

<b>Directors</b>
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Cheryl Mathieson
Fiona Walters
<b>In Attendance:</b>
Clerk – Sue Howard
Business Manager - Matt Matthew

### Minutes

<b>Welcome:</b> Chair RG welcomed everyone to the meeting	
<b>Declaration of Business Interests:</b> There were no declaration of interests declared at this point	
F32.17	<p><b>Minutes of previous meeting</b></p> <p>The Minutes of the fifth meeting held on 26 June 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>
F33.17	<p><b>Matters arising</b></p> <p><b>.1 F19.17</b> – TC updated the Committee on the Diptford Pre-School build and confirmed that the new building officially opens on 1 November 2017. Timing had been an issue throughout the project and, in addition to the extra cost arising from the soil condition, the exterior cladding was not to the original specification. The Trust was waiting for the building to be signed off. TC confirmed that the Diocese was responsible for any issues until this had been done. The Board recorded its thanks to everyone involved in this excellent project over the years and particularly to staff, parents and volunteers who had ensured the building was ready for occupation during the half term. IC would write to the Acting Head of School, on the Board's behalf. <b>Action IC</b></p> <p>The Trust BM had produced a summary sheet in relation to the project costs, and clarified that the expenditure will be slightly increased due to the installation of a separated alarm system and the fence line being moved to provide more space. It was confirmed that there is a £19k shortfall on the project which will come from the school budget.</p> <p>The Trust external auditors, Bishop Fleming (BF) are concerned that there is a connected party issue around the Diocese instructing the contractors for the build. Project management would have to be proved to have been provided at cost. The Trust sought legal advice on this. Richard Power from the Diocese has produced a letter to resolve the concern, and whilst the legal team at Michelmores were content, the auditors are still seeking clarification. MM is meeting with BF and will advise for them to make contact with Michelmores. The Committee asked FW to advise if any third party legal advice is needed and report at the next meeting. <b>Action FW</b></p> <p>The Committee noted that the swimming pool at Harbertonford is now closed, drained, the area locked and disclaimer signage erected.</p> <p>TC confirmed that the Trust has subscribed to the Totnes Learning Committee for 17/18 for all four schools within the hub. The Committee were concerned as they recall a previous decision was made for only two schools to subscribe, Minute F27.17, paragraph 4. The Board asked TC to prepare a paper in preparation for the next F&amp;GP meeting on 27 November 2017 in relation to this. <b>Action TC.</b></p>

	<p><b>.2 F23.17</b> – The Committee learned that Harberton Parish Council has agreed to pay the total cost for the proposed security fencing at Harbertonford School. The Committee felt it advantageous to obtain three quotes again, as previous quotes were out of date. The Committee gave thanks to the council and were content for the works to go ahead once a contractor appointed.</p> <p><b>.3</b> Catering Services for the Trust as a whole is an on-going project being investigated at the moment. MM had produced a document summarising the current figures for the catering provisions. He confirmed that Riverford, who supply Landscope School, have increased their meal charges and a recent meeting was held with Devon Norse, who supply Diptford, Harbertonford and Stoke Gabriel. A three month trial was agreed for them to improve on costs and services for the Trust.</p>
F34.17	<p><b><u>Constitution and Terms of Reference</u></b> It was clarified that the membership of the F&amp;GP Committee is now complete, with the addition of new Director, CM. The Committee agreed that no amendments are necessary and recommendation for the current version of the Constitution and Terms of Reference will go to the Board for approval.</p>
F35.17	<p><b><u>Budget</u></b> MM had provided the Committee with reports prior to the meeting;</p> <p><b>.1</b> Various documents relating to 2017-18 budget. National Fairer Funding Formula is being released, difficult to forecast, but a positive impact is looking favourable at the moment. Age Weighted Pupil Unit (AWPU) figure not yet confirmed for 2018/19.</p> <p><b>.2</b> BF have completed the Audit and there are no issues to date. Budget clearance meeting is scheduled for 6 November 2017. Carry Forward amounts have been confirmed by BF.</p> <p><b>.3</b> Integrated planning cycle between the budget and the Improvement Plans is proposed. This has been sent to HoS and waiting for feedback. The Committee agreed that this is a positive approach for the schools to be involved in their budget setting, linking with their School Improvement Plans.</p> <p><b>.4</b> SW Buying Hub was explained by MM with supporting paper. This could result in an increase in buying power for the Trust.</p> <p><b>.5</b> A Business Timeline has been drafted, generated from the MAT Business Plan and was provided for the Committee</p> <p><b>.6</b> The CEO advised the Committee that a recent meeting held with the Regional Schools Commissioner was very positive regarding the Woodleigh Federation joining the MAT. It is being put to the Headteachers Board in November, when hopefully Academy Orders will be granted, with a possible conversion date of 1 February 2018.</p>
F36.17	<p><b><u>Staffing</u></b></p> <p><b>.1 Introduction of Cheryl Mathieson</b> RG welcomed Cheryl Mathieson and recommended a meeting is held with the TBM and HR Officer in relation to HR within the Trust. CM to attend Safer Recruitment training so that she could be on future interview panels. Personnel Organisational charts will be updated by the HR Officer on a termly basis. Suggestion for CM to highlight any HR issues at future F&amp;GP meetings.</p> <p><b>.2 Selima/HR Package</b> A new HR package, Selima will link with the budgeting and accounting software the Trust already has. Waiting for implementation plan and timeline from HCSS before finalising. Target for February 2018 payroll date to commence with Selima.</p>
F37.17	<p><b><u>Maintenance</u></b></p> <p><b>.1 CIF 18/19</b> MM confirmed he will be updating the CIF bids from 2017 for resubmission, supported by evidence of need. Deadline for submission is mid-December.</p> <p><b>.2 Defect List</b> MM provided a copy of the maintenance job sheet from all six schools for the Committee. He is looking into all the defects to prioritise.</p>

F38.17	<b><u>Policies</u></b> The following policies were brought to the Committee for approval; Fair Processing – Approved with suggested amendments and a consideration for when the MAT grows, the schools to be listed as an appendix. Fundraising – Approved with suggested amendments.
F39.17	<b><u>Dates of future meetings</u></b> Dates of future meetings were confirmed as: 7/2017 – 27 November 2017 1/2018 – 31 January 2018 2/2018 – 28 March 2018 3/2018 – 4 May 2018 4/2018 – 27 June 2018

**Meeting Closed 11.30am**

**Signed as approved copy by Chair – Roy Gillard**

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**Date 28.11.17**