider the proposals for an increase in annual leave to 30 and 33 days when the costings and feedback from the staff consultation was available.

**Action: Agenda Item next meeting.**

12. The expenses will be circulated via email for ratification and an Agenda Item for the next meeting.

**Action: Agenda Item next meeting.**

## 5. BUDGET REPORT / MONITORING

The outturn for TBAP 2015 /16 was circulated. The total balance is -£727,560.92 this figure will show on the 15/16 accounts. The figure for the fixed assets is £490, 685.00 which needs to be removed leaving a revised TBAP balance of -£236, 875.92 which is the balance including the bring forward figure. All of the commitments have been included, since the audit we have received a lot of invoices which were related to 2015/16. This figure also includes a payment to one of the Local Authorities who realised at a very late stage that we had been overpaid. We have a very tight margin at the moment of around £10,000. A significant amount of the overspend is related to Health and Safety expenses in sites. Mr Nathan Crawley-Lyons reported that there will be an analysis of staff ratios particularly in schools that are showing a deficit, the aim is to reduce the surplus budgets. We are reducing the deficits year on year. We are looking at securing more funding. Small provisions do not seem to work in terms of the finances in the future we need to consider provisions that have fifty or more places. There are on-going conversations with Government officials regarding the small schools in MATs. Mr Andrew Yates asked if there was any expenditure that could be reduced across the MAT. Ms Deepa Martin reported that the budget for agency staff needs to be considered, the decision to employ an agency staff member will be made at a strategic level not at the individual school level. The majority of the costs across the MAT are staffing costs. Staffing can be at times unpredictable, the SEN children who require additional support can put pressure on the staffing. Mr Andrew Yates asked if there was any lead in time to staff changes which could be reported to the committee in advance. Mr Seamus Oates reported that the SEN need is ad hoc but notice would be given for any changes to the curriculum. Teachers have protection around their contracts, we would not want to lose teaching or support staff, we would look at leadership and business support staff initially. We have had an increase this year with sickness absence and maternity leave, we did consider insurance to cover for maternity and sickness but the premiums were very high.

**Action: Monthly management account reports to be circulated to the committee. NCL.**

The Management Accounts Report was circulated. The actual expenditure figure for Teaching Staff is £52,469.25 which is for September and October, we are committed to the budget for the agency staff until December 2016.

The Premises budget is showing an overspend, we are currently doing a lot of reactive work. When we completed the budget The Bridge was taken out of commission, we are requesting that a sum of the budget from the capital building fund to cover the maintenance of The Bridge.

We have just received £144,000 in income which was not budgeted for originally. Mr Andrew Yates asked what would be done if we reached a critical point in our budget. Mr Nathan Crawley-Lyons reported that this would be discussed with the Local Authority.

The Projected Outturn Budget Monitoring Report for 2016/17 was circulated. The risks are the budgets for agency staff, the spend until the end of October is £21,829 and the commitment until the end of December is £108,496. The agency staff taken on to manage demands in HR and Finance due to new systems work and sickness cover in academies is a risk to the budget as this will have to be drawn from the contingency. The Premises budget is already showing a projected overspend. The risk here is unplanned expenditure required in order to adhere to Health and Safety regulations for pupils and staff. The risks associated with income are linked to the outcome of on-going discussions with the Local Authority on agreeing the commissioning arrangements.

## 6. HR REPORT

The HR report was circulated.

### **Select HR self-service system**

As of this month staff absence will be recorded on the system. Special leave will also be included.

The build of the database and data is being loaded so that parallel runs for the pay roll can be completed, the Directors required that two clear runs of the pay roll before finalisation of the change would be given.

### **Investors in People**

TBAP has successfully achieved the IIP Silver Award after the analysis of 176 staff survey returns and 30 interviews. The Leadership Team will be meeting with the assessor on the 24<sup>th</sup> November 2016 to compile an action plan.

### **Recruitment**

We have successfully recruited staff to all available positions in October. We have a number of business hub vacancies including the Finance Manager that are being advertised this term to increase our capacity to meet the needs of the Trust as it continues to grow.

## 7. PREMISES REPORT

The report was circulated.

Beachcroft is a difficult site, we are constantly trying to upgrade the building. Access to new outdoor recreational space, improvements to corridor doors and replacement of doors to internal quadrant.

Latimer – there has been Condition Improvement Fund application submitted in December 2016. We have a meeting arranged this week to push for the work to be completed. We have negotiated the lease there should be a conditions survey, until this has been completed we will not sign the lease.

16-19 provision – we have had had issues with the doors which were incredibly expensive, the floor has now been sanded which has made a huge impact.

Octagon – the trees have been cut back which has created a safer playing space

Cambridge – Condition Improvement Fund application being made, the planning application is being finalised for submission for new security measures to be introduced.

The Bridge – there has been a significant amount of wilful damage on site, letters are sent out to parents.

We now have a Policy which covers wilful damage, there are a range of approaches included in the policy. The maintenance budget is under pressure.

**Action: Consider claiming for the damages under the onsite insurance. DM.**

Octavia – there will be a review of the minibuses

Unity – move of resources to the St Neots site, the site is easier to access. We are looking for a provider to run the kitchen on site. The answer may be for us to employ kitchen staff. Generally speaking the contractors do not provide good quality food with a choice. When we directly employ the kitchen staff the food is better quality and the students want to eat the food.

## 8. CONFIDENTIAL ITEMS

Confidential items are on a separate document.

## 9. ANY OTHER BUSINESS

There was no other business.

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

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**

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

### **November 2016**

- 2. NCL / SMT to discuss the contract requirements for the web designer.
- 7. Consider claiming for the damages under the on-site insurance. DM.