



MINUTES OF THE FINANCE, AUDIT & PREMISES COMMITTEE - Thursday 23 February 2017 at 5pm

Present: Mrs S Wright Mr D Smith Mr J Elliot

Also present: Mr A Davis (Principal)
Mrs A Eastwood (Company Secretary & Business Manager)
Mr G Cole (Site Manager)
Mrs K Chard (Clerk)

Apologies: Mr R Foster
Mr R Clarke
Mr G Rumary

		ACTION
1	<p>APOLOGIES</p> <p>Mr Foster, Mr Clarke and Mr Rumary had all given their apologies. The apologies were accepted.</p>	
2	<p>DECLARATION OF BUSINESS INTERESTS</p> <p>Mr Smith declared he was no longer a parish councillor. Mrs Eastwood would amend the Declaration of Interests accordingly.</p>	AE
3	<p>ELECTION OF OFFICERS</p> <p>Election of Vice Chair Election of Vice Chair was discussed for the next two meetings of this year booked in April and June. Mr Smith proposed Mr Elliot and Mrs Wright seconded.</p>	
4	<p>MINUTES AND MATTERS ARISING</p> <p>Minutes Mrs Wright referred to page 2, paragraph 4 sentence commencing "All profits have been ..." which should end with a full stop after the word 'Academy'. This was agreed.</p> <p>Mrs Wright commented that on the same page under 'Audit Report' it should read that '... Would not have happened if SCC had been more consistent in their reporting' instead of 'there reporting'.</p> <p>Action Sheet Item 20 - Funding for Disabled Student in 2017. Action point: To define with Mrs Hills exactly what will be required Mr Davis discussed with directors that physio and toileting will be required when we know officially that the student is going to attend in September. Somerset County Council will pay for conversion of the current medical room area into a therapy room, with Huish Academy having been asked to contribute £10,000, of which Mrs Eastwood clarified the Academy will not pay. Mrs Eastwood has explained to SCC that the Academy already contributes on an ongoing basis to work being done around the site regarding accessibility. Mrs Wright asked for an update on the bid being placed for the History block development. Mrs Eastwood confirmed we would know if we were successful by the end of March. Mrs Wright asked about the therapy rooms included in the design.</p>	

Mrs Eastwood explained that facilities that would be developed this summer would still be required for a year before the History development would take place (which currently included provision for a therapy room), and then this plan could be adapted as necessary. Mr Smith asked if the medical room conversion would be ready by September. Mrs Eastwood confirmed that it should and the build would start in April.

Item 32 - Staff Absence Insurance. Action point: To review cost of premiums

Mrs Wright questioned that another year had gone on and nothing had happened. Mr Davis commented that he thought it would be a lot of money and be based on pre-existing conditions. Mrs Eastwood agreed to take this further for the next P&P meeting.

Item 34 - Academy Management Report 5. Action point: Catering parents/open evenings to investigate over-spend

Mrs Eastwood agreed to investigate the overspend and report back to the next meeting.

Item 35 - Academy Management Report 5. Action point: Swimming pool commitment to be shown in capital section

Mrs Eastwood discussed that she would like to leave this as an ongoing item until the school pool build starts.

Item 42 - Efficiency Planning. Action point: To clarify with Mr Johnson regarding computer disposals

Mrs Eastwood reported that Mr Johnson thought that Huish Academy would be inviting problems by trying to sell computers that were due for disposal. Mr Rumary had advised that Bucklers Mead sold their old items, but Mr Johnson had clarified that it was two old servers that had been made available for sale. Mr Smith recommended to Directors to follow Mr Johnson's advice, close the action point and move on. Directors agreed.

Item 44 - Facilities Development Plan. Action point: To review health and safety inspection reports

Mr Smith confirmed he had spent time reviewing the health and safety inspection reports and this item could be closed.

Item 45 - Review of Decisions Made. Action point: To circulate decision making checklist

Mrs Eastwood explained that she could not remember where this document had originally come from. Mr Davis commented that he thought it was already covered at the end of each meeting. Mr Smith volunteered to investigate this further and report back.

