



**MINUTES OF THE FINANCE, AUDIT & PREMISES COMMITTEE - Monday 25 April 2016 at 5pm**

Present: Dr M Richards Mrs S Wright Mr D Smith  
Mrs Fielden Mr Rumary Mr R Foster

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

Apologies: Mrs R Carne Mr R Clark Mr G Rumary

	<b>ACTION</b>
<p><b>1 APOLOGIES</b></p> <p>Mrs Carne, Mr Clark and Mr Rumary had given apologies.</p> <p><b>2 DECLARATION OF BUSINESS INTERESTS</b></p> <p>None.</p> <p><b>3 MINUTES AND MATTERS ARISING</b></p> <p><b>Minutes – 1 March 2016</b> Mrs Wright asked if the audit had taken place as referred to at the bottom of page 1 with regards to Huish Leisure paying the correct amount of expenditure shared costs. Mr Smith confirmed that he had carried out the audit, and he was very satisfied that the procedures in place were robust, straight forward and that he was impressed with what he had seen.</p> <p>Dr Richards confirmed that the Football Development Officer post had now been filled. Mrs Wright asked what had happened to Arsenal Soccer Schools (ASS). Mrs Eastwood clarified that ASS had put forward a proposal to provide summer holiday camps and Saturday mornings. There is another potential booking from the Junior Premier League to host their Saturday matches. Mr Davis commented that it had been a mutual compromise with South Somerset District Council to deliver the Football Development Officer post through employing an individual, but at the same time keeping ASS involved.</p> <p>Mrs Wright asked why number of teachers had increased from 78 to 90 in the financial statements. Mrs Eastwood promised to investigate.</p> <p>Mrs Wright asked if the car park signage had been completed. Mr Cole confirmed it had. Mrs Wright asked for a sign regarding no dogs Dr Richards commented that he thought no action was needed unless the situation arises again.</p> <p><b>Directors agreed and approved the minutes from the March meeting as a true and accurate record.</b></p> <p><b>Action Sheet</b> <b>Item 1</b>, RAMIS Mr Cole and Mrs Eastwood clarified that RAMIS could be removed as it was now part of a rolling system/procedure.</p> <p><b>Item 7</b>, Electricity costs. Mrs Eastwood confirmed this should stay on and will</p>	AE

become part of efficiencies work we are doing moving forwards.

**Item 8**, 5 year budget. On the agenda, to be removed from the action sheet.

**Item 10**, 6<sup>th</sup> Form heating repairs. Directors agreed to remove from the action sheet as any favourable response was unlikely.

**Item 12**, Car park signage. Completed, to be removed from the action sheet.

**Item 13**, Accessibility Policy. On the agenda, to be removed from the action sheet.

**Item 14**, Underspent football foundation grant. Mrs Eastwood confirmed approval had been granted to use the underspend on the additional items requested. To be removed from the action sheet.

**Item 15**, Sport England improvement fund. As the situation is ongoing, Directors agreed to remove from the action sheet.

**Item 16**, Gift aided profit Huish Leisure. Mr Davis clarified this had been talked about with the Huish Leisure board a number of times. Directors agreed to remove from the action sheet.

Mrs Wright asked for clarification of which model of funding had been chosen for the swimming pool roof. Mrs Eastwood confirmed it was £45,000 from Academy reserves, £20,000 from School Fund reserves, £25,000 from Academy Huish Leisure profit, £5,000 from Huish Leisure reserves and £5,000 from the old grammar school fund which has now been moved to School Fund reserves.

**Item 19**, Articles of Association. Directors agreed to remove from the action sheet as the Articles of Association do not specify an amount that can be gifted from Huish Leisure to the Academy. Mrs Eastwood clarified that previous years decisions had never been questioned by auditors.

**Item 20**, Funding for disabled student in 2017. Mr Davis mentioned that it was still being decided whether or not the student was coming to Huish. There might be one student in 2016 and one in 2017. Mr Cole mentioned that the requirements for this first student include a drop kerb installation, the reconditioning of some tarmacked areas, a ramp outside the gym, a portable ramp for classrooms and access to the playing fields. This would cost approximately £5,000. Dr Richards asked if it might be possible to have a proper diagnosis so that Directors could be aware of the student's condition.

Mrs Fielden commented that these alterations would improve access to the site for all students and parents.

