



MINUTES OF A MEETING OF THE HIGHAMS PARK ACADEMY TRUST RESOURCES COMMITTEE HELD ON THURSDAY 29 JUNE 2023 AT 10.15 A.M. AT THE SCHOOL AND VIRTUALLY

Present: Tracy Penfold (Chair)-Trustee
Alan Benton-Trustee
Dave Brown-Trustee
Erik Mesel-Trustee
Nigel Armsby-Trustee (Principal)
Richard Palmer - Trustee

Also in Attendance: Tim Morris, Company Secretary
Jacob Adeshina, School Business Manager

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4	Finance: (i)JA to work with TP and AB re staff forecasts. (ii) 2023/4 Draft Budget: Review per minute (iii)Catering Update: JA to chase T-S re charges. (iv)Lettings Rates: AGREED as recommended. Review after rebuild and retain in house for the present. (v) 21/22 Outturn-August 2022 Monthly Reports: AB/JA to consider.	JA/TP/AB JA JA JA AB/JA to consider	Ongoing Ongoing As soon as possible Ongoing August 2022.
5	Estate Management (i)NA to e-circulate final document to members re School Rebuilding Programme. (ii)DFE Energy Efficiency Report: Works AGREED per RP email for summer period if possible.	NAY RP	Ongoing Ongoing
6	Health and Safety Report: List needed of fire wardens + update of fire evacuation procedures.	JA/NAY	As soon as possible.
8	Policies: Reserves, Business Continuity Plan and Gifts and Hospitality Plans AGREED subject to amends per minute.	JA	Ongoing
9	Date and Time of Next Meeting: Thursday 19 October 2023-10.15 a.m.	All to note/school to action	19-10-2023



1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome

All were welcomed to the meeting.

1.2. Quorum

The meeting was quorate with 6 governors present.

2. DECLARATIONS OF INTEREST

2.1. Declarations of Interest in the Current Agenda Items:

There were no declarations of interest in any of the current agenda items.

2.2. Standing Declarations of Interest:

All are reminded to review and amend these if their circumstances change.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 4 May 2023:

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

4. FINANCE

4.1. April 2023 Monthly Figures:

4.1.1. These were screen shared. The total revenue and capital deficit was estimated on this report as £347,004. The May report was for an estimated revenue surplus of £96,000 with a capital spend of £32,000 so review of the figures is needed.

Management accounts reported:	£
Total Revenue Income:	11,230,857
Total Revenue Expenditure	11,285,554
Full Year Deficit	54,697

4.1.2. Adjustments April to May were note re additional supplementary grant and staffing cost changes re change of principal, provision for maternity leaves, reduction in number of trainee teachers. Premises costs have also reduced as maintenance expenditure has been deferred pending the school rebuilding programme.

Q. Why the significant changes in figures circulated following the monthly meeting?

A. Supplementary funding grant which not reflected in the previous years' forecast.

Q. The projected deficit was earlier £347,000 so the supplementary grant does not account for the difference entirely? **A.** Different figures in the system, close down figures were updated, ask Alecia.

Q. Do the timings of these meetings need adjustment then? **A.** Communication problem. Discussion followed re the documents presented and the need to see changes made explained on monthly reports including management accounts, cash flow and payroll. It was noted that the budget doesn't changes, changes are to forecasts which are reflected 4 weeks later, reports are closed before documents are circulated but the changes made need to be summarised. It was stated that JA is responsible to NA as principal. JA stated that he reviews forecasts, variance analyses, reviews underlying assumptions with a need to scrutinise line by line.

Q. But there are still significant variations in numbers? **A.** The method of forecasting staff costs needs to be adjusted to include pay awards and staff movements with the budget reviewed in February.

ACTION: JA to work with TP and AB re staff forecasts on a post by post basis for each month. There will be most variation May-July.



4.2. 3 Year Forecast/Budget 23/4:

- 4.2.1. It was noted that a draft budget had been reviewed on 28/06/2023 with an estimated deficit if the pay award is not funded of £720,000 for 23/4 which is not sustainable. If the pay award is fully funded the estimated deficit is £350-£400,000. In previous years pay awards have usually been fully funded.

TP noted that the School Teachers' Pay Review Body is recommending 6.5% which the government is not currently accepting will be fully funded but with no indication of the percentage that will be.