Item 46 - Declaration of Business Minutes. Action point: To update Mrs Wright and Mr Foster

Mrs Eastwood confirmed this has been done.

Item 47 - Minutes and Matters Arising/Action Sheet. Action point: To inform Directors of solar panel payback time.

Analysis had been carried out and Mrs Eastwood reported that the payback period was initially predicted at 10 years, but now looks like it will take 14.

Item 48 - Master Planning Update. Action point: To clarify life span of modular build

Mrs Eastwood commented that she did not think the DfE would fund anything that was not finite. The reason the build is modular is because it is quicker. Mr Elliot suggested that the anticipated life span was clarified in writing.

AE

Item 49 - Audit Committee/Responsible Officer Report. Action point: Mrs Eastwood to investigate options with regards to production of the accounts.

Mrs Eastwood reported that she had approached RSM regarding this. An invoice

has been received by SCC for an additional £2870 for work done at the year-end that the Academy have disputed.

Item 50 - Audit Committee/Risk Register and Risk Management. Action point:

Mr Davis to create an action plan to be implemented to any new risks that arise.

Mr Davis distributed a sheet with a new risk in category two, operational. This is a new risk that may develop with the proposed new support staff restructure. Mrs Wright asked if the Academy was making changes but then monitoring the situation, why had we not done this before. Mr Davis agreed that it had been recognised that although monitoring had always taken place, it could be formalised by adding it the risk register.

Directors agreed and approved the minutes from the November meeting as a true and accurate record.

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d) Summary of Work Carried out During Half Term

Mr Cole reported that as well as the usual rolling maintenance programme, as part of the safeguarding developments three trees have been removed from the area outside Huish Leisure. The stage blocks had also been moved from the main hall to H1 ready for the drama production rehearsals.

Mr Smith asked if anything was outstanding or overdue. Mr Cole replied no. Mr Smith clarified that as link director for health and safety he had spent time with Mr Cole and was absolutely confident everything is compliant. Mrs Wright asked if Mr Smith could complete a diary of all rolling checks that he makes.

a) Facilities Development Plan and Capital Projects

Mrs Eastwood explained the capital project sheet and that table two showed how much had been spent on safeguarding in total. Table one showed a funding balance of £21,543 available with the capital cost centres (not including the swimming pool). Table three listed proposals for various capital projects that totalled £42,282. Mrs Eastwood asked Directors for agreement to take the difference of £21,500 from reserves to be able to complete the projects.

Item 1 Accessibility - replacement doors

Required for September when disabled student arrives.

Item 2 Accessibility - tarmac lower school kitchen area

Again required for September as there is an uneven surface.

Item 3 Safeguarding fencing - Eli's boundary

This is the only piece of fencing that has not been replaced.

Item 4 Remaining LED lighting

Outstanding from 2015 in the Art rooms, this work is essential.

Item 5 Final window replacement

Outstanding from 2015, English room 25.

Item 6 Upgrade light LUX levels in external public areas

outstanding from 2015

Item 7 Repairs to perimeter wall to field area

Outstanding from 2015.

Item 8 Staff room refurbishment.

A £5,000 new request. Mrs Eastwood explained to Directors that it was planned to swap the reprographics area and the staff room as the number of large printers had now been reduced. The idea was to give something back to staff. Mr Elliot asked if

£5,000 was enough to make a difference to the area. Mr Cole said that it would just be enough to cover the aesthetics, not enough to purchase LED lighting for example. Mr Davis said he thought this would be a step in the right direction. A good phase one.

Mrs Wright queried that the sixth form reception area was a concern with it being very cold and open. Mrs Eastwood replied that she was investigating. Mrs Wright questioned the total level of Academy reserves to which Mrs Eastwood replied £738,000 and that all the items in Table three would be completed before the end of this financial year.

