



**MINUTES OF THE FINANCE, AUDIT & PREMISES COMMITTEE – Thursday 22 June 2017**

Present: Mrs S Wright Mr D Smith Mr J Elliot  
Mr R Clark Mr R Foster

Also present: Mr A Davis (Principal)  
Mr R Vaughan (Vice Principal)  
Mrs A Eastwood (Company Secretary & Business Manager)  
Mrs K Chard (Clerk)

Apologies: Mr G Rumary

		<b>ACTION</b>
<b>1</b>	<p><b>APOLOGIES</b></p> <p>Mr Rumary had given his apologies, which were accepted by the committee.</p>	
<b>2</b>	<p><b>DECLARATION OF BUSINESS INTERESTS</b></p> <p>None declared.</p>	
<b>3</b>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p><b>Minutes</b> Mrs Wright stated that the minutes of the February meeting had not been to the Full Board.</p> <p>Mrs Wright asked whether the income from the AGP would be able to support the Football Development Officer post. Mrs Eastwood said that this had been discussed at length at the recent Leisure Board meeting and she believed that the FDO post, as it currently stood, was not sustainable. The next step was to meet with representatives of SSDC and the Football Association to discuss how many hours of the post could be supported. It was thought that this would in the region of 10 hours and other aspects of the post could be delivered by the Leisure Centre managers. The staffing structure for the leisure centre would need to be reviewed with the new swimming posts and the FDO post. Mr Davis said that the challenges of the FDO position were anticipated when the Academy was considering how the FDO post would be implemented and had given consideration to Arsenal Soccer School running the facility. Mrs Eastwood said that there were elements where the current member of staff had been successful, particularly around the Walking Football and Mash Up programmes, and the sixth form football team and 5-a-side football could be developed, but there had been no impact on weekend bookings, which had been practically non-existent. Mrs Eastwood said that HR had been consulted regarding the changing hours of the FDO</p> <p><b>Action Sheet</b> <b>Item 20</b> Facilities for disabled student. There had been some concern that this project would not be completed in time for the student’s arrival in September, due to delays with Somerset County Council appointing a contractor. However, an update that day had given an indication that it would be completed on time. Mrs Eastwood confirmed that the project was being funded completely by Somerset County Council. Item completed.</p>	

<p><b>Item 35</b> Item completed.  <b>Item 45</b> Review of Decisions Made. It was agreed to close this item as it related to a document circulated some years ago.  <b>Item 51:</b> Item completed.  <b>Item 52:</b> Item removed. History classroom renovation not taking place as funding bid unsuccessful.  <b>Item 53:</b> Room 26. Mr Vaughan agreed to check that the decoration had been completed.  <b>Item 54:</b> Risk register and health and safety. Item carried forward.  <b>Item 55:</b> Item completed.  <b>Item 56:</b> Risk register item 44 to be reviewed by FAP. Item completed.</p> <p><b>Directors agreed and approved the minutes from the April meeting as a true and accurate record.</b></p>	<p>RV</p>
<p><b>4 PREMISES AND HEALTH AND SAFETY</b></p> <p><b>a) Facilities Development Plan and Capital Projects</b></p> <p>The CIF funded electrical upgrade project was underway and fortnightly meetings were taking place to monitor progress. A complete plan was in place to deliver the work from July 2017 to February 2018, managing the impact on classrooms and administration areas as appropriate. £195k had been received from the ESFA. The asbestos management survey had uncovered an issue with the asbestos in the art room ceiling tiles requiring them to be removed. The estimate for removal was in the region of £18k. However, as this been identified as a risk it needed to be addressed. Mrs Eastwood would confirm costs once they had been received. Mrs Wright said she thought a full asbestos survey had been carried out already. Mrs Eastwood said that a full survey had been carried out but some areas had not been accessible and had only had a visual inspection. Additional surveys were carried out if intrusive work needed to be completed and then the full survey was updated with the information.</p> <p>Mr Clark asked if when the Academy had taken over the responsibility for the buildings at the academy conversion point, there were any clauses in the lease that transferred any subsequent liabilities back to Somerset County Council if any additional issues, such as the asbestos, were uncovered. Mrs Eastwood said that unfortunately, this was not the case and the Academy had to accept liability for any further issues. Mr Foster asked if there was anything that could be done from a legal point of view? Mr Smith said he thought that it was likely and that the position was that Academies had to accept the situation. Mr Clark asked whether additional insurance could be sought. Mrs Eastwood said that she was not sure that this was covered by the RPA insurance. Mrs Eastwood also confirmed that there was no additional funding through the CIF bid should asbestos be uncovered.</p> <p>Mrs Wright asked where the £18k for the asbestos removal would come from. Mrs Eastwood confirmed that this would be found from different areas within the budget, in addition to other items that needed to be provided including textbooks, a new tractor etc. This list totalled £33k. It was likely the asbestos removal would be scheduled for October half term and the funding had to be used by 31 March 2018. However, the DfE have always been understanding about short term extensions to their funding end dates. Mrs Eastwood confirmed the contribution towards the Academy would have to contribute £15k towards the CIF bid.</p> <p><b>b) Swimming Pool Project - CONFIDENTIAL</b></p> <p>.</p>	

