

**MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE OF
NINESTILES ACADEMY TRUST
HELD AT NINESTILES ACADEMY AT 11.00 AM ON TUESDAY 9 OCTOBER 2018**

PRESENT:

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

IN ATTENDANCE:

Mrs C Sutton	CS	- Strategic Business Director
Miss R Patel	RP	- Clerk
Mr S Ralph	SR	- Finance Director
Mr S Smith	SS	- Estates Director

Ref	Resolution
0032	<u>Appointment of Chair</u> That the Trust Board appointed Mr N Clements as Chair of the Committee until the first meeting of the autumn term
0033	<u>Terms of Reference</u> That the Terms of Reference for the Finance and Resources Committee be adopted (Appendix 1)
0034	<u>Minutes of the Previous Meeting</u> That the minutes and Confidential Appendix A of the previous meeting, held on Tuesday 12 June 2018 be approved as correct record.
0035(a)	<u>Finance Updates</u> That the monthly management accounts be received
0036(b)	<u>Procurement Policy</u> That the Procurement Policy be approved (Appendix 2).
0041	<u>Policies</u> That the changes to the AFH 2018 be adopted (Appendix 7).

Ref	Action	Owner	Review Date
0035(b)	<u>Sixth Form Proposal</u> That a Strategic Improvement Investment Plan will be completed and presented to the Committee in December 2018.	CEO and Executive team	Next meeting

Agenda items for the next meeting	Owner	Review Date
Management Accounts 2017 -18	Finance Director	Autumn term meeting
Strategic Investment Plan	CEO and Executive Team	Next meeting

Finance Software Implementation update	Finance Director	Next meeting
Procurement team update	Strategic Business Director	Next meeting
GDPR update	Estates Director	Next meeting
Estates and Major Projects update	Estates Director	Next meeting

0030 **WELCOME AND APOLOGIES**

Everyone was welcomed to the first meeting of the autumn term.

0031 **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.

APPOINTMENT OF CHAIR

0032 **RESOLVED:** That the Trust Board appointed Mr N Clements as Chair of the Committee until the first meeting of the autumn term.

TERMS OF REFERENCE

0033 **RESOLVED:** That the Terms of Reference for the Finance and Resources Committee be adopted (Appendix 1)

[MRS K CROWSTON JOINED THE MEETING]

MINUTES OF THE PREVIOUS MEETING

0034 **RESOLVED:** That the minutes and Confidential Appendix A of the previous meeting, held on Tuesday 12 June 2018 be approved as correct record.

FINANCE UPDATES

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

The Finance Director stated that the ESFA request each Trust have to provide a breakdown of finances for their individual schools and provide an 'action plan to improve' for any schools that are in deficit. **KC stated that Sir David Carter had also stated that a Trust wide income was essential.** Providing centralised functions, similar to ICT will be a positive approach for the Trust.

Trustees agreed that the strategic plans should be transparent and identify any schools that will be facing a deficit so that this is considered before any decision is made. The Chair advised that the timing of the plan is secondary to ensuring that the Trust maintain the minimum level of reserves.

- 0035(b) **ACTION:** That a Strategic Improvement Investment Plan will be completed and presented to the Committee in December 2018.

0035(c) Finance Software Implementation Update

The Finance Director advised that the system is now live; there have been some issues surrounding the system and user manuals. Training will be centred on reporting. Trustees will be provided with a milestone plan of when the previous finance system will be shut down.

RB queried whether all milestone dates will be met (Confidential Appendix D). The Finance Director explained that the reporting aspect of the system will take longer than anticipated; Trustees were assured that all statutory guidelines will be met. **RB asked if the Trust were at risk of losing any data.** The Finance Director explained that the system is cloud based and the most recent version will be saved; the Trust also have access to the previous finance system to access data retrospectively.

The Strategic Business Director advised that there are some glitches, these are managed closely and any issues are shared with the provider. It is noted that some issues may not be identified until specific times of the financial year, therefore it will be twelve months to understand the full implementation of this system.

KC stated that Civica are a large organisation and the finance system is based on the LA model. It is essential for Civica to be held accountable and ensure that they are meeting the agreed requirements. KC volunteered to attend the meeting with Civica to discuss these issues.

The Chair requested that this was a standing agenda item for the Committee and that Trustees have sight of the minutes from meetings held with the Civica

Account Manager to ensure that there is assurance that as Trustees that the Executive Team are holding Civica to account.

0035(d) Investment Performance – last twelve months

Trustees were referred to a summary of the Investment Performance (Confidential Appendix E). **RB queried whether the level of investment is affected by the reserves.** The Strategic Business Director explained that the Trust were unable to invest with certain companies as a result of the amount of investment.

0035(e) Reserves Usage

This was discussed as part of the item 0035(a) three Year Budget Forecast NAT 2018 – 2021.

0036(a) **PROCUREMENT TEAM UPDATE**

The Strategic Business Director provided a verbal update regarding progress made by the Procurement Team;

- The team is fully staffed, each school has a key member of staff allocated. A specialist for each area will also be allocated.
- The team are completing a list of all suppliers and contracts across the Trust.
- The Sixth Form have amended an existing contract with an exam board so that the secondary schools can also be included.
- A preferential contract has also been negotiated with BIFFA.
- A government framework is being followed to ensure that the Trust are compliant when appointing suppliers.

KC confirmed with the Finance Director that all schools have been issued with 'Buying for schools' guidance from the DfE. RB queried whether the Procurement Team are confident that they will not have any legal challenges regarding any of the contracts. The Strategic Business Director advised that there will be qualified members of the Procurement team who will address any issues that may arise. **The Chair requested that the Committee receive a summary table in order to review the benefits and savings of each contract.** It is recommended that the scheme of delegation is followed for any payment mandates.