Item 9 Classroom and office refurbishment Summer 2017

Mrs Eastwood suggested this was towards any office moves resulting from the restructure of the support staffing that is due to take place.

Item 10 Tennis courts resurfacing

Mr Elliot asked if the tennis courts are fit for purpose. Mr Cole stated that the surface was safe to use in his opinion. Mrs Eastwood mentioned that students use the area at break and lunch to play football on. Mr Cole commented that there was a cheaper line marking alternative that would cost approximately £2,500 but only last one to two years.

Item 11 Boys toilets, sports hall, general refurbishment required

Mr Elliot queried what work was required. Mr Cole said that as the toilets are a shared use facility with the public using the leisure centre, the toilets do not give a good impression. Mrs Eastwood described them as unpleasant. Mr Cole commented that the area is an environmental health issue, but that safeguarding must come out as top priority. Mrs Eastwood said that there was a potential opportunity to use some of the South Somerset District Council grant of £125,000 that is being used towards the gym refurbishment and could possibly be used for the toilets as well.

Item 12 Development of social spaces

Mr Davis reported that after consulting the student council the purchase of benches and umbrellas was required. Covered areas are no longer on the agenda after spending so much money on safeguarding. Mr Elliot asked why so much had been spent. Mr Davis replied that it was partly due to being an Ofsted requirement and also as a duty of care needed in order to keep the site and students safe. Mrs Wright asked if the SGLC front desk had an emergency button. Mr Davis replied that yes it had a panic button and swipe card entry. Mr Davis also thought that over time the students currently in the SGLC would be brought back in to the main site.

Directors approved an additional £20,500 to be spent from reserves to enable the completion of these items.

c) Health and Safety Update

Mrs Eastwood referred to the Health and Safety audit that took place in January and scored 98.64%. There are three areas to improve, as follows.

- 1) Fire warden training and evacuation procedures. It is not documented that all staff have received annual fire awareness training and evacuation procedures need to be reviewed by using a fire warden in each area. Mrs Eastwood suggested this could be done by Heads of Departments, support staff or a nominated person but it is a big responsibility.
- 2) In the Art department, hazardous materials need to be locked away and the kiln should also be locked and decommissioned.
- 3) In the Textiles department the sewing machines need to be a greater distance apart.

	<p>Mrs Wright enquired about room 26 that is used for food technology. The tiles have been patched and the beading is coming away. Mrs Eastwood explained that this room was very old fashioned with tiled cooking bays but was only used in fourteen out of fifty periods. The cost of redeveloping the whole room into an modern food technology room would be in the region of £45,000. Mrs Wright asked if the area could be smartened up and not made to look like nobody cares. Mr Cole agreed.</p> <p>Mrs Wright expressed that it was a super report and very well done.</p> <p>Mr Cole left the meeting at 6.15pm.</p> <p>5 AUDIT COMMITTEE Mr Smith, as Responsible Officer, chaired this section of the meeting.</p> <p>a) Responsible Officer Report Mr Smith explained that a responsible officer income report was hot off the press and clarified there were no issues at all.</p> <p>b) Risk Register and Risk Management Mr Smith mentioned that an addition had just been made earlier in the meeting.</p> <p>On page 6 under the Operational category, item 13 titled “on site injury/fatality to staff, students or third party using the site”. Mr Smith offered to spend time with Mr Rumary as an additional health and safety control measure.</p> <p>On page 8 under the Compliance category, item 22 titled “health, safety and premises management legislation not complied with”. Mr Smith reported that he had completed a review of compliancy with Mr Cole.</p> <p>On page 10 under the category Financial, item 29 titled “a balanced budget is not achieved.” Mr Smith mentioned that the 5-year budget was not on the agenda. Likewise, on the same page item 30 titled artificial grass pitch (AGP) does not generate sufficient income to meet outlay. Mr Smith thought this had also been lost from the agenda.</p> <p>Mr Elliot commented that there were lots of risks and asked if they were really all risks and if so which are the top ones? Mr Smith thought this was not a bad exercise to go through periodically. Mrs Wright thought that the document was currently under review and was still in its infancy. Mr Elliot said that it is important to take items away as well as add more.</p> <p>6 FINANCIAL INFORMATION</p> <p>a) Outturn for the Academy 2015 Financial Year Mrs Eastwood drew Directors attention to the outturn report. The balance expected to be carried forward to the next year is £1,211,606 which matches the nett current assets in the accounts after removing the unofficial fund balances of £108,141. Mrs Wright asked if supply staff costs are shown in arrears. Mrs Eastwood confirmed that they are not, July invoices are paid in August.</p> <p>b) Academy Management Report 2016 Mrs Eastwood brought Directors attention to the balance at the bottom of page 2 as £723,389. Mrs Eastwood confirmed that she monitored the payroll costs. A004, It was projected that £59,922 of Education Support Staff savings are being made through non-recruitment to vacant posts. Directors discussed support staff savings that will be taken to the next Pay and Personnel Committee meeting.</p> <p>Mr Elliot asked what ‘Comenius’ is? Mrs Eastwood replied that it was a grant from The British Council towards the Ghana exchange. Mrs Wright commented that on page 12, G207 Leisure Centre, the narrative should read ‘The expenditure in this</p>	<p>GC</p> <p>DS</p>
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cost centre' rather than 'The expenditure is this cost centre'. Mrs Wright also pointed out that on page 15, V912 Balance b/fwd restricted the explanation is cut off.

