



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

5.2.2	Summaya Aziz to check the accounting codes with the DfE.
5.2.6	Summaya Aziz to provide a breakdown of the benchmarking KPIs.
5.4.1	Summaya Aziz to check Catering contract.
5.4.2	Feedback from meeting with catering company.
7.1	Catering company to provide confirmation of statutory regulation compliance.
9.1	Pay Policy to be approved at the next Trust Board meeting.
9.2	Summaya Aziz to review 7.2 and 7.3 of the documents and provide information on the approval of the lower level of expenditure.
10.1 10.2	Debt Recovery Policy - agenda item – Trust Board. Looked after children - agenda item next meeting.
11	Next meeting to be held on Thursday 18 November 2021 at 10.15am at the school.

1. WELCOME AND APOLOGIES POLOGIES

- 1.1 There were no apologies for absence, as all members were present.
- 1.2 No governor was applicable for disqualification.
- 1.3 The meeting was confirmed as quorate with four Trustees and the Principal present.

2. ELECTION OF CHAIR

The Company Secretary welcomed nominations for the position of Chair of Governors. Alan Benton proposed that Tracy Penfold be elected as Chair of the Resources Committee for the 2021/2022 academic year, this was seconded by Richard Palmer. With no other nominations and no objections Tracy Penfold was duly elected as Chair.

3. DECLARATIONS

- 3.1 Trustees had nothing to declare regarding the agenda items.
- 3.2 Standing declaration:
Tracy Penfold – Chair of Governors Edinburgh Primary School, Governor Opossum Federation.

Chair's Initials:

4. MINUTES

4.1 Trustees received the minutes of the meeting held on 1 July 2021 and agreed these to be an accurate record of the meeting. Tracy Penfold signed copy of the minutes and these were retained by the school.

4.2 Matters arising:

5.1.1	Some of the CIF bid funded work took place in the summer holiday. More information was noted later in the meeting.
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5. FINANCE

5.1 Business Continuity Plan

5.1.1 It was highlighted that there was a policy in existence and that it needed review. Summaya Aziz had gone through and highlighted points with the Principal to make sure the processes for each section were clear. The internal auditor had stated that the school had not fulfilled that part of detail.

5.1.2 The fire evacuation process was looked at; a conversation will be held with Handsworth Primary about the offsite place of safety. Highams Park was the offsite place of safety for Handsworth, who use the sports hall. However, if Highams Park was in danger, they would use part of Handsworth's playground.

5.1.3 Trustees have had sight of the Business Continuity Plan and were aware that it should be reviewed at the start of the academic year.

Q: When will the document be completed for this academic year? Will Trustees need to see it again during the summer?

A: There were still some points to be finalised at the next meeting. There was no guidance on what should be included, though it was likely that remote working would be included.

5.1.4 Trustees supported remote working. The current Business Continuity Plan would be populated and circulated to Trustees ready for the next meeting. In answer to a question how remote working was managed, it was noted that many documents were saved on the cloud, so staff were able to access documents as if they were on site.

ACTION: Summaya Aziz to finalise BCP ready for next resources meeting

5.2 Benchmarking

5.2.1 There was a need to understand where data going into various portals came from and make sure that it was accurate.

Q: Where did the figures come from?

A: The auditors prepared the accounts return summary and populated the information loaded onto the portals. The school is going to challenge where the information is from, as the public information is not thought to be accurate.

5.2.2 The Principal informed the meeting that Summaya Aziz will have discussions with the external accountants. The DfE had their own chart of account codes and school had their own codes. It was a matter of making sure the codes mapped into the chart of account codes. Most of the accounts returns were automated and information was pulled from various headings. Trustees voiced concern about the level of detail on this. Summaya Aziz was trying to seek more clarity from the DfE and ask if there was a chance to update the codes.

ACTION: Summaya Aziz to investigate.

5.2.3 The 2018-2019 account figures were on the view my financial insight website; it gave a flavour of what the report was showing and highlighted the top three areas for investigation via a RAG rating. It relied on the information from the school's accounts.

Q: Was this addressing the benchmarking and KPIs that the auditors wanted?

A: Yes, and documents that are available they can see. The VMFI system was still being developed, as it was two to three years old.

5.2.4 The latest resource management self-assessment dashboard and checklist was completed and submitted in April 2021. The dashboard rag rates areas. The starting point was staff pay. There were a lot of experienced staff in the school who were at the top of their salary point and had also been at the school for a long time, hence the higher costs. It was important that the figures being entered were as correct as possible

Q1: Were the numbers coming from the accounts?

A1: This would have to be checked. It was thought to be generated from internal figures as school accounts figures were not reported to the DfE until the month of May in the first budget return submission.

Q2: Was there a national comparison?

Q2: Yes, and teaching costs in London was higher than the national average.

5.2.5 It was recognised that there was room for interpretation at every point, e.g. the leadership team was not the same in every school and not all were class based. The pupil teacher ratio should be looked at. Also, utilities were high, but energy costs were stated to be in line with other schools. It was agreed that this should be scrutinised and refined. The self-assessment tool for 21/22 will be submitted in March 2022. With the schools rebuilding programme, they might want to consider this information in school build design and inclusion of the CIF work.

5.2.6 The purpose of this item was to bring to Trustees' attention the information available and start looking at the background information. The Chair will be able to access the next VMFI document for the 20/21 accounts the early part of 2022. The self-assessment tool be completed for this financial year. This will flag up key areas for investigation based on this year's budget. Another source for KPIs can be found in DFE guidance which suggests seven areas and how to use the information. Summaya Aziz will provide a KPI breakdown and email to Trustees.

ACTION: Summaya Aziz.

5.3 Parental Debt

5.3.1 The Chair informed Trustees that discussions were held at previous meetings requesting information to gauge the level of debt. Part of the internal audit recommendation was to put a policy in place so there was a clear process for chasing up debt. The Debt Recovery Policy was created by Jacob Adeshina and completed by Summaya Aziz and had been uploaded onto the portal. This will be discussed later in the meeting.

5.3.2 The current level of debt (positive balance) recorded in August 2021 was £9,050, £1,074 will go through as a liability (negative £1,700 and £1,300 positive).

Q1: What was the largest debt?

A: Approximately £19.00. A student leaver was £76.00 in debt (part of the £1,074 liability). When the school was aware of families' financial issues, it paid off the debt or put on addition credit.

Q2: In terms of the £1,074, when will this be reimbursed?

A2: It was put through as a debt and the process of paying back will start.

5.4 Catering contract

5.4.1 The Chair reported that during the monthly finance meetings, several issues were highlighted by the school with regards to the catering company, including performance and the receipt of incorrect invoices. There was a possibility that the school was due a rebate from the catering company and there was current discussion about the level of the rebate. It was noted that the school could give six months to terminate the contract.

Q: How did the concerns about the invoices come to light?

A: It started in 2017, since then invoices have had to be sent back to be corrected. The school maybe able claim back £45,000 under the contract. There was a lack of transparency and no contact from the Operational Manager. The school had also chased reports and was informed that they would receive a guaranteed return each year but it had not been received. The company stated that there was not a guaranteed profit return and payback was contingent on normal activity. The contract will need to be checked and it might be useful seeking advice from the legal team. The Summaya Aziz agreed to look at this in detail in time for the next meeting.

ACTION: Summaya Aziz

5.4.2 The yearly figures will be looked at, as the catering company had a high level of profit. They had offered to pay £15,000 (though the worth was more in the region of £45,000). It was questioned why they offered this when they stated that they were not obliged. The catering company referred to a issued PPN notice and paying staff salaries.

Q: How will this be moved forward?

A: A meeting was due to be held in November 2021 to discuss the September figures. It was accepted that the school could not expect to receive £45,000 but £15,000 was not enough, this would obviously need further discussion. The school would be asking for a full explanation re. PPN, clarity of the contract and agreement on the total payback.

ACTION: Feedback of contract meeting at next meeting.

5.5 Contracts Register

Trustees noted the list of various SLAs and contracts and their expiry dates. All contracts were reflected in the budget. Trustees were reminded of the levels of expenditure that needed committee approval. Trustees agreed the contracts register.

5.6 Covid Funding streams 2021-2022

5.6.1 Recovery Premium

This was similar to Pupil Premium and was targeted towards disadvantaged children. This would be used to support 343 students (£49,735).

5.6.2 School Led Tutoring

This programme will support 206 students in a total of 3090 hours at a cost of £41,715 (equalled 75% of costs and school funds 25%). It was agreed that the exact values would be confirmed. The school will be looking at how the funding will be spent and was drawing up a plan. There was more flexibility with the Recovery Premium. It was noted that funding could be clawed back from the DfE if not spent. It was questioned how the school's contribution of 25% was worked out

5.6.3 Trustees noted the above allocations.

5.7 Summer School Funding

Q1: How was the funding recorded in the accounts?

A1: This will be reported back to the committee. The full amount was claimed based on attendance. During the summer break, the school did not spend everything that they needed to as existing resources were used, resources are being replaced after.

Q2: What evidence do you need?

A2: The deadline for claims was 1 October 2021.

5.7.1 Summaya Aziz will investigate this. She would need to show evidence of spend

6 ESTATE MANAGEMENT

6.1 CIF Bid application 21/22

6.1.1 Richard Palmer reported that the school had used CIF funding for a long time to maintain the school site. However, the school will be included in the School's Rebuilding Programme (SRP) to carry out building works. Until the works commenced through the SRP, the school had a health and safety responsibility to continue to submit CIF bids to maintain the school site. There was some overlap with SRP. One of the potential bids for 21/22 was electrical works in the East Wing.

6.1.2 It was noted that a meeting was held with Barkers and the school was putting together a bid to meet the CIF criteria. They took a longer look at the roof on the main building, especially the flat roof and slipped tiles. A conditions survey would need to be carried out to identify works. This is another potential bid for 21/22. This will more than likely add value to the school in the short term and be accepted. The school was in simultaneous discussions both CIF and SRP.

6.1.3 The school will be submitting a bid to maintain the roof via CIF until SRP scope is agreed, it was noted that there was a cross over in the works. There was a significant amount of work to be carried out across the buildings.

6.1.4 A change of scope has been made to the two 20/21 existing CIF bids. The school was not planning to spend all the money given and this will sit in a separate account. The fire escape will not be installed yet.

6.1.5 Nothing was ruled out from the meeting with the SRP, apart from the Sports Hall, Sixth Form, South Wing and P Block, everything else may be considered as a potential rebuild or major refurbishment.

6.2 Estates Vision

The Estate Management Committee met on a fortnightly basis. One thing needed to be addressed was the vision for the estate. The key questions and initial thoughts were noted. The document was ongoing and will be further developed.

6.3 CIF Contract 2018/19 to 21/22

6.3.1 This was deferred to the November meeting. Trustees noted the current position of the following contracts:

Boilers 2018/2019

Kitchen works 2019-2020

Roofing works 2019/2020

Fire Safety 2020/21

6.3.2 Financial update information was needed on the fire safety works. To be provide at the next meeting

ACTION: Summaya Aziz

6.4 - Schools Rebuilding Programme 21/22

This item was discussed earlier in the meeting (minute 6.1). The Chair thanked Richard Palmer for his work on this and for supplying information to the DfE. It was noted that colleagues from the SRP were openly impressed with quality of information provided by Richard Palmer. The Principal reasserted that participation in this programme will make a massive difference to the school.

7. HEALTH AND SAFETY

7.1 Catering and Natasha's law

The catering company was compliant with the statutory regulation, ensuring that all prepacked food was labelled with ingredients. However written and signed confirmation was not received. The school was asked to request confirmation of compliance from the catering company i.e. provide documentation on headed company paper and signed by a company representative

ACTION: Summaya Aziz.

8 SCHOOL ITEMS

8.1 School calendar 21/22

Trustees noted the additional Bank Holiday to observe the Queen's Jubilee. The school will close on 4 January 2022.

9 POLICIES AND STATUTORY DOCUMENTS

9.1 Pay Policy

The Chair reported that she had read through the policy. Trustees recommended approval of the policy.

ACTION: Pay Policy to be approved at the next Trust Board meeting.

9.2 Scheme of Delegation 21/22

9.2.1 Trustees noted the cheque and BACS payment authorisations. Cheque payments over £100,000 to be signed by two approved signatories, one of whom was the Principal and a member of the Trust Board (not school-based Trustees). This was checked by the auditors. It was agreed that the wording of cheque/BACS payments under and over £100,000 to be checked and changed (7.2 and 7.3).

ACTION: Summaya Aziz to review 7.2 and 7.3 of the documents and provide information on the approval of the lower level of expenditure.

9.2.2 There followed a short discussion on the approval of invoiced and purchasing thresholds. It was agreed to review the delegation process for placing of orders, the approval of invoices and the payment of invoices.

ACTION: Summaya Aziz to provide any recommendations of changing the existing delegation

9.2.3 It was pointed out that the Trust Board Vice-Chair should also be a member of the Resources Committee as stated in the Scheme of Delegation. It was agreed to remove the Trust Board Vice-Chair from the membership of committees. In the absence of Committee Chairs, a non-school based governor would be elected for the meeting. Items of Any Other Business – urgent only to be approved by the Chair of Trust Board/Committee and the Principal prior to the any trustee/committee meeting.

ACTION: Scheme of Delegation to be amended ready for submission to the Full board meeting in December.

9.2.3 It was noted that petty cash limit had previously been increased to £100.00.

10. ANY OTHER BUSINESS

10.1 Debt Recovery Policy

The committee recommended the policy for approval by the Trust Board, subject to slight amendments.

ACTION: Agenda item – Trust Board.

10.2 Looked after children

A possible write off will have to be discussed in detail at the next meeting. It was noted that the school received a certain amount of funding based on actual expenditure needed against a pupil education plan. The school had not submitted a claim for supporting students partly because the nothing was to be claimed.

ACTION: Agenda item next meeting.

11. DATE OF NEXT MEETING

The next meeting will be held on Thursday 18 November 2021 at 10.15am at the school.

The meeting closed at 12.15pm.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
