

Minutes of the Uffculme Academy Trust Joint Board and Finance, Premises and Risk Committee meeting held on 7th May 2020

Meeting Time	2.00pm, the meeting ended at 3.37pm	Venue	Online via MS Teams
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Attendees	Initials		Attendees	Initials
Julia Adamson	JAD		Lorraine Heath, CEO	LHE
John Akers	JAK		Jill Larcombe	JLA
Sue Brewer	SBR		Jenny Sutton	JSu
Wendy Farrier, UAT DoF	WFA		Shaun Vickery	SVI
Emma Fielding, Chair	EFI			
Max Graesser, Chair of FPR Committee	MGR		Paula Gibson - Clerk	PG

Apologies accepted	Reason	Initials		Absent without Apology	Initials

Signed: Date

Name:.....

1. Welcome and apologies for absence

Emma Fielding and Lorraine Heath welcomed all and explained that this FPR meeting has been subsumed into a Full Board meeting. It was confirmed that the meeting was quorate.

2. Declarations of business interests

None, although John Akers explained that his DBS checks had yet to take place.

3. Minutes of the Finance Premises and Risk (FPR) meeting, held on 6th February 2020

These having been circulated prior to the meeting the Chairman invited comments and amendments. As there were none the minutes were **AGREED** as a correct record.

Action from previous meeting	Update
Discuss with Lisa Batten different ways of managing the cleaning provision at US	There is currently full staff provision at US, although two members of staff are self-isolating
Circulate a narrative explanation, by email, regarding budget shortfall previously identified.	Complete
Asbestos Policy – include amendments and circulate as necessary	The compliance matrix is ongoing, however there are no changes required to the policy, so this can be circulated. WF explained the situation regarding the site management at each school site.
Accessibility Policy – school plans to be reviewed and to include a statement about School and Family relationships	Complete
School Food Policy – to include reference of the links between Healthy Eating and Mental Health. Distribute once updated	Complete

4. Matters Arising

There were no matters arising that were not included in agenda items.

5. Finance Updates and Reports

These reports had been circulated in advance of the meeting.

5.1 2019/20 Budget Monitoring

WF explained and clarified the information contained in these reports.

Uffculme Academy Trust (UAT) – There had been few changes to the budget, which contained the Neroche School start up grant. Directors **ASKED** WF to clarify any concerns that she may have and it was explained that there were few unknowns at this level, but that uncertainty remained at each school level.

Uffculme Primary School (UPS) – There is no income / expenditure in relation to Catering – WF has been emailed by Willand (the provider) who has indicated that there will be no charges levied for this period of school closure.

The redundancy programme has been suspended, which has an impact upon next year’s budget; however, since the budget was produced two staff have tendered their resignations (0.4 and 0.8FTE), so the redundancy program is now unlikely to proceed. Directors **QUERIED** the SENDCO provision

and it was confirmed that there are two qualified SENDCO's at UPS, and that there may be a need for some admin support made available to support them in their role.

Uffculme School (US) – The majority of the catering staff have been furloughed – the grant outcome of this is not yet known. WF raised her concerns about the estimated amount of the furlough scheme, as both The Venue and Uffculme Sports and Fitness staff will be included in this scheme.

Holyrood Academy (HA) – The catering staff (employed by Aspen), have been furloughed. The budget is showing a positive outturn, as savings have been made in not appointing staff to vacancies in the summer term – this has been managed by using staff's gain time from no longer teaching Year's 11 and 13. All September 2020 appointments have been made, with the exception of Computer Science, which has been advertised three times, with no successful appointment made.

Directors agreed that the monitoring notes, accompanying the budget information, were very comprehensive.

Axe Valley Academy (AVA) – There is a significant difference from the original budget – this is mainly due to the appointment of the SENDCO.

The catering staff (employed by Devon Norse), have been furloughed, however Devon Norse have indicated their wish that the school pick up these costs – WF has responded stating that the school is not prepared to pay any costs other than those relating to free school meals and is waiting to hear the outcome of these discussions.

Directors **QUESTIONED** the content of the catering contracts – Devon Norse do not have a contract, only a rolling programme, and ASPEN has a contract with HA, but it is not signed.

Work continues on the AVA budget and both the Head and School Business Manager are hoping that the outcome will be better than the predictions and hoped to be balanced at year-end.

West Country Teaching School Alliance (WCTSA) - £24K has been transferred back to US for premises and staff costs. WF continues to work upon teaching staff salaries and most issues are in relation to supply staff and additional hour's claims – this may result in a further £10,700 being transferred back to US.

