



MINUTES OF THE FINANCE, AUDIT & PREMISES COMMITTEE – Thursday 7 June 2018 at 5pm

Present: Mr R Foster (Chair – FAP) Mr R Clark
 Mr C Wade (Principal) Mrs S Harris
 Mr T Settle (Responsible Officer)
 Mrs S Wright (Chair of Academy Board)

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

Apologies: Mr C Wall (Vice Chair - FAP) Mr Cole (Site Manager)
 Mr Rumary

	ACTION
<p>Mr Foster chaired the meeting.</p> <p>1 APOLOGIES</p> <p>Apologies has been received from Mr Wall, Mr Rumary and Mr Cole.</p> <p>2 DECLARATION OF BUSINESS INTERESTS</p> <p>None.</p> <p>Mr Clark explained he had a couple of items to be removed from his Declaration of Interests and would give the details at the end of the meeting.</p> <p>3 MINUTES AND MATTERS ARISING</p> <p>Minutes – 9 May 2018</p> <p>Mrs Wright referred to an error on Page 2, Item 11, Outturn for the Academy 2016 Financial Year. <i>'Mrs Eastwood explained that during the first years of Academy status the show...'</i> should read 'the school'.</p> <p>Action Sheet</p> <p>Item 1, Facilities Development Plan and Capital Projects – CIF bids. Mrs Eastwood to clarify time limitations on Academy contributions towards subsequent bids. Mrs Eastwood reported that there was no official time limit on the DFE documentation. Hadleigh Wells (Futures for Somerset) had suggested that five years would be considered a reasonable time scale. Item closed.</p> <p>Item 2, Draft Budget 2017/18. Mr Wade to provide Directors with plans regarding the increase in Year 11 students from the Academy applying to sixth form. Mr Wade informed Directors of his decision to change the leadership of the sixth form from Mr Madge to Mr Woodward. Plans are being put in place to recruit students from Year 7 upwards and the new house system will be an advantage with sixth form students mentoring younger students. Mrs Harris asked if it was in the Academy's prospectus that there was an expectation for students to stay to the sixth form. Mr Wade said that this was not included as the sixth form was not suitable for everyone, as some students would be more suited to a vocational route, rather than the predominately</p>	

academic one that the sixth form currently offered. Mr Vaughan explained that the government wanted vocational courses in colleges and not sixth forms.

Mr Clark said that he thought this was not our only gap in recruitment, as we do not recruit all our sixth form students from our Year 11. Mr Foster asked if there was a recruitment plan showing the relevant KPIs. Mr Wade commented that a clear strategy was being developed based on the government picture. Mr Wade thought the very first place for marketing is with retention of current students. Mrs Wright said that she thought colleges in bigger towns had more of a draw for the students. Mr Wade agreed and said that it would be good to involve parents more in the recruitment process. Mrs Wright also thought there needed to be an increase in extracurricular activities. Mr Wade mentioned that there was already a plan to increase sporting activities. Mr Foster asked that a new action point was created regarding the sixth form marketing strategy and this would be taken to the Full Board by December. Original item closed. New action point opened.

Mr Wade

Item 3, Huish Leisure – Directors Annual Report and Financial Statements. To clarify what is included in administration expenses. Mrs Eastwood discussed the sheet already distributed. Mrs Eastwood confirmed the administration figure of £8,163 had not been broken out in the accounts and the figure was included in the cost of sales. Mrs Wright asked why there was no cost against telephone bills for the Leisure Centre. Mrs Eastwood clarified that the Academy pays all telephone bills. Item closed, to be removed.

Item 4, Swimming Pool Project. Mrs Eastwood to update regarding the request for extra funding from South Somerset District Council (SSDC). Mrs Eastwood confirmed that no response had been received from SSDC to date. Mrs Eastwood went on to clarify that the dynamics of SSDC have now changed and Health and Leisure are disappearing. Item to remain ongoing.

Item 5, Review of Decisions Made. Mr Wade to investigate recruiting another staff governor. Mr Wade told Directors that he had not been successful with recruiting a teaching staff director. Mr Clark suggested that Mr Wade handpicked someone rather than sending a general email. Mr Wade commented that he thought this was a good idea with new staff starting in September. Mr Wade also confirmed he would add it to the agenda for the staff meeting on Monday. Item to remain ongoing.

4 FINANCIAL INFORMATION

a) Draft Budget 2018/19

Mrs Eastwood drew Directors attention to the Draft Budget 2018-19 already distributed. Column D showed the difference between version one and version two. Mrs Eastwood explained that catering income and expenditure had now been included. With regards to staff costs, Mrs Eastwood confirmed that there are 15 new staff coming in and 13 staff leaving. Mr Foster asked if the catering staff figure was based on TUPE staff only. Mrs Eastwood confirmed that it was and was shown in G271 catering, Line 30.

