

<b>Directors</b>
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Cheryl Mathieson
Fiona Walters
<b>In Attendance:</b>
Clerk – Sue Howard
Trust 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	
F1.18	<b>Minutes of previous meeting</b> The Minutes of the seventh meeting held on 28 November 2017 were approved and signed by the Chair, Roy Gillard
F2.18	<b>Matters arising</b> .1 41.17 (19.19) The Trust Business Manager (TBM) advised the Committee that Bishop Fleming (BF), Michelmores and the Diocesan Board have all confirmed and agreed that there was no Connected Party transaction in relation to the new build at Diptford School. The Executive Principal (EP) said that there are still some outstanding snagging items and he will update the Committee and Directors once they are completed.  .2 D82.17 In relation to the requirement for the Members of the Trust to appoint external auditors for the Trust, it was suggested that a change of date may be necessary for the Annual General Meeting (AGM). Audit Committee are required to review the services and costs of the Trust external auditors and this should be scheduled following the annual accounts submission to Companies House on 31 December each year. <b>Action TBM – to speak to the Chair of Audit Committee to discuss.</b> <b>Action Clerk - to check the Trust Articles of Association for frequency of AGM.</b> <b>Action IJC to prepare a paper regarding the protocol for the review of the external auditors.</b>  .3 Extra item D46.17 The Clerk reported that she had received no update in relation to an admissions appeal that was scheduled for 4 January for Harbertonford School. The Committee requested that the EP investigates and updates the Directors at the twelfth meeting of the Board scheduled for 5 February 2018. <b>Action TC</b>
F3.18	<b>Finance</b> .1 TBM advised that the Abbreviated Accounts Return (AAR) was submitted by the deadline to the Education and Skills Funding Agency (ESFA). Finance Director gave thanks to the TBM.  .2 EP had provided the Committee with a document in relation to the Trust PE and School Sport

	<p>provision proposed for 2018/19. Four organisations had been sent the specifications and had responded with costing's. Each school receives £16k plus an amount per pupil into their PE Fund each year. The proposal is for each school to give £6k into a central fund, so totalling £36k, to subsidise the provision, which will include staff professional development, Trust events and competitions and extra-curricular activities. The EP would like to propose that the contract is awarded to Saints South West. Based on their quotation, this will allow for a small contingency amount to be available in the central fund.</p> <p>The Committee <b>approved</b> the proposal and were in agreement for the EP to proceed with the next phase of the process. He will meet with the TBM to work out a precise contract, which will include</p> <ul style="list-style-type: none"> <li>• A suggested trial period</li> <li>• Payment to be made on a termly invoice</li> <li>• The Trust Behaviour Policy to be followed by the provider</li> <li>• Ensuring cover for absences is adequate</li> <li>• Minimum qualifications are in place for the Sports Coordinator</li> </ul> <p>.3 The TBM had provided the Committee with a document showing a detailed breakdown of the individual school b/f amounts from September 2017. The Central recharges have been applied, which have increased the c/f amounts as of 31 December 2017. The TBM said that the Cash flow, Budget and Management reports are being produced and will be made available to the Committee. The Committee asked for the previous 12 months to be shown on the reports in relation to Cash flow, so that monitoring between the years can take place. The Committee gave thanks to the TBM.</p> <p>The TBM advised the Committee regarding 2018/19 budget:</p> <ul style="list-style-type: none"> <li>• A six month budget forecast to the ESFA for the Woodleigh Schools has to be submitted within six weeks of them joining the Trust.</li> <li>• The budget for 2018/19 is beginning to be formulated taking into account Pupil Premium, Universal Infant Free School Meals (UIFSM) and Preschool income and expenditure.</li> <li>• He has given each administrator a spreadsheet to populate their annual expenditure, with the month identified showing when it usually occurs.</li> <li>• A Trust wide spreadsheet is also being produced with an amalgamation of the figures.</li> </ul> <p>.4 Several reports were made available for the Committee in relation to the impact of the National Fairer Funding (NFF). The total projection for the Trust is approx. +£194k. The TBM will check his figures against the School Budget Share (SBS) calculators for 2018/19, which are due to be released very soon. <b>Action TBM</b></p> <p>.5 The Committee were updated on the current Preschool capacities for the four schools within the Trust that have this provision.</p> <p>.6 It was noted that the TBM, Finance Officer and HR Officer met with the administrators of the three Woodleigh Schools recently to establish a positive way forward for when they become part of the Link.</p>
F4.18	<p><b>Spring Census</b> The current pupil numbers from the Spring census were discussed during F3.18 (item .3 and .4)</p>
F5.18	<p><b>HR</b> .1 The EP had prepared two documents in relation to Trust staff professional development:</p> <ul style="list-style-type: none"> <li>• A costed options analysis for the Non Pupil Day (NPD) in September 2018 which is being based on improving writing across the Trust</li> <li>• A paper regarding the above including a Continual Professional Development (CPD) strategy for 2018/19</li> </ul>

	<p>The EP's proposal is to appoint Mike Hughes to deliver the training for the NPD. The Committee were in <b>agreement</b> and asked the EP to go ahead with the arrangements. <b>Action EP</b></p> <p>.2 CM advised the Committee that she has previously met briefly with the EP to discuss HR matters, including:</p> <ul style="list-style-type: none"> <li>The Trust Appraisal process – this needs to be reviewed and improved. It was identified that the Heads of School (HoS) would benefit from specific training in relation to effective and appropriate target setting to ensure a consistent and fair approach. The schedule of events needs to be improved so it enables timely completion with pay review processes. All templates need to be reviewed to ensure that staff are made aware of the procedures for possible progression. The Committee agreed that the EP must be involved in all appraisals in relation to movement to and within the Upper Pay Scale to ensure Trust wide impact. The Committee will be updated following further discussions. <b>Action CM and Clerk to seek advice from Michelmores</b></li> <li>Identifying key Trust staff, looking at the future growth of the Trust, succession planning and skills and leadership opportunities.</li> </ul>
F6.18	<p><b>Extra item</b></p> <p>A communication programme, Coast and Moors School Business Leaders (CMSBL) has been set up by the TBM. It will include a forum for messaging, give support and resources to fellow School Business Leaders in South Devon and Cornwall. Members will pay £50 a year to subscribe and this will give them 24/7 access to the website and termly meetings.</p> <p>The TBM attended an Inaugural meeting of School Business Managers recently and the minutes of this meeting were provided for the Committee. The TBM is applying to become a member of the Institute of School Business Leaders. The Finance Director gave thanks to the TBM.</p> <p>The Committee noted that correspondence has been received from the secretary for National Employers for Local Government Services regarding the proposal for Pay Awards for support staff for 2018. Clerk to add agenda item for ninth meeting scheduled for 28 March 2018 to look at further. <b>Action Clerk</b></p> <p>TBM to forward the Krestons benchmarking report to all Directors along with the Link Academy Trust benchmarking report completed by Bishop Fleming. <b>Action Clerk, agenda item for ninth meeting</b></p>
F7.18	<p><b>Policies</b></p> <p>The Financial Procedures Manual had been reviewed by the TBM and following amendments made from the Chair of Directors, the Committee are satisfied it is in line with the terms of reference for the F&amp;GP Committee as stated in the Academy Financial Handbook (AFH) and recommend for the full Board to approve.</p> <p>Local Government Pension Scheme (LGPS) Discretion Policy – This is an additional policy which the TBM and Clerk were made aware of that the Trust must have to ensure compliance. The Clerk had produced a draft which the Chair of Directors and the Finance Director will review. Clerk to add agenda item for twelfth meeting of the full Board for policy to be approved. <b>Action Clerk</b></p>
F8.18	<p><b>Dates of future meetings</b></p> <p>Dates of future meetings were confirmed as: 2/2018 – 28 March 2018 3/2018 – 4 May 2018 4/2018 – 27 June 2018</p>

**Meeting Closed 3.10pm**