Uffculme Sports and Fitness (USF) – The Gym is closed and two staff who have a permanent contract have been furloughed. Directors asked why information had been included for July and August – WF confirmed that it was assumed that the closures could continue for some time.

Director's **DISCUSSED** if the management fee should remain in place or if it could be reduced or stopped. LHE reminded all that USF gift aid any profit to US and that all membership fees had been frozen. After discussion, Directors **AGREED** to leave as is, as this shows the full impact of COVID 19.

5.2 Budget Forecast 2020/21

Work continues on the 2020/21 budget, which is currently showing a deficit in all schools with the exception of UPS. LHE is working with the Heads and School Business Managers to explore opportunities to reduce the forecast deficit.

A FPR meeting will be held on the 12th June to review this.

5.3 Conditional Improvement Fund (CIF) Bids

This process is currently on hold; WF will update Directors as necessary.

6. **Staffing Update**

The staffing report had been circulated in advance of the meeting.

LHE paid tribute to the Heads who have been working well, sharing resources and focusing on the wellbeing of staff and students – Directors **REQUESTED** that LHE pass on their thanks to the Heads.

LHE reported that all schools are fully staffed for September, with the exception of the outstanding Computer Science teacher at HA. LHE explained that Paula Holbrook, who is the new Head of Business at US has also been allocated 10 hours per week to support the central Finance team.

7. Cabinet Office Procurement Policy Note (PPN) Implications

It has been agreed to only pay exam invigilators for any pre-arranged hours and any supply / agency staff have been paid for committed hours.

Free School Meals (FSM) have been a well-publicised issue, but it was reported that these issues now seem to have been resolved and appears to be working well.

Uffculme Pre School

Uffculme Pre School have requested a payment holiday on their rent – after discussion Directors **AGREED** to suspend rent payments until September 2020, noting that it has a minimal impact on the UPS budget.

8. Premises and Health and Safety Update

Individual school reports had been circulated in advance of the meeting.

LHE explained that in all sites, staff are undertaking a programme of maintenance and deep cleaning.

9. Policies for Approval

Children Looked After Policy

This policy had been circulated in advance of the meeting and Directors **APPROVED** the policy subject to the following amendments –

- The inclusion of a statement that the Safeguarding LGC link have responsibility for CLA students

ACTION: CLERK to update and distribute the policy as required.

The Terms of Reference (ToR) for Safeguarding Link Governors be reviewed to ensure compliant with the CLA policy.

ACTION: CLERK / JLA to review and distribute

WF left at 15.11pm

10. Neroche Primary School

This was a confidential item

11. Central Services Recruitment

This was a confidential item.

Any Other Business

Safeguarding Covid19 Annex

The Trust adopted a pragmatic approach to the Safeguarding Covid19 Annex which meant that this was completed and adopted at all schools prior to Director approval – all **AGREED** to the content of this document.

Vulnerable Students On Site

Directors **ASKED** about the number of vulnerable students on each school site – LHE explained that approximately 20% of those who could attend do so. There is a strategy in place to support these

students who all have a member of staff who regularly check in with them and that a welfare register is in place to aid referrals to outside agencies where necessary.

Summer 2020 Examinations

LHE and Heads have worked together on a methodology and this is being checked before submission.

Year 10 English Literature students can have a calculated grade, but these would not contribute to the performance data for 2021 which would have a negative impact on P8 scores – LHE and Directors were aware of this and in agreement.

HA Safeguarding Review

This has taken place and LHE will share the report with Directors – an action plan is in place and significant work has already taken place on this. The additional Safeguarding INSET day has been cancelled and a small group of LGC members are meeting to pursue forward.

There being no other matters raised the meeting closed at 3.27pm.

Date and time of next meeting:

FPR – Friday 12th June – 2.00pm at Uffculme School

Board – Thursday 9th July – 2.30pm at Uffculme School

Signed as an accurate record: Date:

Actions

Action	By Whom	By When
9. CLA Policy - to include a para confirming the LGC Safeguarding Link have overview for CLA students	Clerk	Asap – Complete 11/05/2020
9.Safeguarding Link Governor Terms of Reference to be reviewed	Clerk / JLA	By next meeting.

Item for future meetings

- Risk Register – to be included as a standing agenda item
- First Draft Budget – June Meeting
- Central Services Recruitment – June Meeting
- 2020: a review of the impact of a single coordinator role for outdoor pursuits and trips, after one year of operation.