

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

Agenda

F1.17	Minutes of previous meeting, Part I & II
F2.17	Matters Arising
F3.17	Budget
F4.17	Diptford School
F5.17	Staffing
F6.17	Maintenance
F7.17	Dates of future meetings

Minutes

Welcome: Chair RG welcomed everyone to the meeting	
Apologies: Apologies were received from Fiona Walters	
Declaration of Business Interests: There were no declaration of interests declared at this point	
F1.17	The Minutes of the first meeting, Part I and II held on 1 December 16, were approved and signed by the Chair, Roy Gillard. Part I had been emailed to the Committee to view 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.
F2.17	.1 The Chair advised the Committee that the Capita agreement for Financial Management System (FMS) has been terminated with effect from 31.3.17. A new contract has been entered into with HCSS which works alongside the budget software already utilised by the Trust. This will commence from 1.4.17 with a cost of £7672.20 per annum. There will be an initial one off additional cost for installation and implementation of £4750, but this also includes training on the software. MM said that the Internal Audit Officer will review the transfer process before the financial year end in August. .2 The clerk had provided for the Committee prior to the meeting a copy of the feedback form that had been submitted to the Education Funding Agency (EFA) following their visit in November 2016. The form detailed the Trusts responses and actions completed. .3 IC will present to the committee at the third meeting 22.3.17, the Terms of Reference for the F&GP Committee with suggested amendments to review and action.

F3.17	<p>MM gave a Power Point presentation to the Committee on current budget matters and had provided various reports prior to the meeting.</p> <ul style="list-style-type: none"> • The Annual accounts were submitted to the EFA by the 31.12.16 and Bishop Fleming is currently drafting the Abbreviated Accounts Return (AAR) which has to be submitted by 31.1.17 to the EFA. • The Trust is purchasing a 6 day financial support package from Babcock at a cost of £3110 for an expert to assist in the preparation and transfer of the financial system from FMS to HCSS. • The Committee discussed the teaching commitment of Heads of Schools and the day to day pressures and duties they have in their schools. • Supply expenditure is very high across the Trust, this is constantly monitored. There are now a few TA's undertaking HLTA Assessment and Training in the hope to reduce these costs. • Budget planning for 17-18 starts immediately. MM together with Senior Administrators are producing an expenditure summary for ICT, Utilities, Curriculum and Training annual costs.
F4.17	<p>TC brought to the Committee the proposal for Diptford pre-school to become part of the MAT from 1.9.17. He explained the history of the pre-school and that they have a generous donation from a family trust towards a new build. Planning permission had been granted for a separate building, but this has been put on hold in the hope of the recent Capital Improvement Fund (CIF) bid being successful. The pre-school would then be incorporated within the school building extension. The committee agreed in principal for the pre-school to become part of the MAT and for TC to continue with the process. However, the Committee insisted that a formal Business Case is prepared, which provides the board with information regarding the Income, Expenditure, liabilities and assets, to ensure due diligence, before a formal decision is made. The Trust will also require advice on the TUPE process for the current pre-school staff from Michelmores HR.</p>
F5.17	<p>Part II</p>
F6.17	<p>MM reported that contractors are being contacted to quote for the maintenance and annual inspections of Intruder Alarms, Fire Alarms & Emergency Lighting and Fire Extinguishers across the Trust. This will be in place before the end of January. PAT Testing, Grounds Maintenance, Electrical 5 yearly testing and M&E and Gas Inspections have already been awarded.</p>
F7.17	<p>3/2017 22 March 2017 4/2017 3 May 2017 5/2017 26 June 2017</p> <p>Small Schools Conference day is set for Monday 20th Feb at Michelmores HQ in Exeter. CEO and clerk to send out invitations asap. Directors attendance is requested.</p>

Meeting Closed 11.15am

Signed as approved copy by Chair – Roy Gillard

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Date 22.3.17