

**Draft Minutes of Finance, Premises and
Human Resources committee of the
TBAP Trust held at The Bridge
AP Academy on Tuesday 20th September 2016**

PRESENT: Mr Seamus Oates (Executive Headteacher) Ms Marie Thomas; Ms Wendy Fagan;

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 Mr Andrew Yates and Mr Paul Dix.

2. PECUNIARY AND CONFLICT OF INTEREST DECLARATION

There were none

3. MINUTES OF THE MEETING HELD ON 24th MAY 2016

The minutes of the Finance Committee meeting held on the 24th May 2016 were agreed as accurate record of the meeting; two copies were signed by the Chair.

4. MATTERS ARISING

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.

5. ELECT A CHAIR AND A VICE CHAIR

Paul Dix was nominated for the position of Chair by Ms Marie Thomas, the nomination was seconded by Ms Wendy Fagan and accepted unanimously by the committee. Mr Andrew Yates was nominated by Wendy Fagan for the position of Vice Chair, the nomination was seconded by Ms Maria Thomas and accepted unanimously by the committee.

6. REVIEW THE TERMS OF REFERENCE FOR THE COMMITTEE AND THE COMMITTEE MEMBERSHIP

The Terms of Reference and the committee membership were agreed by the committee. The committee discussed membership of the LAB and the terms of office for parent governors.

Action: NCL to check the Terms of Reference for the LAB and the Governing Body with regards to the term of office for parent governors.

7. BUDGET MONITORING

Ms Deepa Martin reported that the projected overrun is £1,756 which is a weak position to be in, the headline reasons for the small margin are:

- Salaries – there is a £751,836 overspend on the salaries budget. Agency staff have been covering the vacant posts, we also have some consultancy costs which have been allocated to the agency costs budget. There is work to do associated with agency costs, there is a policy in place with criteria for engaging agency staff. The Executive Heads have been tasked with looking at the

agency costs and making recommendations. Staff contracts had not been set up on SIMS which also had an effect on the position.

- Admin Supplies – there has been a £343,677 overspend. This overspend is due to the school meals budget, the budget loaded originally did not cover the costs of the school meals, the invoice comes in at the end of the year. New contracts were issued in May this year so we now know the correct cost of the school meals for the year. There has been some discussion regarding the school meals and whether or not they meet requirements. The school meals at Latimer are better quality. Travel expenditure has also increased, staff are claiming more expenditure this is mainly due to the increase in the geographical area that TBAP covers. We have now set up CPD sessions in the East and the West of the country which will have an impact on the travel expenses. 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.

There were additional costs related to school uniform and the new set up at Unity. The Buy Back services had an increased in expenditure of £237,000. The Buy Back services include the residence work, 3BM, Hays MacIntyre, legal fees and ICT. We had three new schools this year and a new finance system installed. Ms Deepa Martin reported that the new finance system will not allow any overspends unless authorised. We need to ensure that the correct budgets are loaded from the outset. We have invested in a package with the new finance system which will produce monthly reports on salaries which will be presented to the Executive Committee. There are some risks in 2016/17 which have been identified. 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.

- Premises – there has been an £63,313 overspend. Ms Deepa Martin reported that this was related to the costs for the additional security. We have implemented a new policy regarding wilful damage, if this is the case the students will pay the costs for any wilful damage caused to the building or property.
- Income – there is an £857,067 surplus, there is more income coming in from the different provisions. The School Based Capacity Grants have been stopped.

There is a scheduled visit from the auditors planned. 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.

Ms Deepa Martin will be monitoring the budget closely, we currently have thirteen services. All commitments need to be recorded correctly.

8. HR REPORT

HR Reports for May and September were circulated.

The Select HR self-service system went live on 5th September 2016. It was recommended that we have the cut off from BT in January 2017 as we have not yet had two clear runs for the payroll, as the pay history builds the process should accelerate.

Action: AGREED pay role cut off in January 2017.

An element of the cost of the payroll services is linked to the number of pay runs each month, currently there are two pay runs each month, it is proposed that we move to all staff being paid on the same day. We would consult with staff and give staff a notice period.

Action: Agreed.

Revised pay scales for support staff come into effect from 1st April 2016 which gives staff a 1% cost of living increase in NJC scales. It is proposed that TBAP apply a 1% increase to all pay points and allowances applicable to teaching staff with effect from 1st September 2016.

Action: Agreed

A short questionnaire has been issued to staff for completion as part of the commitment to securing Investors in People status.

Action: NCL to investigate if Board members should complete the questionnaire as part of the process.

We currently do not have an Employee Forum, this would benefit the organisation, we can inform staff and seek their views on a variety of issues that may arise.

Action: Develop the concept of an Employee Forum for further consideration.

There were 40 new starters in September who attended the staff induction. The committee discussed photographs of the new staff or a photoboard. Mr Nathan Crawley-Lyons reported that the new HR system could have staff photographs loaded.

Action: Staff photographs to be considered and report back.

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.

9. PREMISES REPORT

The Premises Report was circulated.

Security has been an area for development across the board.

Latimer AP Academy – planned works did not take place over the summer. The new scheduled date for works is February 2017 with the decant in May and June 2007.

Bridge AP Academy – we have delivered as planned a new KS3 area.

The 16-19 AP Academy has proved to be very successful so far.

Beachcroft AP Academy – a new training kitchen was installed over the summer part funded by the TBAP foundation. Further work is planned in term 3 and 4 to improve the doors and access to an outdoor play area in the corner of the site.

Octagon AP Academy

We have obtained funding for a gardening project.

Cambridge AP Academy

The site has seen numerous improvements over the last few months. We will need planning consent for the work on the external doors.

There has been a huge amount of work over the past year, the Free School opened on the 12th September 2016. The challenge is trying to maintain this across the year and reduce the damage to buildings.

10. ARTICLES OF ASSOCIATION

The Articles of Association were discussed at the last meeting.

11. RISK REGISTER

The Risk Register was circulated. The majority of the risks have been resolved from last year.

Performance – we are still waiting for planning permission

Financial and Commercial – we have not agreed funding for the Residence

Customer / Client Satisfaction – there are still some issues with our neighbours at The Bridge. There has been an informal consultation with them and there will be an engagement process six meetings have been scheduled. Communications will be shared with the Board, the LA and the Police. The planning consent is going through the pre planning application process, the consultation will begin around December with a view

to going to committee in February 2017. We want to separate the planning process from the behavioural issues. All of the plans will help with the behavioural issues. We attend the Safer Neighbourhood Panels and we have met with a Press Officer from the Council to discuss news stories.

Performance – we are meeting monthly to discuss the decant strategy.

12. EXPENSES

Agenda Item next meeting.

Action: The expenses will be circulated via email for ratification – DM

13. ANY OTHER BUSINESS

There was no other business.

Signed..... Date2016

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.

September 2016

- 7. DM to conduct further analysis on travel expenditure.
- 7. NCL to explore the possibility of renting out buildings to generate income.
- 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
- 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