

**Minutes of Finance, Premises and
Human Resources committee of the
TBAP Trust held at The Bridge
AP Academy on Tuesday 24th May 2016**

PRESENT: Mr Seamus Oates (Executive Headteacher) 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 Welcome and Introductions
- 1.2 To hear any apologies for absence
There were no apologies for absence

2. PECUNIARY AND CONFLICT OF INTEREST DECLARATION

There were none

3. MINUTES OF THE MEETING HELD ON 1st MARCH 2016

The minutes of the Finance Committee meeting held on the 1st March 2016 were agreed as accurate; two copies were signed by the Chair.

4. MATTERS ARISING

- 4.1 There has been some analysis of the supply budget. Ms Deepa Martin reported that the budget is being monitored on a monthly basis. A majority of the supply teachers are covering vacant posts, some staff have been moved to the Residence. We do have supply teachers covering for long term sickness. Mr Paul Dix asked if the costs had increased for the supply staff. Ms Deepa Martin reported that there was a pattern, the costs do decrease during this term, and there will be a peak in September. COMPLETED
- 5.1 ACTION: It was AGREED that estimates on future costs would be presented at the Governing Body Meeting. NCL. COMPLETED
- 5.3 It was AGREED that further analysis would be completed on the overspend on the Premises Supplies budget. DM. The analysis was carried out Ms Deepa Martin reported that some old commitments had not been removed this has been completed. COMPLETED
- 6.1 The committee AGREED to move forward with the proposals for the new pay role provider. NCL to provide feedback from the visit to schools that have the new provider. Mr Nathan Crawley-Lyons reported that the schools that have the system are happy with it, however, if bespoke changes were made to the system and the school had not paid the company to implement the bespoke changes the system slowed down. COMPLETED
- 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. COMPLETED.
- 11.4 Expenses will be an AGENDA ITEM for the next meeting. COMPLETED

5. BUDGET MONITORING

The Budget Monitoring Report was circulated.

Ms Deepa Martin reported that we have a £558,223 surplus which is 4% of the funding. The surplus will increase the staffing budget has an under spend, there has been a reduction in staffing and the agency costs have decreased. There is a curriculum under spend currently there will be further commitments up until the cut of point at the 20th June 2016. Mr Nathan Crawly-Lyons reported that historically budget holders spend this term in preparation for September. The cash flow in Term 6 was challenging last year this will be managed this year. We want to encourage responsible spending across the Trust, as a result we have implemented the cut off date for orders and we monitor all orders. Mr Seamus Oates reported that we should review the catering as a Trust, the current contract does not allow for high quality food. The committee discussed piloting a catering initiative at one of the sites, it works very well at Latimer. We need to increase the catering budget by £60,000 which will come from the contingency fund.

There is an overspend on the premises budget of £16,765 which will be monitored closely. The Capital budget is breakeven and the Income is £486,788 projected surplus. We have received £125,000 for the Free School and we have received more SEN funding. The projected outturn is £588,223 surplus which equates to 4% of the total funding for the academic year.

6. BUDGET 2016 – 17

The Board are required to ratify the Budget for the next academic year by June 2016.

ACTION: The budget will be circulated to the committee comments to be circulated by 10th June 2016.

The Cash Flow monthly profile report was circulated. The committee discussed the report, it was agreed that August was a difficult month. There were anomalies in March and April where BT omitted to deduct the Local Authority pensions. We experience difficulties with obtaining purchases orders from Haringey.

7. HR REPORT

ACTION: AGENDA ITEM next meeting.

8. PREMISES REPORT

The Premises Report was circulated.

- 8.1 Mr Nathan Crawley-Lyons reported that there were some challenges with the site at Latimer. Latimer is key to the upcoming decant. There are significant issues, the site will be redeveloped over the course of the decant.
- 8.2 There have been some challenges at Bridge with the intercom, the wiring has now been re-routed around the building. There is a piece of land adjacent to the Beachcroft site which will come across to TBAP.
- 8.3 There are issues with the Cambridge site including the fencing around the car parking area, the door access control systems and the ease which learners can access the flat roofs on some buildings. We are exploring options on the scope and costs to further develop the site to improve the flow and management of the site as well as increase the number of communal spaces. We have been given a figure of £120,000 to change the internal doors in the building which will improve controls. We are working with Fusion who will scope the building for a series of works. There will be giving us a costing for developing the site and a costing for making the site safe. A large number of the doors need to be replaced. We received £27,000 in capital funding any additional funds would have to come from TBAP. Mr Paul Dix reported that all Board members would want the site to be secure. There is a risk at the moment the current Year 11 has found the transition very difficult. We need to ensure that the staff and the students feel safe. We discussed the security with Ofsted and said that the site would be secure by July. Mr Nathan

Crawley-Lyons reported that the estimated cost of the doors and the access control would be £130,000 and the fencing would be £100,000. We can make an application to the DfE for capital projects in December 2016. Mr Seamus Oates reported that the staff have tried a number of solutions which have not worked. Mr Paul Dix asked about the windows on site, Mr Nathan Crawley-Lyons reported that the windows have safety glass and screens. Mr Nathan Crawley-Lyons reported that in terms of starting the other works to improve the site we will need to apply for funding. If any work in Cambridge is funded by TBAP this will be charged to Cambridge as a debt.

ACTION: The committee **AGREED** to go ahead with the safety improvements to the Cambridge site.

- 8.4 The Trinity Special School will transfer to TBAP on the 1st July 2016. The provision is across three sites in Hartford, Foxton and Wisbech. We are currently in discussion with Cambridgeshire County Council regarding a permanent arrangement for the Wisbech site which is currently a leased building. Wisbech has a growing population, we are also working with Fusion who know the local area regarding alternative spaces.
- 8.5 There have been extensive building improvements at the Residence, the Residence is a seven bed provision. There have been some teething problems, it is an old building. We have a seven year lease.

9. RISK REGISTER

- Cambridge is currently on the Risk Register
- The costs of the Residency, we are currently trying to get the funding agreed by the Council. The Council have agreed to part fund until the end of August 2016.
- There will be some savings on salaries in the autumn.
- The building project at the Bridge – there may be issues with the neighbours during the build. We need to discuss the strategy. The student entrance will not be on Finlay Road. The key issue was students jumping over the fence, the new site will be more secure and lots more activities planned for the students. There will be some disruption which will be discussed with the residents as part of the consultation. There will be a strategy for the contractors on site which will also be discussed with the residents.
- There has been some discussion with the police regarding students moving to Latimer when the decant begins. We are not moving any students until the end of January 2017. There will be an individual risk assessment completed on each student. Latimer is a very good provision and the building is zoned. We have identified the students who cannot mix with each other.

10. POLICIES

The policies have been circulated to the Directors for recommendations to be presented at the June Board Meeting.

11. EXPENSES

The expenses were circulated and **AGREED**. The committee discussed the high rate of expenditure incurred at the Residence. Ms Dimple Martin reported that the petty cash provision had not been set up.

13. ANY OTHER BUSINESS

There was no other business.

DATE OF THE NEXT MEETING

The date of the next meeting TBC

Signed..... Date2016

Chair of Committee

ACTION LIST

7.1 HR Report – agenda item next meeting.

8.3 The committee agreed to go ahead with the necessary work at the Cambridge Site

12.1 FOI – update