

Ninestiles Academy Trust



**MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE OF
NINESTILES ACADEMY TRUST
HELD AT NINESTILES ACADEMY AT 6.00 PM ON TUESDAY 12 JUNE 2018**

PRESENT:

Mrs C Anwar	CEO	- Chief Executive Officer
Mr N Clements	NC	- Chair of Committee
Mrs K Crowston	KC	- Vice Chair of Trust Board and Member

IN ATTENDANCE:

Mr J Iqbal	JI	- Vice Chair, Cockshut and Lyndon Academy Council
Mrs D Farrugia	DF	- HR Director
Mrs C Sutton	CS	- Strategic Business Director
Miss R Patel	RP	- Clerk
Mr J Plant	JP	- Data Protection Officer
Mr S Ralph	SR	- Finance Director
Mr S Smith	SS	- Estates Director
Mrs S Huckfield- Powell	SHP	- Ninestiles and Sixth Form Academy Council
Mr P Charlton	PC	-Senior Business Manager, Cockshut Hill

CONSENT TO ABSENCE:

Mr R Beamish	RB	- Trustee
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Ref	Resolution
0021	<u>Minutes from the previous meeting</u> That the minutes and Confidential Appendix A of the previous meeting, held on Monday 12 March 2018 be approved as correct record
0023(a)	<u>Condition Funding Projects</u> That the surplus funds are spent on the windows for the science rooms.
0023(b)	<u>Lyndon Interactive Screens</u> That the additional cost of £25k be approved.

Ref	Action	Owner	Review Date
0022(b)	<u>Procurement Team update</u> That procurement team updates are presented in a project plan	CS	Next meeting
0024	<u>Health and Safety Update</u> A summary of the number of health and incidents reported at each school be shared with the Committee.	SS	Next meeting

Agenda items for the next meeting	Owner	Review Date
GDPR Update – Report to the Audit and Risk Committee	DPO	Autumn term meeting
Procurement Team Update	CS	Autumn term meeting
Staffing Review – Update	HR Director/ Finance Director	Next meeting
Finance Updates	Finance Director	Next meeting
Estates and Major Capital Updates	Estates Director	Next meeting
Staffing reviews – report on progress	Finance director	Next meeting

0018 GDPR UPDATE

Mr J Plant, S4S Consultant and DPO to the Trust was introduced to the Committee and advised that his role is to be available to support, provide advice, audit and manage any issues on an ongoing basis.

NAT are GDPR compliant and all involved have worked hard to collate the respective data. It was noted that the Estates Director was instrumental in the delivery and rollout of GDPR.

Privacy notices, relevant policies, model consent forms and GDPR guidance are in place and shared.

The DPO explained that he will continue to work with the schools that had external SLAs to ensure that they were compliant. A data asset and risk register is being produced, once analysed any recommended changes will be made as appropriate.

Staff have received training at each Academy and guidelines for keeping data secure has being issued. A GDPR PowerPoint training guide is available to be used for new starters. GDPR training was delivered by James to Trustees on the 5th June.

The Committee were advised that any outstanding risks at the schools are low level and the majority were resolved on the day of the review.

An issue had arisen at Yarnfield where a member of staff had lost their memory stick. This was reported immediately and managed appropriately; however as this was such a low level risk it did not need to be reported.

Trustees were invited to ask questions. KC explained that she has worked closely with the delivery and implementation of the project and thanked the schools for their support and cooperation. **JI asked whether a data cleanse had been completed with companies that had worked with the Trust historically.** The DPO explained that he had received guidance on retentions and recommended that the data is reviewed then shredded where appropriate. The Estates Director explained

that by telling staff that a DPO would be visiting their schools, this prompted many of them to be proactive.

SH queried whether the policies related to GDPR would need to be reviewed annually and asked who will be responsible for presenting this. The Estates Director explained that it is anticipated that there will be further changes to GDPR therefore the policies may not follow an annual cycle to begin with.

The Chair commented that this project has been managed very well and felt that the project team had adopted a very positive and proactive approach to the GDPR changes. **The Chair asked where any incidences or breaches could be reported.** The Estates Director explained that there is a central email address that is used to report any issues; these are then directed to the key personnel and disseminated accordingly.

It was agreed that the DPO will attend termly Audit and Risk Committee meetings, to report the progress on the GDPR.

0019 **WELCOME AND APOLOGIES**

Everyone was welcomed to the meeting. Apologies had been received from Mr R Beamish and had been accepted.

0020 **DECLARATION OF INTEREST / CONFIDENTIALITY/CONFIDENTIAL ITEMS**

Trustees were advised that if a person had any interest in a contract, proposed contract or matter under consideration, s/he should disclose the fact and take no part in the consideration, discussion or vote in respect of the contract or matter and withdraw from the meeting.

There were no declarations of interest.

The Clerk advised that care should be taken to ensure that Trustees were made aware of agenda items of a confidential nature.

In addition, they were advised to ensure that minutes of their meetings did not include information of a confidential nature as, once approved, these became public documents.

MINUTES OF THE PREVIOUS MEETING

- 0021 **RESOLVED:** That the minutes and Confidential Appendix A of the previous meeting, held on Monday 12 March 2018 be approved as correct record.

FINANCE UPDATES

0022(a) Three Year Budget Forecast NAT 2018 – 2021

A confidential discussion was held at this point. See Confidential Appendix A.

