

Draft Minutes of the EPA Finance and Resources Committee Meeting
Tuesday 3 October 2017
6.00pm Bartholomew School Library

Present: Paddy Coulter (PC), Tony Booer (AKB), Andrew Denham (AD), Michael Ryan (MR), Chair and Clerk for this meeting

In Attendance: Mike Lawes (ML, EPA COO)

1. Apologies

Apologies from our Clerks that they were unable to attend due to the short notice of the Meeting and accepted MR to take notes.

2. Declarations of interest – None

3. Minutes of the Meeting held on 19 June 2017 – for approval

The Minutes were agreed, signed to be placed on the EPA files at Bartholomew School.

4. Matters arising from the Minutes of 19 June 2017, not on this Agenda

- **External member of EPA DB Audit Committee:** MR has spoken to Pete Reynolds and will contact Charles Mathew with a view to him becoming a member of the Committee.
- **HR Review of Job Evaluation:** Jane Watret has completed her job evaluation and a subcommittee is considering her report. ML and Sarah Kerswell (SK), Acting CEO, due to meet on 14 November to make recommendations on central services, HR and finance, to be put to the full Directing Board on 4 December.
- **Replacement for the Tower Block:** Good progress is being made and there are no worries at present.
- **Risk Register:** The Global Data Protection Resolution coming into effect in May 2018 will have a significant effect. Audits will be needed and a Data Controller will need to be appointed who cannot be a member of staff.

5. Terms of Reference

- The Committee will meet at least once per term, i.e. three times per year.
- The authorising of the award of contracts limits to be amended in the Academies Handbook.
- PC questioned whether there was a need for Primary School Finance Committees if finance was being monitored Centrally. ML advised that this should not be changed at present.

6. Approve the Revised Internal Procedures

The revision relating to authorising the award of contracts was approved.

7. Academies Handbook Update

ML has carefully read the latest Academies Handbook and noted the changes, mainly relating to Governance, in a separate paper for Members, Trustees and Directors.

8/9. Chief Operating Officers Financial Report for the Period ending 31 July 2017 and EPA Budget for 2017/18

A comprehensive report on the Academy's financial position as at 31 July 2017 was tendered. The report shows that all schools within the Partnership have a positive balance to carry forward into the 2017/18 school year.

A consolidated budget for 2017/18 showed all schools having a positive balance at the end of the year. ML drew attention to falling reception numbers in our primary schools and pupil numbers are key to the formula funding, so income levels at a number of the primary schools are forecasted to fall. The forecasts will need to be reviewed once the October school census has taken place

10. EPA Risk Register

The EPA Risk Register continues to show succession planning and long-term absence of key personnel as the major risks to the Academy. Risks relating to safeguarding and maintaining educational standards can be mitigated to acceptable levels.

11. Central Support Services and Expansion Update

ML reported that joint steering groups were meeting regularly covering all aspects of the Academies work. ML's written report listed pros, cons, and the risks associated with not proceeding.

12. Monitoring of Primary School Finance Committee Minutes

It was emphasised that it was the responsibility of individual Chairs of Governors to ensure Minutes were taken and published. With some Primary schools not having a clerk attending these meetings some training may be necessary.

13. Matters of Urgency and Any Other Business.

The EPA Model Pay Policy for Teachers 2017, and the LGPS Pension Policy were approved.

14. Date of Next Meeting 27 November 2017 at 6:00pm