

Present: Tracy Penfold (Chair) Trustee  
Phil Grundy Principal  
Dave Brown Trustee  
Alan Benton Trustee  
Richard Palmer Trustee

Also Present: Caroline Russell Clerk to the Trustee  
Tim Morris Company Secretary  
Jacob Adeshina Academy Business Manager

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.2.	National Insurance (NI) Increase and Support Staff Pay Rise: JA to cost/clarify per minute	JA	Ongoing
4.4.	External Funding: Consider for replacement minibuses/additional accommodation for school rebuild	JA/PG	Ongoing
4.6.	3 Year Budget Forecast: JA to update budget commentary to show the basis of the figures stated.	JA	Ongoing
4.8.	Utilities Dual Fuel Contract Extension: Committee to sign off documentation	JA	Next meeting
4.9.	Catering Contract: -JA to identify key performance indicators to include food quality, discuss invoice issues and schedule and minute future meetings. -Increase of meal charges from £2.16 to £2.26 <b>AGREED</b> with effect from 01/09/2022 -JA to ask contractors to justify contract price increases. -JA to consider retender: Establish process and timeline, any contract review to refer to use of a possible new facility if the canteen is rebuilt.	JA/PG	Ongoing
4.10.	Benchmarking/Cost Comparison: School to consider and report back and input information into unpopulated areas.	JA/PG	Ongoing
7.	Review of Scheme of Delegation: JA to review re authorising persons (should be trustees) and report back	JA	30-06-2022
8	Date and Time of Next Meeting: Thursday 30 June 2022-10.15 a.m.	All to note. School/GS to action.	30-06-2022

## **1. WELCOME AND APOLOGIES FOR ABSENCE**

### **1.1 Welcome**

All were welcomed to the meeting.

### **1.2 Apologies for Absence**

There were none.

### **1.3 Quorum**

The meeting was quorate with 4 governors present.

## **2. DECLARATIONS OF INTEREST**

### **2.1 Declarations of Interest in the Current Agenda Items**

There were no declarations made pertaining to any of the agenda items for this meeting.

### **2.2. Standing Declaration of Interest**

This was made by Tracey Penfold as chair of governors of Edinburgh Primary School and a governor in the Opossum Federation.

## **3. MINUTES/NOTES OF THE RESOURCES COMMITTEE MEETING HELD ON 10 MARCH 2022**

- 3.1. Receipt of notes was acknowledged with best wishes to SG (Governor Services) for a speedy recovery (long term sickness absence).

## **4. FINANCE ITEMS**

### **4.1. Trustees' Management Accounts**

It was noted that was little change February/March 2022. There is a forecast Year-end surplus of £118,738. The budget approved by trustees predicted a year end 0 balance but included a contingency of £180,000 so some of this was spent during the year.

### **4.2. Budget Pressures**

These were noted to have included:

- The National Tutoring Programme;
- Increases in National Insurance and
- Support staff pay increase paid in March.

It was noted that income has been received relating to the National Tutoring Programme but if this is not spent for the prescribed purposes it will need to be returned to the DFE.

**ACTION:** JA to cost/clarify the National Insurance increase liability (1.5% of gross payroll?) and the support staff pay increase.

### **4.3. COVID Recovery Premium**

This has been received.

### **4.4. Use of Surplus**

In year use of this will be considered e.g. for ongoing replacement of desks and chairs in poor condition, replacement minibuses (could consider charitable sources e.g. Lords' Taverner, Buzzacotts' Social Responsibility Programme).

Longer term the development of a Schools Rebuilding Programme was noted with a school contribution possibly sought if additional accommodation/facilities are to be provided. (Would need to allocated and 'ring-fenced'). There is also likely to be an unfunded pay increase next financial year (3%?).

Some under-spend is expected re agency supply costs.

### **4.5. Cash Flow Forecast 2021/2022**

This was shared.

#### 4.6. 3 Year Budget Forecast

4.6.1. JA reported regarding this with a focus on Year 1. He stated that he believes the significant figures to be accurate re income including DFE supplementary funding. Some of this income is 'ring-fenced' i.e. for prescribed purposes e.g. COVID recovery premium, 16-19 tuition. Direction will be needed re its use e.g. by internal staff, overtime, external staff. There is also some school generated funding but no more funding for COVID testing is expected.

