



**MINUTES OF THE FINANCE, AUDIT & PREMISES COMMITTEE - Tuesday 25 April 2017 at 5pm**

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

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

Apologies: Mr A Davis (Principal)

	<b>ACTION</b>
Mr Elliot chaired the meeting.	
<b>1 APOLOGIES</b>	
Mr Davis had given his apologies which was accepted.	
<b>2 DECLARATION OF BUSINESS INTERESTS</b>	
None.	
<b>3 MINUTES AND MATTERS ARISING</b>	
<b>Minutes</b>	
The minutes of the meeting held on 23 February 2017 were discussed. Directors noted this meeting had been chaired by Mrs Wright in Mr Foster's absence.	
Mrs Eastwood clarified with Directors that the catering overspend last year was because of a £750 budget under-allocation. This has been increased this year. All staff receive a sandwich, drink and cake for each parents evening, which can cost around £500 a night, but is done as a gesture of good will.	
Mrs Wright questioned what had happened with the additional charge from Somerset County Council for preparation of the year end accounts. Mrs Eastwood confirmed that the invoice had been disputed and only £800 was paid which was a fair resolution.	
Mr Foster arrived at 5.05pm.	
<b>Action Sheet</b>	
Item 20, Funding for Disabled Student in 2017. To define with Mrs Hills exactly what will be required. Item to remain, ongoing.	
Item 32, Staff Absence Insurance. To review cost of premiums. Item completed at Pay and Personnel meeting, to be removed.	
Item 34, Academy Management Report 5. G230 Catering Parents/Open Evenings to investigate over spend. Item completed earlier in the meeting, to be removed.	
Item 35, Academy Management Report 5. U502 Swimming Pool Commitment, to be shown in capital section. Item ongoing.	
Item 45, Review of Decisions Made. To circulate decision making checklist. Item ongoing.	
Item 49, Audit Committee/Responsible Officer Report. Mrs Eastwood to investigate	

options with regards to the production of the accounts. This item is on the agenda, item to then be removed.

Item 51, Declaration of Business Interests. To remove Mr Smith as a Parish Councillor. Item completed, to be removed.

Item 52, Action Sheet. Item 48 to receive clarification of the anticipated life span of the new modular history build. Item ongoing.

Item 53, Premises Health and Safety. Tidy and smarten up room 26. Item completed, to be removed.

Item 54, Risk Register and Risk Management. Mr Smith to spend time with Mr Rumary creating an additional health and safety check point. Item ongoing.

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

**4 PREMISES AND HEALTH AND SAFETY**

**a) Facilities Development Plan and Capital Projects**

**CIF Project Outcome**

Mrs Eastwood reported that the CIF bid for the electrical upgrade had been approved, but the bid for the History block re development had not. The Academy can appeal and Mrs Eastwood will report back at the next meeting if this is the intention. This was a £1,500,000 bid with £1,400,000 funding.

With regards to the electrical upgrade, the project is worth £231,000. The next step is for the Academy to accept the bid and move the project forward. A meeting with Futures for Somerset will be arranged and fees of £16,000 will be included in the cost of the project. The Academy needs to contribute £15,000 towards the project cost, the balance of £216,000 will be provided by the EFA. The work needs to be completed by March 2018. Mr Cole clarified that the low level disruption work could be carried out during term time, but the rest would have to take place during the holidays. Work would also have to take place around the swimming pool and therapy room projects. Mr Cole advised an asbestos survey would be undertaken as part of the works. Knights electrical had come in the cheapest at tender, and know the premises well. Mr Smith asked if Huish Leisure was included in the project, Mr Cole confirmed it was.

**Directors agreed and approved the successful bid.**

**b) Swimming Pool Project**

Mrs Eastwood confirmed the second tendering period closed on the 12 May. So far £114,000 has been spent including VAT on fees. It was agreed that the Sports England grant agreement would be signed at the meeting today by the Chair and Vice Chair of the Academy Board.

Mrs Eastwood went on to explain that a leak had been identified during recent pressure testing of the pool. Mr Cole explained that the pool had been emptied at the end of the last year's season, but it was intended it would be re-opened for the revised brought forward triathlon date and opened to the public. Excavation is planned for the next week following the bank holiday. A pipe could have been damaged during the initial site surveys and investigations. Mr Clark asked if it was found and mended how long might this take. Mr Cole replied that he hoped the pool would be open by the 8<sup>th</sup> May, which would then be until the 8<sup>th</sup> July. Mrs Eastwood commented that it was good public relations to open to the public as soon as possible. Mrs Wright asked if the fault doesn't lie with the contractors where does that leave the Leisure Centre. Mr Cole queried whether the pipework will be replaced with the roof build. Mrs Eastwood commented that this would be a good discussion to have when the revised tenders come in.