<p><b>c) Health and Safety Update</b>  <b>d) Summary of Work Carried Out During May Hay Term</b>          A document had been circulated to the committee for information..</p>	
<p><b>5 AUDIT COMMITTEE</b></p> <p>Mr Smith, as Responsible Officer, chaired this section of the meeting.</p> <p>No items for discussion.</p>	
<p><b>6 FINANCIAL INFORMATION</b></p> <p><b>a) Academy Management Report 2016</b></p> <p>Management report 5 had been circulated.</p> <p><b>b) Budget Preparation 2017/18</b></p> <p>Budget documentation had been circulated.</p> <p>The draft budget circulated in April had shown a £146k deficit which had been reduced to £23k. The main savings had been around staffing and teaching staffing in particular, plus the replacement of the Principal in January. The number of additional maths and English teachers had been reduced. The Head of Music would not be replaced until the following year. 22 staff were leaving this summer, adjustments made to part-time contracts. This had left the Academy with a less flexible timetable than normal. There had also been consultation regarding the possible increase in taught periods being increased from 44 to 45 lessons, or staff agreeing to cover lessons for absent colleagues. This would take effect the following year. Mr Foster asked if this reduction in staffing etc as part of the efficiency savings would affect standards and outcome. Mr Vaughan said that this would be a challenge but it was one that other schools had faced for some time. Mr Davis also confirmed that some subjects had been removed from the sixth form as the number of students opting for the subject had declined. The number of taught lessons per subject had also been reduced to from nine to eight lessons per fortnight. There were some additional reductions that would probably take place during the financial year in addition. These would assist with the deficit. In terms of going forward to future years, there were several caveats around the National Funding Formula and the increases that had been anticipated. Discussions had taken place with HR regarding future restructuring that could take place. Mr Davis said that they were conscious of the fine balance between keeping Huish special and keeping it viable. Mrs Eastwood confirmed that the budget needed to be recommended by the committee at following Full Board meeting.</p> <p>The updated current financial position showed a carry forward in the region of £670k.</p> <p>The previous meeting had focussed on the supplies and services. Mr Foster highlighted the change in leasing costs. Mrs Eastwood said that the minibus needed to be replaced, new pcs had been purchased and wireless network was being replaced. These had all added to the leasing budget.</p> <p>In terms of the £108k targeted efficiencies within year, it was estimated that £89k had been achieved. The reduction would have been higher if the LGPS</p>	

<p>contribution cost had not been increased and the apprenticeship levy introduced. These savings had also included restructuring.</p> <p>Mr Foster asked if the committee felt that if the budget had received the scrutiny required to satisfy Ofsted. Mr Davis said that he felt it would. Mrs Eastwood also confirmed that the budget was scrutinised by the ESFA and the auditors.</p> <p><b>It was agreed that the budget would be recommended to the Full Board.</b></p> <p><b>New minibus:</b> The Academy needed to lease a new minibus to replace one of the existing buses. Quotations had been received from several companies and evaluated by the finance team. The options available were to have one with a ramp (£34K) and one without (£25k). This was the value over 5 years. The lease would be paid quarterly. It was agreed that the Academy would lease a minibus without a ramp.</p> <p><b>Natwest:</b> Mrs Wright asked if the Langport Branch of Natwest closing would affect the Academy. Mrs Eastwood said that they were reviewing the banking arrangements and would report back to the committee.</p> <p><b>c) Leisure Centre Financial Information 2016/17 – Including AGP</b></p> <p>A brief discussion took place regarding the leisure report. Swimming income would be reduced due to the pool closure.</p>	<p>AE</p>
<p><b>7 ANY OTHER BUSINESS</b></p>	
<p><b>8 DATE OF NEXT MEETING</b></p> <p>To be advised.</p>	