4.6.2. Information is needed re the Teachers' Pension Contribution grant and re the student profile which will both affect the total income received.

Also, re special educational needs funding there may be additional Education and Health Care plans allocations pending for receipt from the LA.

4.6.3. **Q.** Is there a supplementary grant re the NI increase? **A.** Yet to be advised.

##### **ACTIONS:**

- JA to update the budget commentary columns (green and yellow) to show the basis of calculation of the budget forecast to include realistic inflation assumptions.

-Principal (PG)/ Chief Operating Officer (RP) and JA SBM) to review budget figures to agree the basis and accuracy of the figures used.

#### 4.7. Reserves Policy and Spending Plans

4.7.1. A succinct reserves policy is available for submission to the DFE if required.

4.7.2. Opening reserves were noted of £1.451,000 million. It was noted that the EFSA recommend the retention of a minimum of 1 months' operating costs as a reserve. TP noted here that trusts holding more than 20% of the gross annual budget should clarify the proposed uses of this money in budget submissions.

4.7.3. Discussion followed regarding the Schools' Rebuilding Programme with a proposed retention for Highams' Park of £400,000 re building work, furniture and IT. A contingency will be needed for emergencies and ongoing repairs e.g. 1930s roof on the 6<sup>th</sup> form building.

#### 4.8. Utilities Dual Fuel Contract Extension

Use of the DFE approved broker was noted with extension of the current contract by 2 years proposed to British Gas SME Engie Blend and Extend. The likely adverse impact of the Ukraine conflict was noted with significant price increases likely but with the unit price paid depending on actual consumption. Contracts have been signed so documentation and formal approval is needed per the school's Scheme of Delegation.

**ACTION:** Formal sign off by committee to follow following confirmation by JA of three quotations received and confirmation that Engie is British Gas.

#### 4.9. Catering Update

4.9.1. Evaluation of the financial impact of not increasing prices is needed after the end of the financial year. Profit share will be based on year-end figures but could challenge for monthly receipt. It was **AGREED** in principle to operate the service on a break-even basis so that there is no detriment to the delegated budget.

4.9.2. JA reported that there have been meetings with the catering company. (Noted that these should be minuted and include discussion of key performance indicators).

#### 4.9.3. Retendering of Catering Contract

It was noted that after 3 years the current 5-year contract can be terminated with 6 months' notice. However, application of TUPE (Transfer of Undertakings Protected

Employment) regulations mean that the process would be likely to take a minimum of 9 months in practice.

**ACTIONS:**

- JA to identify KPIs to include food quality, discuss invoice issues and schedule and minute future meetings.

-Proposed changes to school meal charges with effect from September 2022 were **AGREED** (£2.16 to £2.26)

-JA to ask contractors to justify contract price increases (e.g. fuel, London Living wage increase?)

-JA to consider retender with a timeline established and any contract review to refer to use of a possible new facility if the canteen is rebuilt.

4.10. Benchmarking/Cost Comparison

-TP referred to the DfE Review My Financials Insight website with tabs to compare and review costs.

-Teaching, support staff, catering and educational supply costs are identified as high for the school.

-However, the level of reserves and balances held by the school is considered to be low risk.

**ACTION:** School to consider and report back and input information into unpopulated areas on the self-assessment form on the DfE benchmarking website.

**5. ESTATE MANAGEMENT UPDATE RE SCHOOL REBUILDING PROPOSAL- Richard Palmer**

5.1. Current Progress: A full list of buildings to be demolished was noted + new accommodation to be provided. There will be an opportunity to change the layout of the front of the school.

5.2. Draft Plans

These were reviewed with total estimated project costs noted at £27-£30 million.

**Q.** Neighbour objections? **A.** DfE has considered issues including the roofline, height of the building and liaison with planning.

**6. HEALTH AND SAFETY ISSUES**

There were none reported.

**7. POLICIES**

7.1. Review of Scheme of Delegation

**ACTION:** JA to review re authorising persons (should be trustees) and report back.

**8. DATE AND TIME OF NEXT MEETING**

This is scheduled for Thursday 30 June 2022-10.15 a.m.

The meeting closed at 1.15 p.m.

Chair: ..... (print)

..... (sign)

Date: .....