

Directors
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
In Attendance:
Clerk – Sue Howard
Business Manager - Matt Matthew

Minutes

Welcome: Chair RG welcomed everyone to the meeting	
Apologies: FW was absent from the meeting – no apologies were received	
Declaration of Business Interests: There were no declaration of interests declared at this point	
F18.17	<p>Minutes of previous meeting</p> <p>The Minutes of the third meeting, Part I and II held on 22 March 2017, were approved and signed by the Chair, Roy Gillard. Part I had been made available to the Committee to view via the google drive 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>
F19.17	<p>Matters arising</p> <p>.1 F3.17 – The Trust Business Manager demonstrated to the committee, the online HCSS accounting software package, that is now live across the Trust. The committee were advised that Bishop Fleming (BF) and Babcock, both agreed and finalised the figures prior to the successful transfer from FMS to HCSS as of 1 April 2017. Training has been provided to Trust key personnel with positive feedback.</p> <p>.2 F4.17 – TC reported that a meeting is scheduled for 24 May 2017 to start the consultation period in relation to Diptford Preschool becoming part of the MAT from 1 September 2017. Michelmores are in the process of submitting the 'Fast Track' application form to the DfE to enable the change of age range for the school. Following the unsuccessful result from the Capital Improvement Fund (CIF) bids, the Trust will continue with the original plan of a new build, funded by a Charitable Trust donation. TC has contacted the Diocese who will continue to project manage the build, at a fee of £10570 (£5k already paid). The committee noted that funds available are;</p> <ul style="list-style-type: none"> • £100k donation from the a local Charitable Trust • £10 donation from another local Charitable Trust • Diptford PTA (FODS) donation of £8k • Diptford Preschool available funds of £8k • Diocese cost to confirm that the original company will stick with their original quote of £117,000 <p>The Trust Finance Director was happy that he has received all the appropriate documents and planning permission is in place. Letters to be drafted to the above to ensure funds are in place prior to instruction to commence build. TC to action. The F&GP committee recommended for the build to commence and this will go to the Board for approval on 8 May 2017.</p> <p>.3 F9.17 – IC had updated the final version of the F&GP Terms of Reference. These were made available to the committee prior to this meeting for review. The Committee agreed and these will be forwarded to the Board for approval on 8 May 2017.</p>

	<p>.4 F12.17 – TC had provided the committee with a copy of a letter which has been sent out to all parents of Harbertonford school. The Clerk of the Local Parish Council will liaise with the Community. The letter states that the consultation period closes 26 May 2017.</p> <p>.5 F16.17 – The Finance Director advised the Committee that, following a recent interview, Sue Howard has been appointed HR Officer for the Trust.</p> <p>ND advised that the subscription costs for the Totnes Learning Community (TLC) are currently £1500 per school plus a £1 per pupil. Two schools within the Totnes Hub have been signed up the 16/17 academic year, with the idea that we could send a substitute from another of our schools, if they were unable to attend. However, the TLC has been making an additional charge at those times. The reduced subscription means that the Parent Support Advisor for the TLC will only visit the two schools who subscribe, leaving the others quite vulnerable. The Committee learned that there are various subject leader meetings and moderation meetings, but again, these are restricted to two schools only.</p> <p>The Committee decided that although the Trust does not wish to be inward thinking and non-inclusive, for all our schools to subscribe, it is not financially viable or good value for money. The Committee asked that further investigation is undertaken to perhaps negotiate our terms and costs as we have a good opportunity to possibly influence the way it works, with possible growth. ND and TC to action.</p>
F20.17	<p>Budget</p> <p>.1 Income and Expenditure for 2017/18</p> <p>The Business Manager tabled individual budgets to the Committee for the six schools. In addition to the usual information these provided, he had added onto the individual budget Documents, a staffing percentage and pupil numbers, as well as a comments section on each. He continued to say that Catering expenditure still needs to be addressed. The Inclusion Hub is currently within Bearnas budget, but he is hoping to split this out as needs to be shown to be self-sufficient. Any national pay awards are not included in the staffing expenditure.</p> <p>.2 Budget position for 2016/17</p> <p>Cashflow and Income vs Expenditure summaries were provided for the period to 31 March 2017. ND added to this verbally, figures of central costs were taken out to give a true reflection of the individual schools position. These showed a good impact following the recent restrictions on spending. Administrators are collating their curriculum resource orders for the new academic year, MM will then liaise with the schools to confirm and will place one order for the Trust.</p>
F21.17	<p>Staffing</p> <p>.1 Staffing Budget and Staffing Structures</p> <p>Part II</p> <p>ND advised that she is working on a flowchart in relation to any requests and booking of supply cover and will bring to this committee once drafted. She is also drafting a protocol for HoS to follow when disciplining staff in relation to absences. To be forwarded to IC and TC for review, ND to action. Staff Personnel files are in the process of being audited by ND with assistance from SH. Administrators will then be asked to ensure files are accurate and up to date.</p> <p>.2 Recruitment Flowchart</p> <p>The Committee reviewed the Recruitment Flowchart and recommended it for Board's approval on 8 May 2017.</p>
F22.17	<p>PE Grants</p> <p>It was noted that Diptford, Harbertonford and Landscope are currently in an agreement with South Dartmoor Sports Partnership (SSP) until 2018 at a cost of £3k per school. Stoke Gabriel are currently with Paignton College, but this ends Summer Term 2017. Bearnas and Hennock have no sports provision set up. TC and MM are meeting with SSP to review our current arrangements and will report to governors and directors.</p> <p>Alternative to paying into a SSP, is the possibility of a PE coordinator to be appointed across the Trust and funded by PE Grant income, but is dependent on outcome of meeting with SSP.</p>

F23.17	<p><u>Maintenance</u></p> <p>.1 Review of CIF bids Unfortunately, apart from the success of Stoke Gabriel in the recent CIF bids, the results confirm the need for the Trust to address the maintenance issues at the other schools. All of these works will be prioritised and funds available looked into. MM advised the Committee that following the feedback, he will be challenging and making appeals for three of the CIF bids that were not successful and is awaiting TFQ (architects) advice on this process.</p> <p>.2 Stoke Gabriel extractor fan This will be covered within the above CIF allocation.</p> <p>.3 Harbertonford Perimeter Fencing TC tabled a letter from the Diocese detailing the previous arrangement for community parking at Harbertonford School. There is no legal agreement and the Governors/Directors can cease the agreement at any point. The Committee are in agreement not to do this, but we can stipulate that the front gates will be locked between 9am and 3.00pm due to more restrictive safeguarding regulations. The Committee agreed that a letter is sent to the Parish Council to advise that we will be reviewing the agreement to include the above and with a possible proposal for them to contribute to Perimeter fencing at the school. <i>TC to action</i> and pass draft letter to IC for comments asap.</p>
F24.17	<p><u>Dates of future meetings</u> Dates of future meetings were confirmed as: 5/2017 26 June 2017 <i>Clerk to propose meeting dates for the next academic year asap, circulate via email.</i></p>
F25.17	<p><u>AOB</u> MM commented on the need for the marketing and self-promotion of our schools to be massively improved. He advised that he is looking into moving to another host for our websites and will update the Committee.</p> <p>The Committee agreed that Michelmores Company Secretarial Services be appointed for the period 1 May 2017 to 30 April 2018 at a cost of £413.</p> <p>The Committee were advised that Tam Russell of Bearnese has been successful again in securing a grant from Foyles for the Library at Landscope of £6k – Committee gave thanks for this.</p>

Meeting Closed 12.15pm

Signed as approved copy by Chair – Roy Gillard

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Date 26.6.17