Mrs Eastwood explained that Line 8, Supplies and Services has been increased by £9,000 to bring departmental capitation in line with the previous year. Mrs Eastwood thought that budgets were tight within departments. Line 9, Supplies and Services Non Curriculum now included catering. Mr Foster asked why the loan repayments had increased in Line 92. Mrs Eastwood explained that this was based on the assumption that the Academy would be successful with the CIF roofing bid appeal.

Mr Settle mentioned the increase in bank charges in Line 92, G205 of £5,939. Mr Settle explained that it was on the agenda to discuss banking arrangements. Mrs Eastwood told Directors that Lloyds are currently offering free banking to education customers, but that they did not have a local branch.

Mrs Eastwood drew Directors attention to Line 100, G216 leasing. Mrs Eastwood went on to explain the increase of £4,680 was around the hardware replacement strategy sheet distributed. Mr Foster commented that the Macs looked expensive. Mrs Eastwood said that Mr Johnson would be able to advise. Mr Foster asked if the Academy only replaces what is needed, rather than expanding the provision. Mrs Eastwood confirmed that it did and it was part of the ICT Hardware Replacement Strategy. Directors discussed the asset disposal process and Mrs Wright reminded Directors of conversations that had been had the previous year with regards to IT equipment being sold. Mr Clark asked if the same amount of computers is purchased every year. Mrs Eastwood stated that no it wasn't, this could vary, but it seemed to be around the amount of eighty units on a rolling five-year program.

Mr Vaughan commented on Item 2, the hi-spec PCs being purchased as a replacement for Macs. Mr Vaughan explained that the big issue with Macs is that they cannot be networked which is difficult with no portable drives being allowed in school. Mr Wade asked if reconditioned Macs have been considered. Mrs Eastwood said she thought there would be issues around the warranty. Mr Foster commented that the lifespan would be around three years longer on a Mac than a PC as evidenced by the school's own hardware. Mrs Eastwood mentioned that the only departments that work on them are Media and A Level Music. Mr Clark suggested that reconditioned computers were considered. Mrs Eastwood agreed to discuss this with the ICT Network Manager. Mr. Foster asked for a Cost Benefit Analysis to be performed on the proposed replacements but utilising an additional expected life for the Macs before approving any spend.

Mrs Eastwood

Directors approved the purchase of item one, 80 PCs at a cost of £40,800.

Mrs Eastwood brought Directors attention to Line 103, the overspend of £4,680 on Minibus Costs relating to the additional cost of providing out of catchment student transport and the leasing of an additional minibus. Mrs Eastwood clarified that the PC03 had been subsidised since November additional cost to the Academy was thought to be in the region of £18,000 ending in July. Mrs Eastwood pointed out the equivalent of a whole year group at the Academy are out of catchment students and transportation was becoming an issue.

Mr Clark asked if the Catering on Line 130, was likely to make a profit or not. Mrs Eastwood explained that an estimated £29,000 profit was anticipated and this would be reinvested back into developing catering provision at the Academy. Mrs Eastwood went on to clarify there was no plan to bring in an extra level of catering support other than that which would be purchased from SCC in the short term. Mr Clark asked if there was a long term plan for use of profits. Mrs Eastwood said there was no specific plan at all yet. Mr Clark asked if a meeting should be held to clarify how any profit is dealt with early on next year. Mr Clark thought the same should be done with Huish Leisure strategy in the longer term. Mrs Wright commented that the Academy must not subsidise Huish Leisure. Mr Clark mentioned that Huish Leisure must not subsidise the Academies sport and PE provision.

Mrs Eastwood drew Directors attention to Column C, Row 13 and a £4,482 surplus. Mrs Wright commented that this looked it was a positive that the budget could be balanced without using any carry forward. Mrs Eastwood agreed. Mr Clark asked if a successful roofing bid would affect this. Mrs Eastwood stated that no it wouldn't, as the assumed loan repayments are included in the budget. Mr Foster commented that all the documents prepared were clear and easy to follow and thanked Mrs Eastwood.

