

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: Apologies were accepted from Fiona Walters	
Declaration of Business Interests: There were no declaration of interests declared at this point	
F8.17	<p>Minutes of previous meeting</p> <p>The Minutes of the second meeting, Part I and II held on 18 January 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>
F9.17	<p>Matters arising</p> <p>F3.17 – The Business Manager advised the Committee that the financial support package purchased from Babcock to assist in the transfer of finance systems, FMS to HCSS, is proving to be very useful and effective. Babcock are due in again, when they, along with Bishop Fleming (BF) will agree and sign off the final balances for accuracy prior to the actual transfer.</p> <p>F4.17 – The Committee were updated regarding the proposal for Diptford Preschool to become part of the MAT. An example letter is being drafted from the Trust’s legal team to start the TUPE process for the existing two staff members. The Committee are in agreement for the Trust to continue with the formal process. They proposed that a letter is sent from the Trust to the current parents of the Preschool to explain and that they have our full support that the provision will be up and running ready for the new academic year start in Sept – TC to action</p> <p>IC had updated the F&GP ToR. These were made available to the Committee prior to the meeting. The Committee agreed additional amendments to be made. IC will update the final version in association with the Scheme of Delegation in preparation of Board approval on 8 May 2017.</p>
F10.17	<p>Budget</p> <p>The Business Manager confirmed that he is in the process of confirming all income and expenditure for the financial year 2017/18 for the Trust and is producing a spreadsheet which will be available for the next Committee meeting. He is meeting with the CEO & EP to review the expenditure with the aim to reduce any costs that are deemed unnecessary e.g. an Internal back up system could be in place, rather than paying Scomis. Reports will be produced with detailed expenditure to ensure the Trust are fully aware and being extra vigilant.</p> <p>Pupil numbers have a huge impact on funding and the Trust need to be aware of predicted numbers going forward. Downward trends consistent over the years should be investigated.</p> <p>BF had produced a document, based on the Trust’s last set of accounts, on Benchmarking Data across MAT’s and also specifically for the Link Academy Trust. The Finance Director advised the Committee that Key Performance Indicators (KPI’s) are to be established for both finance and non-finance related areas. The Business Manager highlighted the Department of Education (DfE)</p>

	<p>'Schools buying Strategy' paper. He has spoken to the commercial team who are running the scheme and has offered himself and the Link Academy Trust to try and establish a South West regional hub.</p>
F11.17	<p>Funding The Committee received the report from the Business Manager, detailing the reduction in funding set out by the DfE. The Committee noted the increased pressures that the Trusts' £67,505 reduction for the year 2017/18 has placed on the budget.</p>
F12.17	<p>Harbertonford Swimming Pool A recommendation from the Totnes Hub Local Governing Board (LGB) to close the swimming pool at Harbertonford had been brought to the Board via the Clerk. The Committee were in agreement. The LGB also recommended that a letter to parents from the Trust is drafted to advise them of the decision and that the Community are invited to put forward a business plan if anyone wishes to take it on as a separate entity. TC to action. The Committee approved that the pool will continue to be used for the summer term in curriculum time only, but will be closed and drained prior to the summer holidays. The Board noted that the pool is safe and secure, with no H&S issues. The Committee were made aware that offering for another business to run the pool could cause issues for future development of the site if we wanted to. The Committee gave thanks to the LGB for their recommendation and to the PTFA of Harbertonford for their continued support and funding for the pool over the years.</p>
F13.17	<p>Staffing Part II The Committee reviewed the draft Recruitment flowchart, that ND had produced, that is an appendix for the Recruitment & Selection policy. Following discussions and further amendments, the Committee approved the flowchart and ND to produce final version for attachment to policy pending approval by the Board. ND tabled a template for staffing recruitment and approval request for Directors with duties and responsibilities areas. Attached to this were templates for reference requests, person specification, advertisements etc. The Committee agreed that no representatives from LGB's will sit on interview panels as they have no liability in this area.</p>
F14.17	<p>Maintenance The Business Manager advised the Committee that as of yet, there is no news regarding the CIF Bids. So any further maintenance issues are on hold, pending these results.</p>
F15.17	<p>Policies The following policies were approved with minor amendments. .1 Expenses .2 CPD – Training and Staff Development</p>
F16.17	<p>AOB Finance Director advised the Committee of recommendations received from the Totnes LGB;</p> <ul style="list-style-type: none"> • Stoke Gabriel is in need of an extractor fan in their kitchen - MM to look into • Security fencing at Harbertonford – quotes have been obtained by the HoS , the Committee are aware of the situation and have noted the recommendation. Possibility of closing the main front gates to enhance current perimeter security, but onsite parking arrangements need to be investigated – TC to action • Medical clearance to be mandatory requirement on all appointments – Committee approved <p>ND asked for the Committee's agreement to;</p> <ul style="list-style-type: none"> • Investigate the costs and advantages/disadvantages of buying into the Totnes Learning Committee (TLC) again • Pushing forward with appointing a central HR Officer. <p>The Committee agreed and asked ND to update for the fourth F&GP meeting on 3 May 2017.</p>

	TC gave feedback on the recent safeguarding audit carried out at Landscope School with actions necessary. TC will inform the Standards & Curriculum Committee and intends to visit the other schools in the MAT to carry out a similar audit himself.
F17.17	<u>Dates of future meetings</u> Dates of future meetings were confirmed as: 4/2017 3 May 2017 5/2017 26 June 2017

Meeting Closed 12.15pm

Signed as approved copy by Chair – Roy Gillard

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Date 3.5.17