Mr Davis then explained that the Year 5 student that would potentially attend in 2017, needs a higher level of support. Mrs Hills is trying to gain more information.

Mrs Eastwood mentioned that as part of master planning for the site, she had met with Hadleigh Wells from Futures for Somerset regarding a condition survey, a capacity assessment and an accessibility assessment on the site. She had been advised that in order to apply to the CIF Fund, Academies need to be able to find the first £50,000.

**Item 22**, Financial regulations and accounting policy. Mrs Eastwood confirmed this had been completed. To be removed from the action sheet.

**Item 23**, Asbestos Survey. Mr Cole discussed that the asbestos management plan had been updated. A survey was booked for September in relation to the swimming pool. Dr Richards suggested changing the review date to October when more information was available.

**Item 24,** Futures for schools – Master planning. Mrs Eastwood confirmed this was underway as already discussed. Directors agreed to amend the review date to June.

**Item 25,** Annual Accounts. To be brought to the next meeting as previously mentioned.

**Item 26,** LED Lighting/Energy savings. Mrs Eastwood suggested that this would be done at the end of the year so a whole year’s comparison could take place.

**4 POLICIES**

**a) Accessibility Plan**

Mrs Eastwood reported that this document had been through the system internally, with Mr Merrick-Wren, Mr Woodward, Mr Cole and Mrs Hills being the main contributors. The document details how we intend to increase access to education for students with disabilities. It covers curriculum access, physical environment and access to information.

Mrs Fielden asked if on page 2 to what extent the policy had been consulted with students, parents of students etc. Mrs Eastwood replied that employees certainly have, external partners we have, but in terms of students we have not.

Mrs Fielden asked if we are considering the needs of parents of students that may have a disability as well as the students themselves. Mrs Wright asked if it the site and information was accessible to students with a disability, would that not mean it was accessible to anyone with a disability? Mrs Fielden commented that if we do, we should mention it in the plan. Mr Davis mentioned that we would not be aware of a parent’s disability unless they told us.

Mrs Fielden asked what was meant on page 5 by ‘Discuss perception of issues with staff to determine the current status of academy’. Mrs Eastwood clarified that this was to determine any issues not previously identified.

Mrs Fielden questioned if our emergency and safety procedure signage was regularly reviewed. Mr Cole confirmed that it was. Mrs Eastwood discussed adding hearing loop signs at the school receptions.

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Mr Foster asked how staff were made aware of particular conditions of individual students. Mr Davis replied that SEND top tips were issued. An inclusion booklet was also distributed to all staff, and updates are communicated as and when. Mrs Eastwood commented that SIMS was also kept up to date with all details, including all medical conditions.

Mrs Wright reported a typing error on page 7, 2 lines up from the bottom. ‘The Academy is not complacent and is actively working to improve *its* accessibility...’

**Directors agreed to approve the accessibility plan, subject to consultation with parents by making available on the website.**

**b) Charging Policy**

Mrs Eastwood commented that Mrs Fielden had given some feedback already, and after discussion with Mrs Chard had removed ski trips from section 2.

Mrs Wright asked about the administration charge. Mrs Eastwood said that so far this year 114 trips have taken place or are planned, and this currently takes most of a 27.5 hour post a week to administer, so an element of charge will have to be introduced, probably as a percentage. Recovery of bank charges could also be built in to this fee for using Wisepay. Mrs Eastwood discussed with Directors the pupil premium fund and the two student support workers who spend 50% of their time on this. Mrs Eastwood suggested adding pupil premium on page 3, under additional