Mr Clark, asked if the original company had responded to the new tender. Mrs Eastwood confirmed that they had surprisingly. Mr Smith asked what happens if we

accept the funding agreement with Sports England, and then the project does not go ahead. Mrs Eastwood stated that she was not sure, but thought that the Academy could withdraw. Mr Clark asked if a new company came in with a good price, would we consider going back to the original design. Mrs Eastwood mentioned that it may be good to put the bi-fold doors back in as there is a time period of one-month value engineering so this may be possible. Mr Foster asked if we had the design we are happy with. Mrs Eastwood replied that yes we are. Mr Clark thought that we must be willing to compromise. Mrs Eastwood confirmed it was an accepted design at a lower price and it would be a good building the Academy would be proud to have.

Mr Cole stated that the footprint would be reduced by 64 square meters. Mr Foster had expressed his concerns regarding the project falling behind, the increased cost of the fees, a problem with the pipes and a compromised design. Mrs Wright asked if another meeting could be arranged once the tenders are received. Mrs Eastwood agreed this would be a good idea to have a meeting where Directors could put any questions to Kirkham Board and she would organise.

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**c) Health and Safety Update**

Mrs Eastwood reported there had been no incidents. Mr Clark explained that he had a meeting with Mr Valente, Head of PE and had discussed concerns with regards to the sports hall external door being propped open with a yellow bin. Mr Cole confirmed that a new door would be in place in the next couple of weeks. Mr Clark asked who was funding this, Mrs Eastwood replied that it was The Academy.

Mr Rumary left the meeting at 6pm.

**d) Summary of Work Carried Out During the Easter Holidays**

Mrs Wright asked about the kiln being decommissioned and switched off. Mr Cole suggested there was a debate with regards to turning off the kiln when it is perfectly serviceable. The cost is around £1,500 to decommission. Mrs Eastwood thought it was not easy to sell or remove and may be cheaper to block in. Mr Cole enquired if lettings after school could be possible. Mrs Wright stated that we had a mind-set of not selling anything we don't use. Mr Clark asked whose opinion it was that it should be decommissioned. Mrs Eastwood discussed that it was left unlocked during the Health and Safety inspection. Mr Cole commented that the kiln does not cause a safety issue as it is not being used and the new Head of Art does not want it. Mrs Eastwood suggested that it is locked and left. Mr Vaughan agreed to take the keys away.

Mr Smith asked who is paying for the Huish Leisure fitness suite refurbishment. Mrs Eastwood clarified that The Academy had paid with the view to a £125,000 grant being available from South Somerset District Council, but this was not yet finalised.

Mrs Wright queried who had submitted the recent Langport Leveller article on behalf of Huish Leisure as it was inaccurate. Mrs Eastwood commented that she was not sure.

Mr Cole left the meeting at 6.15pm.

**5 AUDIT COMMITTEE**

Mr Smith, as Responsible Officer, chaired this section of the meeting.

**a) Responsible Officer Report**

Mr Smith stated there was nothing to report.

**b) Risk Register and Risk Management**

Mr Smith commented that on page 10, Item 29, A balanced budget is not achieved and Item 30, AGP does not generate sufficient income to meet outlay would both be discussed at this meeting. On page 7, Item 44, Efficiency Savings, could these be relabelled as 2.1, 2.2 etc. Should this item 44,

Efficiency savings will jeopardise the safe and effective operation of the Academy, be listed as the Finance Audit and Premises committee instead of Pay and Personnel. Mrs Wright thought it should be left with Pay and Personnel, but Mr Foster thought it should be Full Board as by the time any changes are picked up it will be too late. Mr Smith agreed to discuss this with Mr Davis.

DS

**6 FINANCIAL INFORMATION**

**a) Academy Management Report 2016**

Mrs Eastwood began by explaining the narrative in the report should supply answers to the questions. Mr Smith commented that he thought this was very helpful. Mrs Eastwood continued to explain that G233 Practical learning had £14,140 allocated but as there were only 9 students costs had decreased. There would be no expenditure on this next year as the course will not run. A011 Recruitment Expenses is showing an £8,115 overspend as a TES gold subscription package has been purchased to hopefully enable better results on recruitment adverts placed. For example, an advert for a Biology and Chemistry teacher could be listed in more than one section under the new subscription. Mr Foster asked what happened about part time adverts. Mrs Eastwood explained that they could be listed, but we would also use the Western Gazette and The Blue Book. Mr Elliot asked if Mrs Eastwood could arrange some feedback in the future. Mrs Eastwood agreed, that this would be to Pay and Personnel.

Mr Clark left the meeting at 6.30pm.

Mrs Wright queried the Drama overspend of £2,057. Mrs Eastwood explained that as Drama had a new Head of Department extra would be allocated. With regards to loan payments and RPA insurance, Mrs Eastwood clarified that the amounts would be allocated in the next year's budget.

