

LINK ACADEMY TRUST

Meeting of Finance & General Purposes

03/2018 Meeting
04.05.2018
Landscope House

Directors
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Cheryl Mathieson
Fiona Walters
In Attendance:
Clerk – Sue Howard
Trust Business Manager – Matt Matthew

Minutes

Welcome: Chair RG welcomed everyone to the meeting	
Declaration of Business Interests: There were no declaration of interests declared at this point	
F1	<p><u>Minutes of previous meeting</u></p> <p>The Minutes of the meeting held on 28 March 2018 were approved and signed by the Chair, Roy Gillard. Part I had been made available to the Committee prior to the meeting. Part II was distributed by the Clerk for the Committee to read at the meeting and then returned to be destroyed. One copy will be filed by the Clerk.</p>
F2	<p><u>Matters arising</u></p> <p>.1 F2 (02/2018) Diptford TEC, the contractors for the new build at Diptford have quoted £792 plus VAT, to replace the current wooden fascia board with PVC, this includes repairing the guttering at the rear. The Executive Principal (EP) is waiting for an additional two quotes from other companies. The Committee agreed to delegate to the EP and Trust Business Manager (TBM) to proceed with any works, once all quotes are received and update the Committee at the next meeting scheduled for 27 June 2018. Action EP and TBM</p>
F3	<p><u>Finance</u></p> <p>The TBM advised the Committee regarding issues that have occurred with the new Payroll Provider, including discrepancies with pay (overpayment and underpayments), late payments and some employees receiving notification of student loan and benefit cancellation. He added that he and the Trust HR Officer are in constant communication with the Access Group to resolve these issues. The Finance Director (FD) confirmed that he, along with the Chair of Directors and CEO, were made aware of the issues and kept informed at all times.</p> <p>.1 The TBM confirmed that the End of Month procedure to 30 April 2018 has been completed and tabled a Monthly Trust Level Performance report for the Committee. He added that the individual school reports are sent to the Heads of School. A report showing central recharges and c/f figures for the current financial year to 30 April 2018 was also provided.</p> <p>.2 The 2018/19 Budget is still in progress and the TBM is working with the FD, CEO and Chair of Directors to clarify figures. A formal report will be available at the next F&GP meeting for the Committee to agree and recommend for approval from the Board. Action TBM</p> <p>The Committee were advised that the TBM, CEO and FD meet regularly to discuss various finance issues.</p> <p>It was agreed that the Trust Reserves Policy will need amending in light of the Woodleigh</p>

	Schools joining the Trust. The TBM will update the committee at the next meeting for approval by the Board in July. Action TBM
F4	<p>Property</p> <p>.1 The Trust were successful in securing three bids in the current round of Capital Improvement Fund (CIF) bids, totalling £380K of capital funding from the Education and Skills Funding Agency (ESFA). It was confirmed there is to be a small contribution from the individual school budgets of those that were successful, towards the projects. The TBM is lodging appeals for two of the unsuccessful applications and will update the Committee.</p> <p>.2 There is no further progress in relation to the Mezzanine floor at Bearnas.</p>
F5	<p>HR</p> <p>.1 The EP had made contact with Babcock who are able to offer a bespoke appraisal training session for HoS, cost to the Trust approx. £500. The CEO and EP attended a conference recently on MAT Improvement where they received resources and information in relation to appraisal structures. ND will forward presentation to the Committee. Action ND Babcock has also offered to act as the independent person in relation to Pre-visit on site meetings to assist CEO and EP appraisals, this would be at a cost of £513 x 2. Following discussion, the Committee agreed that no additional spend for either of the above proposals.</p> <p>.2 Staff scenario reports to assist with decisions regarding pay awards to be carried forward to the next F&GP meeting, to coincide with 2018/19 Budget reports.</p> <p>.3 The Trust are working towards and preparations are in place for the GDPR deadline of 25 May 2018, including:</p> <ul style="list-style-type: none"> • The Clerk is preparing draft Policies for approval • Administrators have been sent a template to collate all information relating to where they receive data from and where they send it • Staff and Pupil Privacy Notices will be distributed by 9 May 2018, copies to Trustees. Action TBM • GDPR Brief Guide dispatched to all Staff, copies to Trustees. Action TBM • The Trust must appoint a Data Protection Officer (DPO) <p>Finance Director has requested to be updated on Trust's position regarding compliancy on 25 May 2018. Action TBM</p> <p>.4 The EP and Trust HR Director have met and produced an Appraisal Cycle Timeline and Appraisal Meetings schedule, detailing who appraises who and a template for Performance Summary to be used for Teaching staff. Remuneration Committee have agreed these documents and recommend approval by the Board.</p>
F6	<p>Policies</p> <p>The following policies were reviewed and recommended to the Board for approval Pay Policy – Agreed following amendments Exit Interview – Clerk to liaise with Trust HR Director, CM, for review of amendments to Policy in relation to Exit Interview Professional development Policy – The Committee agreed on the advice sought from Michelmores in relation to reimbursement of course expenses should an employee leave within a certain timeframe, be added to the existing policy</p> <p>It was noted that Trade Unions must be advised of any amendments to Personnel Polices. Action Clerk</p>
F7	<p>Dates of future meetings</p> <p>Dates of future meetings were confirmed as: 4/2018 – 27 June 2018</p>

	5/2018 – 21 September 2018 6/2018 – 23 November 2018 1/2019 – 15 February 2019 2/2019 – 29 March 2019 3/2019 – 17 May 2019 4/2019 – 5 July 2019
F8	Extra item The Clerk has been tasked with processing an 'Age Range' extension in relation to a Foundation Stage Unit (FSU) being implemented at Yeoford School. It will be done via a Fast Track Application with the Department of Education (DfE). The Committee agreed for Michelmores to provide legal advice and support regarding this process at a cost of £750 plus VAT.

Meeting Closed 11.00am

Signed as approved copy by Chair, Roy Gillard

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Date 27.6.18