<p>considerations.</p> <p>Mrs Wright asked if on the final page, 10, the wording of the last sentence could be changed to 'This will be determined on a case by case basis <i>upon written application</i> to the Principal.'</p> <p><b>Directors agreed and approved the charging policy, subject to the alterations discussed.</b></p> <p><b>5 PREMISES, HEALTH AND SAFETY</b></p> <p><b>a) Facilities Development Plan and Capital Projects</b> Mrs Eastwood referred to the sheet distributed 'site and capital works' to update Directors on works in progress.</p> <p>Mr Cole reported that installation of the triple-jump pit was in progress, but has been delayed due to a drainage issue. Mr Cole displayed a photo of the irrigation pipework on site, and explained how the septic tanks of two privately owned houses disperse into the fields through the pipework and into a ditch/stream along the Academy's playing fields. The pipes have a blockage, and one from one of the homes has a leak. So far the cost is up to £2000 to remove the effluent waste from the sports fields. Mr Cole has spoken to the Environment Agency and the Environmental Health team, both of which have viewed the site. Both have advised that the issue lies between the Academy and the local authority.</p> <p>Mr Cole clarified on the screen the location of the septic tanks and the irrigation system to Directors. Mr Cole also explained that he was checking with the Environment Agency that it was correct that the waste was being dispersed into the stream, and not contravening any by-laws.</p> <p>Mrs Eastwood commented that as the Academy has a 125 year lease of the property, it would be necessary to consult Somerset County Council, as the landlord. Mrs Eastwood clarified that the two problems were that the neighbour needed to fix their leaking septic tank, and the Academy or Local Authority needed to fix the blocked pipe.</p> <p><b>b) Swimming Pool Update</b> Mrs Eastwood confirmed that there was nothing yet to update.</p> <p><b>c) Summary of work carried out during the Easter holidays</b> Mr Cole referred to the document already supplied. Mrs Wright asked about the sixth form roof that you can view to the left when you are stood on the balcony. A lot of moss is visible and it looks very unattractive. Mr Cole agreed to resolve.</p> <p>Dr Richards asked about the issue with the roof in the leisure centre. Mr Cole reported that it was ongoing and Mrs Eastwood mentioned that it would be picked up in the master planning.</p> <p><b>d) Health and Safety Update</b> Mrs Eastwood commented that the health and safety audit for the leisure centre has been carried out and the score was higher than last time. A report would be provided at the next meeting.</p> <p>No health and safety instances are to be reported.</p> <p>Mr Cole left the meeting.</p> <p><b>6 FINANCIAL INFORMATION</b></p> <p><b>a) Academy Management Report 2015</b> Mrs Eastwood presented the report already supplied to the Directors. £728,921 was</p>	<p>AE</p> <p>GC</p>
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<p>clarified as the projected carry forward at this point in time for this financial year.</p> <p>Mrs Eastwood displayed a spreadsheet that demonstrated the budget as agreed last year, set at an in-year deficit of £102,074. The outturn for the year showed that the Academy would have recovered the deficit in year, if it had not allocated an additional £21,500 for LED lighting, and a £45,000 contribution from reserves in year towards the swimming pool. Without this expenditure the deficit would have been eradicated in year.</p> <p>Directors discussed that it was important to be able to understand where the Academy was in relation to the deficit budget set, and how useful the information would be to go alongside the 5 year plan.</p> <p>Mrs Wright asked about the staffing shown as 83.39%. Is this higher as it includes leisure centre staffing? Mrs Eastwood confirmed it was, but taking out the leisure centre it comes to 78.6%.</p> <p>Mrs Wright asked if we were likely to receive any profit from Taylor Shaw this year. Mrs Eastwood commented that we had had already had the advance guarantee of £5,000, and projected figures show we may make a slight profit at the end of the year.</p> <p>Mrs Eastwood invited Mr Smith to the next meeting with Taylor Shaw. Mr Davis mentioned that he was unable to see how Taylor Shaw could not make a profit, and discussed running the catering ourselves in the next couple of years. Mrs Eastwood confirmed that a new area of negotiation will be opened up with Taylor Shaw when looking at opening the sixth form café when the AGP is booked.</p> <p>Mr Foster asked about year-end journal postings. Mrs Eastwood agreed to clarify.</p> <p><b>b) Huish Leisure Management Report (including AGP)</b> Mrs Eastwood confirmed that this had only just been completed and would be distributed the following day.</p> <p><b>c) Budget Preparation 2016/17 (including 5 year plan)</b> Mrs Wright asked that if a Director had a question regarding the documents provided in advance of the meeting, they sent it to all Directors to avoid questions being duplicated.</p> <p>Mrs Fielden commented that she was concerned that Directors had been given a document with no covering letter, containing figures that were not very positive. Mr Davis stated that it depended how much depth of information Directors wanted, and this is only a draft budget. Mrs Eastwood stated that the narrative at the back gave quite a lot of information as did the narrative that would be provided at the meeting, which was the format of previous draft budget presentations.</p> <p>Mrs Eastwood stated that this was a draft budget that takes into account current levels of reserves and any strategic planning that has been done. Rows 1-12 explain any revenue income and expenditure. Rows 13 and 14 show any capital income and expenditure. The rest shows the surplus or deficit position. Student numbers shown at the bottom show an upward trend. Mrs Eastwood explained to Directors that this is the first year we have not had any minimum funding guarantee. Row 1, general annual grant is due to increase because of student numbers.</p> <p>Mrs Eastwood explained that post 16 funding is calculated in a totally different way, to 11 to 16 funding. It depends on the type of courses we run, how well the students do, and whether they stay on the course. Mr Davis stated that in 2011/12 we had 1409 students and received £6,378,275. For 2016/17, we have received a very similar figure for 70 less students.</p> <p>With regards to expenditure, Mrs Eastwood explained that of the 81% Academy</p>	<p>AE/DS</p> <p>AE</p>
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staffing (leisure centre removed), 73% was teaching and 27% around support staff. A 1% pay award, pay progression and natural increments are included in the costing. The SEN structure is yet to be finalised, but is within the current scope of budget.