Procurement Update

Trustees had received an update of the progress made to improve procurement since the last meeting (Appendix 2). The Strategic Business Director advised that a new member of the Procurement team had been appointed and is due to start in July 2018. They have also decided to select the key priorities from the Tenet report as they begin creating the procurement strategy for the Trust.

The Strategic Business Director explained that the data from Tenet has enabled the team to identify the financial elements linked to procurement; the team will then contact the schools for data gathering. The strategy is to capture quick wins that are visible and affect all the schools; this will create awareness of the issues amongst staff.

The Chair requested that the report is formalised and be presented as a project plan with a portfolio of projects with expected savings and timelines. This will be shared with the committee at the next meeting.

KC queried what Tenet had reported on. The Strategic Business Director advised that the report highlighted the largest areas of spend and resources. An example is setting up payment details on a finance system for one off suppliers. A potential solution could be creating procurement cards for low value expenditure. Trustees were advised that a member of Procurement Team has specific skills and experience in IT. KC suggested that this person joined the ICT project group.

The Finance Director advised that the budgets have been based on assumptions that the procurement costs will remain the same, as the potential savings are not known at present. JI considered that Trustees should be mindful that there may not always be savings regarding procurement; as there could be a circumstance where additional licenses needed to be purchased for software, which would streamline the process but not make an immediate cost saving.

0022(b) **ACTION:** That procurement team updates are presented in a project plan

ESTATES AND MAJOR CAPITAL UPDATES

Condition Funding Projects

The Committee had received a plan of the Condition Improvement works 2017 – 18 (Appendix 3). This has now been RAG rated.

The Estates Director provided a summary of the work highlighted as red at Ninestiles Academy. The survey for the electrical wiring condition will not be completed until the summer; the £100k that has been allocated to this project will not all be spent this year. It is anticipated that the surplus will be spent on other condition projects. Quotes are pending for the upgrade of intruder alarm, fire alarm, redecoration and the replacement of carpets for some classrooms. These improvements will help to provide a better environment for the learners.

Trustees are advised that the electrical hardwire inspection works at Lyndon will be completed in August 2018; it is unlikely that the £50k that had been originally allocated would now be required for this; therefore it is recommended that the surplus is spent on ventilation and windows for the science rooms, the plan will be updated to reflect these changes.

- 0023(a) **RESOLVED:** That the surplus funds are spent on the windows for the science rooms.

Lyndon Interactive Screens

Trustees were referred to an update regarding the Lyndon Interactive Touchscreen Project (Appendix 4).

Following a second supplier visit to the school it is recommended that the 65" screens be upsized to 75" due to the size of the classrooms. This will equate to an additional spend of £25k; the total cost of the project will be £140k and will be spent over three years.

Any screens that are being replaced at Lyndon will be utilised to replace some of the screens at Pegasus. KC stated that the project had been managed efficiently; and suggested that the Trust should be mindful that Pegasus have different needs, therefore any resources that are shared should be carefully considered. The Finance Director assured the Committee that this was always considered and the liaison between the schools has improved throughout the duration of this project.

- 0023(b) **RESOLVED:** That the additional cost of £25k be approved.

0023(c) Lyndon Development Update

The Committee received an update regarding the Lyndon Development Project (Appendix 5). No additional questions were asked.

HEALTH AND SAFETY UPDATE

The Estates Director provided a summary of the Health and Safety Report (Appendix 6) that had been shared with the Committee prior to the meeting. The risk areas had now been RAG rated.

Trustees were advised that the Estates Director will be meeting with all principals in July to reassess the schools and ensure that regular checks continue.

There have been changes to the CDM regulations; this is being reviewed with an expert to manage the risks effectively and having the appropriate policies in place.

Fire risk procedures are in place and assessments will be completed this term.

Asbestos management surveys are being completed and revisited at some schools; the asbestos action plans will be reviewed by an expert. Yarnfield was built after 2000 so there is no asbestos in the building.

The Chair queried whether the Committee could receive information of the number and type of incidents reported at each school via a dashboard. The Estates Director advised that this information was available and is normally reviewed annually however this would now be reported to the Committee on a termly basis.

0024 **ACTION:** A summary of the number of accidents reported at each school is to be shared with the Committee.

0025 **STAFFING AND RECRUITMENT UPDATE**

A confidential discussion was held at this point. See Confidential Appendix A.

0026 **POLICIES FOR DISCUSSION AND APPROVAL**

Committee members had received a copy of the Investments Policy and were advised that there were no changes to be made.

MATTERS ARISING

0027(a) **Catering Update (Minute No.0013)**

The Estates Director explained that the Trust continued to source short term contacts for Erdington so that future SLA's could be processed by the Procurement team.

0027(b) **Cleaning Update (Minute No.0014)**

Trustees were advised that two of the companies have agreed to extend their contracts. The Procurement Team would be used in future to oversee the best SLA.

0028 **REVIEW OF THE MEETING**

The feedback forms did not highlight any issues with the calling papers or the meeting itself.

“Regular reports on progress made since the previous meeting on generating non-procurement savings”

0029 **DATE OF NEXT MEETING**

The meeting schedule for 2018 -19 would be shared with Trustees at the next Board meeting.

The meeting ended at 7.15 pm

Signed:  Date: 9/10/18
(Chair of the Committee)