Mr Settle brought up the fact that the trend for the next three years did not look as promising. Mrs Eastwood commented that the forecast budgets were based on assumptions around pupil numbers; 2019 at a soft year funding rate of £4500 per pupil and teacher's pensions calculated as going up 2.2% and salary 2.5%. It was also assumed that hard funding would be brought in in 2020 at £4800 per pupil. Mrs

<p>Eastwood thought would be appropriate to bring back the Efficiency Plan going forward.</p> <p>Mr Foster proposed recommending the draft budget to the Full Board. Mrs Wright seconded this proposal.</p> <p>b) Current Financial Position 2017/18</p> <p>This had been distributed to Directors previously.</p> <p>c) Leisure Centre Financial Information 2017/18</p> <p>Mrs Eastwood drew Directors attention to the additional Huish Leisure document distributed and the anticipated £13,912 surplus. Mr Clark asked Directors if a short item could be added to the next Full Board meeting of cost benefits of Huish Leisure. Mr Wade discussed management and staffing were currently being looked at, but more work was to be done.</p> <p>5 PREMISES AND HEALTH AND SAFETY</p> <p>a) Health and Safety</p> <p>Mrs Eastwood brought Directors attention to the Health and Safety Policy as being all newly updated. Mrs Wright asked if on Page 4, under Aims, Bullet Point 2, 'Establish and maintain safe working procedures amongst staff, pupil and all visitors to the Academy site' should also include Directors. Mrs Eastwood agreed. Mrs Wright queried Page 10, Item 10, Manual Handling, 'It is up to individuals to determine whether they are fit to lift or move equipment, furniture or pupils...' Mr Vaughan confirmed this meant disabled pupils. Mrs Harris asked if the wording could be changed to 'pupils as appropriate'.</p> <p>Mr Foster asked if on Page 5, Bullet Point 3.4, Staff. was subjective? 'Academy staff have a duty to take care of pupils in the same way that a prudent parent would....'. Mr Vaughan suggested 'in loco parentis' might be a better wording.</p> <p>Mrs Wright queried the Action Plan document and the Art Department glazes action point. Mrs Eastwood agreed it was not clear and would update to read 'only using non-hazardous glazes.'</p> <p>Mr Foster and Mr Wade approved the Health and Safety Policy and the Health and Safety Action Plan document.</p> <p>b) Facilities Development Plan and Capital Projects</p> <p>Mrs Eastwood confirmed the CIF roofing bid appeal result should be received in July.</p> <p>c) Swimming Pool Project</p> <p>Mrs Eastwood confirmed the pool was on target to open on the 30th June.</p> <p>6 AUDIT COMMITTEE</p> <p>a) Responsible Officer Report</p> <p>Mr Settle drew Directors attention to the document distributed titled 'A Good Practice Self-Evaluation Tool for the Audit Committee'. Mr Settle offered to review the document and create an action plan. Mrs Wright asked if a vulnerable adult policy in connection with the swimming pool had been created as it was a Sport England requirement. Mrs Eastwood agreed to create and distribute.</p>	<p>Mrs Eastwood</p> <p>Mrs Eastwood</p>
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b) Risk Register and Risk Management

Mrs Harris asked if it could be distributed at every meeting, instead of referring to previous issues. Mrs Eastwood agreed to send electronically. Mrs Eastwood confirmed it was being discussed at Huish Leisure and SLT currently and would be updated and brought back to the next meeting.

7 FINANCIAL MANAGEMENT

a) Agreed Level of Reserves

This document had previously been distributed. Mrs Harris asked how the historic agreed level of £300,000 compared to other schools. Mrs Eastwood said it had not been looked at recently. Mr Clark commented that reserves had been reduced by 60% this year due to spending. Mrs Harris mentioned that money was supposed to be spent on current students. Directors agreed this needed to be discussed further in light of the current budget forecasts.

Mr Foster proposed agreeing the policy for the next academic year. Mrs Wright seconded the proposal.

b) Financial Regulations and Accounting

Mrs Eastwood advised Directors this document was to follow.

c) Catering Contract Update

Discussed earlier in the context of the full budget approval. To be discussed at the Full Board Meeting.

d) ESFA Updates/Reporting

Mrs Eastwood drew Directors attention to the document titled 'Reporting and Accounting Submittals 2017-18' showing the various reporting deadlines the Academy was required to meet.

e) Bank Account Summary

Mrs Eastwood stated this was for information.

8 ACADEMY IMPROVEMENT PLAN

Mr Wade discussed the Academy Improvement Plan, which was saved in the Governor's Area and mentioned it would be discussed at the Full Board meeting next week.

9 REVIEW OF DECISIONS MADE

Mrs Wright commented that she thought they had had a good discussion over the budget. Mr Clark stated that he liked the way it was prepared and presented.

10 ANY OTHER URGENT BUSINESS

Mr Clark asked if there was anything Directors needed to be aware of between now and September. Mrs Eastwood told Directors she would be in touch with the results of the CIF bid. Mrs Eastwood asked Directors to be aware of the additional work that had been agreed with Knights Electrical and the asbestos removal. This electrical work would not have been done in one go if the projects hadn't needed to be linked together. Mrs Wright commented that any asbestos removal would have been authorised on Health and Safety grounds anyway.

<p>11 DATE OF NEXT MEETING</p> <p>Dates for meetings next year to be agreed at the Full Board Meeting on 19 June.</p>	

Meeting closed at 7.30 pm