Procurement Policy

0036(b) **RESOLVED:** That the Procurement Policy be approved (Appendix 2).

0037 **GDPR UPDATE**

The Estates Director explained that these updates will provide the Committee with assurance that the Trust are compliant and any risks are mitigated.

Trustees were referred to the GDPR Compliance Progress Report, September 2018 (Confidential Appendix F) which had been prepared by the DPO, S4S. The GDPR Risk Report (page 6, Confidential Appendix F) noted that have been fourteen reportable risks have been identified and RAG rated. The red risks are noted as;

- CCTV Footage – no internal procedures for review or disclosure;
- Pupil Records - Leavers Files- Archive store in cellar area not maintained - record retention not manageable. A policy has been.

Both risks are being reviewed by the DPO and any subsequent training will be scheduled immediately. CCTV Policy and Retention Policy will be referred for approval once it is confirmed that they are compliant with the ICO.

A meeting is scheduled with S4S to confirm if there is any additional information that is only accessible to S4S. **RB queried if the milestone dates will be achieved.** The Estates Director explained that all were scheduled to be completed on time.

KC asked if all Principals are clear on their roles and responsibilities. The Estates Director advised that the Risk Register is shared with Principals and he attended Principal's meetings to ensure that a consistent approach is adopted.

0038 ESTATES AND MAJOR PROJECTS UPDATE

Condition Funding Projects Update (Appendix 6). The Estates Director provided an update of the works marked as red or amber.

- Ninestiles, An Academy – The replace of the essential fire doors has been completed, the surplus was used to replace other outstanding door; fire alarms and void space detectors have been completed and the intruder alarm is in progress. Drainage is ongoing;
- Lyndon – Removal of external vegetation and Science windows are ongoing;
- Erdington – Repairs to internal cracks, the investigation has now been completed. The work to the entrance gate continued;
- Pegasus – Repairs to the SEN room floor continued;
- Sixth Form – Multi use games area work was ongoing.

Trustees noted that the works were on track to be completed as per their completion dates.

0039 HEALTH AND SAFETY UPDATE

Trustees received a copy of the Health and Safety Update 2017- 18 (Appendix 3); Health and Safety Continuous Improvement Plan (Appendix 4) and Accident Data Dashboard (Appendix 5) in advance of the meeting and were invited to ask questions.

The Chair referred to the Accident Data Dashboard and queried whether the number of incidents have been recorded in order to learn from these and inevitably stop accidents from occurring. The Estates Director explained that this will be captured via an online portal that will be implemented to record incidences and accidents. Trustees agreed that it is important to encourage a culture where incidences are reported and not just accidents.

KC referred to Pegasus as there had been zero accidents reported in 2016 -17 and twelve in 2017 -18. The Estates Director explained that a report was not submitted at the end of the previous year. Trustees noted that the number of accidents at primary schools can vary as some can be reported to parents via hand written report and can equate to hundreds of accidents reported.

KC referred to Oaklands who had reported twenty one accidents in 2016-17 and three in 2017-18. The Estates Director advised that there has been a change in staffing which is reflected in the number of accidents reported.

The Estates Director referred to the Health and Safety Continuous Improvement Plan 2018-19 and reviewed the red risks.

- Annual Fire Risk Assessments - these are on track to be completed by the target date;
- Asbestos Management - Re- inspections will be completed for Cockshut Hill and Yarnfield;
- Lone Working – this is being revisited and would be applicable to the site teams and contractors.

Trustees noted that one RIDDOR has been reported at Cockshut Hill which related to a member of staff who is in the process of beginning a phased return to work.

STAFFING AND RECRUITMENT UPDATE

0040(a) Apprenticeship levy

Trustees received a report with a summary of the apprenticeship levy plans (Appendix 7) at the Trust;

- £110k is available annually for the Trust to spend on apprenticeship training;
- The public sector target is for 2.3% of the headcount of the Trust to be apprentices by March 2021;
- Apprenticeships can also apply to existing staff;
- A teaching apprenticeships is being considered which will be the same standard as the ITT programmes.

Trustees noted that once the two year period has elapsed the Trust will lose any of the levy contribution if it is unused.

KC confirmed with the CEO that staff have been made aware of the apprenticeship levy and the options available to support existing staff with CPL. The Sixth Form have already appointed admin apprenticeship role with ex-students.

0040(b) Yarnfield Staffing

The costs of the support staff redundancies, settlements and pensions strains equate to £148k, it is anticipated that there will be a payback period of nine months.

POLICIES FOR DISCUSSION

The changes to the AFH had been reviewed and discussed in detail at the Trust Board meeting.

0041 **RESOLVED:** That the changes to the AFH 2018 be adopted (Appendix 8).

MATTERS ARISING

0042(a) Lyndon Interactive Screens (Minute No. 0023(b))

The Chair advised that any costs above £50k from the ICT Strategy Group will be referred to the Finance and Resources Committee.

KC requested that the ICT specialist from the Procurement team be copied into the ICT Strategy Workgroups agendas and minutes.

The Estates Director queried if a health and safety report will be shared with the Audit and Risk Committee. The Finance Director advised that the risk register will incorporate any issues and be presented to the Committee. It was agreed that the health and safety report will continue to be reviewed by the Finance and Resources Committee.

0043 **REVIEW OF THE MEETING**

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

0044 **DATE OF NEXT MEETING**

That the next Committee meeting be held at 6.00 pm on Tuesday 4 December 2018.

The meeting ended at 1.05 pm

Signed:



(Chair of the Committee)

Date:

4 Dec 18