c) Budget Preparation 2017/18

Mrs Eastwood clarified that the budgeting process has just been started and will be brought to the next meeting. Mrs Eastwood had received clarification today that the Sixth Form allocation for September is approximately £45,000 less than this year. This is due to student retention factors. Mr Davis commented that last year we had lost 23 students that did not complete the two years' study. Mr Davis thought that with the move from 4 ASs to 3 ASs there will be less opportunity for students to leave.

d) Leisure Centre Financial Information 2016/17

Mrs Eastwood explained this was for Directors to note. Mr Davis mentioned that the Football Development Officer role was to be reviewed in August. Mrs Eastwood confirmed she would like to review the budget and go back to the Football Association for discussion.

7 FINANCIAL MANAGEMENT

a) Efficiency Planning and Five Year Budget

The Efficiency Plan was reviewed. Mrs Eastwood clarified that £85,000 of the £105,000 deficit has been made back over the year. Mrs Eastwood explained to Directors that the second round of consultation on National Fairer Funding ends on Friday 22 March.

b) Bank Account Summary

For Directors information.

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c) Swimming Pool Project

Mrs Eastwood told Directors that this was causing lots of headaches. It would appear that lots of savings can be found around the build, but the contractors are only coming up with a £3,000 cost saving. Total funds available are £1,048,953 and the current build comes in at £1,126,943 which is £80,000 short. The decision has been made to go back to tender and open the new pool in December. The existing pool could be re-opened in April and stay open until the build starts. Permission is required from Sport England to extend the project date and new plans which Mrs Eastwood is applying for.

Mr Smith asked how much the Triathlon makes in profit and if there is a financial penalty to cancel. Mrs Eastwood replied approximately £6,000 and no penalty as far as she is aware.

a) Academy Publication Scheme

Directors noted.

b) Financial Regulation and Accounting Policy

Mrs Eastwood drew Directors attention to page 19 where a 5% allocation has been added to cover administration costs of the 16-19 bursary. This policy was agreed by Directors.

c) School Travel Plan

Mr Smith asked if Mrs Eastwood needs to be coordinator for this or could someone else take it over. Mr Davis discussed he had met with the Highways Agency regarding the use of the church car park.

9 ACADEMY IMPROVEMENT PLAN

10	REVIEW OF DECISIONS MADE None	
11	ANY OTHER URGENT BUSINESS None	
12	DATE OF NEXT MEETING Tuesday 25 April 2017	

Meeting closed at 7.45pm



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