**b) Budget Preparation 2017/18**

Mrs Eastwood explained this was still very much a draft, and was covering the 5 year period. Mrs Eastwood pointed out that the deficit for 2016-17 was £103,858 and the deficit for 2017-18 was estimated to be £146,718. This is based on pupil numbers changing from 1479 to 1512, which is always lagged by one year. Funding for the 6<sup>th</sup> Form has been reduced by £45k due to students not completing the course. Mrs Wright asked if there was to be a review of the 6<sup>th</sup> Form curriculum. Mr Vaughan clarified that yes there was and now there were no AS level courses it will be easier to keep students for the full two years. Mr Vaughan went on to explain that the uptake for music and languages is very low, which is not unusual. Huish Academy is the only college in Somerset offering all three languages.

Mrs Eastwood confirmed she has removed the Education Services Grant from the budget completely for future years. Under V904, Other Income the ICT support agreement with the local primary schools will continue. Any impact of providing this service is based at The Academy and not on the service. Mr Elliot asked what the risk was of Mr Johnson leaving under the pressure. Mrs Eastwood thought his greatest concern was over cuts to the leasing budget rather than the service agreement. Mrs Eastwood went on to explain that the wireless needed to be replaced at a cost of £43,000. 22 Apple Mac PCs were at the end of life in the 6<sup>th</sup> Form and needed for Music A Level. Mr Elliot asked if this was a new risk that needed to be added to the register.

With regards to staffing expenditure, Mr Vaughan explained that for every vacant post we are considering whether or not we need to re-appoint to exactly the same hours etc. All staff have been asked if they would like to change to part time, although part time staff are difficult to timetable. Within the 6<sup>th</sup> Form timetabling has dropped from 9 hours a subject to 8 as a result of no further AS exams. Mrs Eastwood told Directors that the leave of absence policy had started to bite and pay was being deducted from some staff. Mrs Eastwood clarified that she was working

with staff over this. The budget is based with all staff assumptions to date, and the worst case scenario. Support Staff pension costs have increased. Capitation for departments has been held at the same level as previous years, as departments are finding it difficult to make it last.

Mrs Eastwood explained to Directors that it had been decided to move from Somerset County Council to RSM for our accountancy package, with a view to taking it over ourselves. Mr Smith replied that this move had his full support. Mrs Eastwood then went on to discuss that the health and safety package which was currently purchased from SCC may be better placed with Jon Saunders at his company Education Safely. It is the same price and the same package. Directors thought if it had the same level of compliance they were happy to go ahead with the change.

Mrs Wright asked Mrs Eastwood if we are happy to stay with SCC for HR. Mrs Eastwood replied yes, we get a good service. Mrs Wright queried the additional £9,000 spent with Taylors Coaches for additional transport to the 6<sup>th</sup> Form from Stanchester direction. She asked whether this was allowing equal opportunities as it is not offered to Academy pupils as well.

Mr Foster asked if the Huish Leisure budget looked much different with no swimming pool income. Mrs Eastwood replied that yes it will, a report will be sent out after the April payroll has been run. Directors then briefly discussed whether the AGP budget could support the FDO post.

Mrs Eastwood discussed with Directors the £146,718 budget deficit predicted for the coming year needed to be looked at with more work required on staffing. The support staff restructure was critical at the moment and we are currently stretched.

Directors had been distributed additional agenda item 6d. Replacement of wireless network and replacement hardware. Mrs Eastwood explained that the wireless network needed replacing and hardware that was scheduled for this year. Directors discussed the benefits of leasing as appose to purchasing. Mr Elliot asked if we needed to replace this if students can bring their own equipment in the future. Mrs Eastwood clarified that there are 241 desktops within school for student use.

**Directors agreed to recommend approval of the wireless purchase. Mr Smith proposed and Mr Elliot seconded the proposal which was carried unanimously.**

**c) Leisure Centre Financial Information 2016/17 – Including AGP**

Mrs Eastwood explained to Directors this had not been produced.

**7 FINANCIAL MANAGEMENT**

**a) Efficiency Planning and Five Year Budget**

Directors commented that this had been covered throughout the meeting.

**b) Bank Account Summary**

For information.

**8 ACADEMY IMPROVEMENT PLAN**

Mr Vaughan clarified there was nothing to report.

**9 REVIEW OF DECISIONS MADE**

Mrs Wright felt it was a difficult budget. Mr Foster thought Directors had been rushed into a decision on the wireless when not needed until 2018. Mrs Eastwood explained that the WAN changed this year and the best time to arrange installation was over the summer when the school was closed. Mr Vaughan commented that an outage during exams would be a massive problem, and wireless is currently porous throughout the school. Mr Smith supports having it installed during the summer when it is safe to do

APPROVED DRAFT MINUTES

<p>so. Mr Elliot agreed, but thought that it was just the short notice of the information being provided. Mrs Eastwood agreed.</p> <p><b>10 ANY OTHER URGENT BUSINESS</b></p> <p><b>11 DATE OF NEXT MEETING</b></p> <p>Monday 12 June 2017.</p>	
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Meeting closed at 8.15 pm