Mrs Wright asked about supply teaching costs showing as £66,000. Does this cover sickness, and would we not be better off paying into an insurance scheme. Mrs Eastwood commented that it depended on the pattern of absence, and when we last investigated most of our absences were short and intermittent and not longer-term so would therefore not be covered. Mr Foster mentioned that at Ilchester they found it better to have the higher level of insurance cover that paid out on the first day of sickness. Mr Davis thought that our premiums would be enormous for the number for staff we have. Mrs Eastwood agreed to investigate.

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Mrs Eastwood commented that the other elements of staffing costs are around the HR fund at £20,000 and recruitment.

Mrs Eastwood clarified that departments are now allocated £100,000 to run their budgets, which is a decrease from previous years where it was as high as £150,000. Mrs Eastwood has reservations on whether this is adequate

Mrs Eastwood explained that G204 covers support services, some of which would have originally been funded by LACSEG. Mrs Eastwood referred to the document distributed G204 Support Services – Draft, and explained that she was working on reducing the £171,628 predicted.

Mrs Eastwood clarified that the 5 year budget is very dependent on student numbers, and time spent on timetabling models is very well spent. This would be an area that was analysed thoroughly over the next few months, alongside curriculum modelling.

Mr Davis explained that Directors could have the same conversation that had been had this time last year, and it could be agreed to try and save the £132,397 deficit predicted for 2016/17 within the year, or redundancies could be considered. Thought would need to be given to this though as set sizes are already running fairly high, so savings would have to be made around the things that make Huish special, e.g. the school nurse.

Mrs Eastwood reported that 55% of our staff are now on the upper pay range and with staffing at 81% we cannot move forward with those figures. Mrs Eastwood would continue to work on bringing down the £132,397 before the next meeting in June.

Mr Smith stated that twelve months ago Directors were accepting of a deficit budget that relied on £100,000 from reserves. Therefore in principle he would struggle to understand why the board would not accept a budget that sat in similar territory.

Mrs Wright suggested that Directors went with the recommendation that Mrs Eastwood and Mr Davis would look at the figures and come up with some alternative figures, prior to the next meeting to agree the final budget.

**7 FINANCIAL MANAGEMENT**

**a) Risk Register**

Mrs Eastwood clarified that Mr Davis, Mr Wilson-Chalon and herself are working on the new risk register which will be brought to the full board for approval.

**b) Bank Account Summary**

Directors noted for information.

**c) Efficiency Plan**

Directors agreed this had already been covered in the meeting.

**8 AUDIT COMMITTEE**

**a) Responsible Officer Report – Action Plan**

Mr Smith discussed the action plan as all items being in progress. Mr Smith then informed Directors that we had had a visit from HMRC regarding the partial exemption calculation and irrecoverable VAT on the AGP build.

**9 ACADEMY IMPROVEMENT PLAN**

Mr Davis reported that there was no financial impact.

**10 REVIEW OF DECISIONS MADE**

Mrs Wright stated that she thought good decisions had been made.

**11 ANY OTHER URGENT BUSINESS**

Mrs Eastwood reported that we are looking at providing IT support to the Levels Trust primary schools. This would possibly be on a one year contract to all 4 schools. Mrs Eastwood confirmed that if this was a success we would look at employing an IT apprentice.

**12 DATE OF NEXT MEETING - Monday 13 June 2016**

Meeting closed at 8.10pm



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