



Present:	Tracy Penfold (Chair) Phil Grundy Dave Brown Alan Benton Richard Palmer	Trustee Principal Trustee Trustee Trustee
Also present	Caroline Russell Jacob Adeshina Tim Morris	Clerk to the Trustees ABM Company Secretary

# **11. DATE OF NEXT MEETING**

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

## **Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3	Employment Tribunal Grievance Claim: Minuted as confidential under separate cover.	School	08-07-2022 and ongoing
5	Budget Monitoring: (i) IT upgrade: Proposal to made to school Estates Management committee (ii) Review student numbers in September and change budget assumptions if necessary	School JA	Ongoing September
7	Catering Contract: (i) Report to next meeting re KPIs, details of contract extension and associated costs and contract operation in the temporary accommodation. ,	JA	Next resources committee meeting
8	Lettings Report: Action per minute	JA	14-07-2022
9	Estate Management: Report to be put on portal for the information of trustees.	PG	Ongoing
12.4	Dates and Times of Future Meetings: TM to advise Board on 14-07-2022	TM	14-07-2022

**1.WELCOME AND APOLOGIES FOR ABSENCE:** All were welcomed to the meeting.

**1. DECLARATIONS OF INTEREST:** There were none in relation to the current agenda items. Standing declarations of interest were made by Ms Penfold in relation to governorship for Opossum Federation and chair of governorship at Edinburgh Primary School.

**3. EMPLOYMENT TRIBUNAL CLAIM:** Minuted as confidential under separate cover.

**4. MINUTES AND MATTERS ARISING FROM THE LAST MEETING HELD ON 28-04-2022:** These were received and accepted. The minutes were considered agreed, a copy to be retained by the School and Governor Services. There were no matters arising not still ongoing or considered elsewhere on the agenda.

#### **5. BUDGET MONITORING**

**5.1.3 Year Budget Forecast:-JA:** JA presented noting that this had been a challenging exercise. The estimated revenue surpluses for Years 1, 2 and 3 were noted as £50,000, £8,000 and £10,000 respectively. It is intended to separate the capital and revenue budgets with expenditure on IT scheduled once an IT strategy update has been determined. It is hoped to meet urgent IT needs from the current year revenue budget which includes a provision of £120,000.

**ACTION:** Proposal to school Estates Management committee.

**5.2. Rebuilding Schools Programme:** PG reported that some furniture is to be replaced from reserves in 2023/2024 for the scheduled moves to new buildings in January 2025. To avoid putting old furniture into new buildings this is likely to involve replacement of 75% of the school's furniture with other upgrades also to be considered e.g. CCTV Cameras, stage, storage, renewal and addition of perimeter fencing, entry system on front gate and a new signing in system. Other expenditure for this year priorities safeguarding items.

#### **5.3. Budget Assumptions**

**5.3.1.** Numbers on roll+ predicted 6<sup>th</sup> form numbers were noted with funding delegated based on average numbers. (2022/23 number on roll 1581, funding at 1175 and 365, 2023/2024 number on roll 1196 and 362 and 2024/2025 number on roll 1199.

Staff pay increases/employer offers were noted at 3% for both teaching and support Staff noting that the consumer price inflation index is currently reported at 11% by ASCL. Income is based largely on average pupil numbers and a minimum funding guarantee. It is affected by student numbers in the 6<sup>th</sup> form which are more volatile than for the main school but with an accurate prediction needed especially if a deficit is predicted. 6<sup>th</sup> form numbers may increase but that will potentially incur additional staffing costs. There is a risk of an unfunded pay rise so a prudent approach has been taken to predicted budgets including re incremental progression.

**ACTION:** Review in September and change future assumptions if necessary.

**5.3.2.** Future premises maintenance costs are expected to fall after rebuild but utilities costs to increase (ASCL guidance 50%). The school has a fixed deal on utilities in years 1 and 2. If there is a surplus it will be allocated to reserves and ring fenced for expenditure as soon as possible.

DB left the meeting.

**5.3.3. ICT Costs:** There has been a lack of clarity in the past re capital and revenue so this has been clarified and recorded in the budget commentary.

The 3-year budget forecast was **AGREED** noting that the deficit budget is supported by Reserves with capital costs clearly identified and pessimistic projects to be used re 6<sup>th</sup> form numbers in order that the 3-year budget is realistic.

#### **6. MANAGEMENT ACCOUNTS REPORT-SCREENSHARED**

**6.1.** JA reported that there has been increased consultation with budget holders.

There is a year-end operating surplus of £445,927 which will be adjusted if necessary re income variances. Re the IT surplus this will need to be spent soon given lag times on ordering and receiving stock. PG noted that expenditure is also needed on Astro turf, the Youth Centre (lease to be renegotiated with LA sign off) and windows in

the sports hall.

## **7. CATERING UPDATE**

7.1. This noted confirmation of receipt of a rebate and a report re meetings held with the catering company. Key Performance Indicators have been identified re quality, management, finance, people and operational. The document will be moderated by JA and the operations manager.

7.2. Future meetings will focus on the management of the catering contract including health and safety e.g. need to lock knives away, timely repairs, provision of packed lunches for educational visits and hospitality.

7.3. The current contract expires on 13-05-2023 but may be extended to 2024 if the current caterers agree to relocate to the temporary accommodation to be provided as part of the rebuild. Retendering of the contract is likely once the rebuild programme has been completed to include a new canteen and server.

### **ACTIONS:**

-Report to next resources meeting re key performance indicators, details of contract extension and associated costs and contract operation in the temporary accommodation.

## **8. LETTINGS REPORT**

**ACTION:** Report needed to the Board meeting on 14-07-2022 re lets for the sports hall, classrooms and Astroturf with rates amended according to demand.

**9. ESTATE MANAGEMENT:** PG reported that information is to be received from the DFE re nomination of contractors and specification of the project and budget. He recorded his thanks to Richard Palmer for his help and support.

**ACTION:** Report to be put onto portal for the information of trustees.

**10. HEALTH AND SAFETY:** Noted.

## **11. POLICIES AND STRATEGIC DOCUMENTS**

These were **AGREED** re Business Continuity Plan, Accessibility Plan (to change after building work).

## **12. ANY OTHER BUSINESS**

12.1. Reserves Policy Statement: This acknowledges incorporation of £200,000 re the school rebuilding project. JA noted EFSA guidance re retention of a minimum of 1 months running costs. There is a £50,000 provision re Astroturf replacement.

12.2. Minutes of the Meeting Held on 10 March 2022: These were received and accepted.

12.3. Health and Safety Compliance: This was deferred. Compliance software is being shared with estates management committee.

12.4. Dates and Times of Future Meetings: To be confirmed (TM to Board).

**The meeting closed at 1.10 p.m.**

The meeting closed at 12.15pm.

Chair: ..... (print)

..... (sign)

Date: .....