- 4.2.2. **Q.** What's the basis of the budget? **A.** Income is fixed reflecting loss of the supplementary grant for last year. Could expect that they will pay 6.5% but budget for 5% to be more realistic. There would still be an underlying deficit of £350,000 which needs to be addressed and is largely staffing. JA noted that a new staffing budget is being prepared reflecting current staff numbers and their pay scales. The addition of behaviour support staff was noted.

- 4.2.3. It was noted that if decisions need to be made re staffing clarity is needed re the accuracy of the forecasting with potentially unaffordable items e.g. outsourced cleaning contract not implemented. The impact of staffing replacements needs to be considered and desirable projects deferred. The largest variables are income and staff costs but fortunately the school has reserves. There is no set staffing structure so estimate costs and future potential incremental increases need to be estimated in order to manage staff costs.

Frustration was expressed re unknown variables noting that costs and General Annual Grant funding are fixed but assumptions are needed re pay awards.

ACTIONS:

- JA to amend staff budgets with note re actual costs.
- Basis of GAG is not clear, could assume 3% funding or budget prudently for worst case.
- Review 2023/4 budget for realism and comprehensiveness.

4.3. Catering Update-Charges report screen shared

- 4.3.1. It was noted that actual meal costs are £2.03 with the school charging £2.35. There is a credit to free school meal students of £2.35 with the full amount billed to mitigate the risk to the contractor.

ACTION: JA to chase Taylor Shaw re charges.

4.4. Lettings Rates 2023/4-Rates screen shared

- 4.4.1. Overtime payments for site services staff were noted so lettings are unlikely to be able to generate significant revenue.

- 4.4.2. It was **AGREED** not to outsource pending rebuilding as likely to generate additional management and maintenance costs. Also, site services staff are reluctant to undertake further overtime hours (currently working 30 hours + per month). Following rebuild this could be reconsidered on the basis that community based use is desirable in principle. The rates proposed were **AGREED** as recommended for review after rebuilding.

4.5. 21/22 Outturn Figures-August 2022 Monthly Reports-Screenshared.

These were noted as outturn figures for May. At closedown in August 2023 actual figures will include pension contributions and depreciation.

ACTION: AB/JA to consider.



5. ESTATE MANAGEMENT

5.1. Schools' Rebuilding Programme-Screenshared.

Recent media publicity re school maintenance issues were noted. The School has no system built materials. An overall site plan has been completed for submission to the LA with a design and access statement displayed. This gives a high proportion of brick to the school frontage in keeping with neighbouring properties but with cost implications.

5.1.2. The meeting viewed an A4 portrait spread of the new build. The rear view includes the dining hall, entrance canopy, memorial garden including planting and structure and definition of spaces. The School's earlier history re Building Schools for the Future was noted with a tender process to follow. Preparatory summer works are planned re utility preparation subject to planning permission.

ACTION: NA to e-circulate final document to members.

5.2. Estates Group Feedback

TP noted that a new site manager has started, drainage issues continue, insurance reimbursement re these is unlikely, cleaning tender is pending and the former caretakers' house is vacant.

5.3. 'P' Block Toilets

Works to these and the staffroom will be progressed notwithstanding the estimated deficit as affecting staff and student morale and well being.

5.4. DFE Energy Efficiency Report

An email from RP was noted and **AGREED** with works to be carried out during the summer period if possible.

6. HEALTH AND SAFETY REPORT-Screen shared.

6.1. This was screen shared and noted re statutory checks.

ACTION: List of fire wardens and update of fire evacuation procedure needed.

7. POLICIES

7.1. Reserves Policy

This was noted and reflects the current financial position. At least one months' running costs are needed to be held in reserve for emergencies.

ACTION: Needs amendment to reflect the current budget.

7.2. Business Continuity Plan-Screen shared.

This has been updated per EFSA advice re extreme weather.

ACTION: Lockdown drill to be practiced with fire evacuation drill and policy amended.

7.3. Gifts and Hospitality Policy-Screen shared

ACTION: JA to amend to include forms for authorisation of staff claims.

8. ANY OTHER BUSINESS

There was none.



Highams Park
Academy Trust

9. DATE AND TIME OF NEXT MEETING

Thursday 19 October 2023-10.15 a.m.

The meeting closed at 12.30 p.m.

Chair: (print)

..... (sign)

Date: