



**Ninestiles Academy Trust
Finance and Resource Committee
Monday 16th October 2017 6.30pm
Minutes**

Catherine Anwar	CA	Chief Executive Officer
Neal Clements	NC	Chair of Committee
Clare Sutton	CS	Finance Director, The Sixth Form College, Solihull
Richard Beamish	RB	Trustee
Steve Smith	SS	Estates Manager
Steve Ralph	SR	Director of Finance
Karen Crowston	KC	Trustee
Rucksana Hussain	RH	Clerk.

1. Welcome and Apologies.

Neal Clements, the chair of the committee welcomed everyone to the meeting, the first since The Sixth Form College, Solihull had joined the Trust.

2. Declaration of Business interests.

Attendees were asked if they had any business interests to declare, none were declared.

3. One-page overview – 3.1 31st August 2017 Management Accounts Trust (paper)

Confidential item, minuted separately

ACTION: CA requested that pages in documents be numbered.

3.2 July draft accounts, The Sixth Form College, Solihull (paper)

SR highlighted that the Corporate Board no longer exists, and SSFC have come to this committee as of 31/07/2017.

CS stated that auditors were signposting a clean audit.

4. Staffing and Recruitment

CA said that the structure was complete and no compulsory redundancies had been made. She stated that currently there were two interim posts, Principal at Ninestiles and The Sixth Form College Solihull. Advertising for a permanent Principal of NS would take place after half term. Applications for Principal at SSFC would close on 30th October 2017 with interviews in November 2017.

5. Value for Money/Financial Strategy

Confidential item, minuted separately

6. Estates Update

6.1 Condition Improvement Works

The Trust received a centrally allocated condition improvement fund from the Dfe which is audited to confirm works are undertaken.

The Trust cannot bid for funding for specific projects from the Dfe as it now receives the central allocation. Condition Funding received for 2016/17 and 2017/18 was £1,346,122.

Confidential item, minuted separately

6.2 Update on Chapelfields, Daylesford and Lyndon improvement proposal

Confidential item, minuted separately

6.3 Health and Safety Update

SS stated that a ten-point continuous health and safety improvement plan has been developed with Kevin Shingler of the 6th Form. This will be adapted if required following the planned audits. The Dashboard reporting and Harriet Risk assessment systems the College use will be explored for possible wider use across the group.

A health and safety audit will be undertaken by an external provider during November and December. Any findings or recommendations received to date will be made available at the next Finance and Resource Committee meeting.

7. Financial Procedures Manual /Procurement Policy

Changes have been made to reflect terminology in light of the introduction of the College to the Trust. The draft procurement policy was reviewed and CS asked about adding an additional line into the purchases that didn't require an order to reflect the College practice of purchasing low value items on purchasing cards. This was agreed and CS to send the relevant wording to SR to update the draft policy.

8. Any Other Business

8.1 New Finance Software

KC stated that the Trust is to embark on a MIS review, she stated that it would make sense to have a system that incorporated finance into it. She stated that it was important to understand what was needed at Trust level and what was needed at school level.

8.2/8.3 Investment Performance.

CS stated that a model of best practice was required to see how to get a good return for SSFC, referring to the table in the document handed out, she stated that the top table showed what had been invested over twelve months and short term deposits had poor rates. The second table showed what there was in each bank at the end of the month.

8.4 GDPR Update.

SR stated that though he was conscious of timescales, meetings would be held with CA and KC on how GDPR works. KC stated that she had met in a different context with a colleague from S4S and that there were different understandings of requirements at school level.

NC asked who would be the project manager for GDPR.

CA stated that at present there was currently no capacity for a project manager from the Trust.

ACTION: CA/NC to appoint a PM for GDPR.

8.5 Catering contract update

Confidential item, minuted separately

9. Minutes and matters arising from June.

National Funding Formula - SR stated that there was a bigger increase in funding at Lyndon, he stated that it was projected that in Birmingham there would be 0.5% increase in year 1 and a 1% increase by year 2.

Confidential item, minuted separately.

10. Determination of confidential items

Resolved that the following items be confidential and be minuted separately: item 3 Management accounts; item 5 Value for money/Financial Strategy; item 6.1 and 6.2 Estates update; item 8.5 Catering contract update; item 9 Matters arising.

11. Date of next meeting: 4th December 2017 – Ninestiles Academy Trust Boardroom, Ninestiles, An Academy at 6.30pm

ACTION: CA requested that pages in documents be numbered.
ACTION: CS to send additional wording for procurement policy to SR
ACTION: CA/NC to appoint a PM for GDPR.