

# LINK ACADEMY TRUST

## Meeting of Finance & General Purposes

02/2018 Meeting  
28.03.2018  
Landscape House

<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
Bishop Fleming – Ben Thorne

### 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	
Ben Thorne from the Trust's External Auditors, Bishop Fleming (BF), attended to present Benchmarking Data to the Committee, a document was tabled for information. Spreadsheets in relation to revenue reserves, income and costs for each Link school were also provided. These will be forwarded to Committee members via email. <b>Action TBM</b>	
F1	<b>Minutes of previous meeting</b> The Minutes of the meeting held on 1 February 2018 were approved and signed by the Chair, Roy Gillard. Part I had been made available to the Committee 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	<b>Matters arising</b> .1 2.18.1 The EP advised he received correspondence from the Diocese that TEC, the contractors for the new build at Diptford, will return just prior to the end of the defects period to make good the fascia boards where necessary. Remedial work will be completed without additional cost to the Trust. The Directors requested the EP to obtain a quote to replace the wooden fascia with plastic to avoid regular repairs and associated costs in the future. <b>Action EP</b>  .2 2.18.2 External Audit Service – The Chair of Directors advised that she is obtaining quotes from three Organisations in relation to appointing the Trust's External Auditor for the financial year 2018-19. IJC had prepared a protocol for the appointment of the External Audit Service. Terms of reference were being drawn up and the Committee would obtain three quotations. The firm's experience in the MAT sector, training provision and continuity of staff as well as cost would be taken into account. A recommendation would be made to the Board in July and then the Annual General Meeting (AGM).  The Committee <b>agreed</b> that the Annual General Meeting (AGM) date will remain as 16 July 2018
F3	<b>Finance</b> .1 National Fairer Funding (NFF) figures were clarified to the Committee, confirming a positive increase of £146k for our Trust for the 2018-19 financial year. Education and Skills Funding Agency (ESFA) statements in relation to General Annual Grant (GAG) funding for 2018/19 had been received for six Trust schools. The TBM advised he is still awaiting for the Woodleigh schools.

	<p>.2 Reports provided for period 1 Sept 2017 to 28 Feb 2018, including:</p> <ul style="list-style-type: none"> <li>• Financial Reporting Flow Diagram</li> <li>• Recharges, incl Inc. &amp; Exp. For each school</li> <li>• Actual v Budget Graph</li> <li>• Individual Academy monthly performance figures. The Committee noted that the current Numbers on Roll (NOR) for the total Trust are approximately 20% under our Planned Admission Number (PAN)</li> </ul> <p>The Committee noted that Cashflow reporting is not yet completed as budgets for 2018-19 are not yet finalised.</p> <p>The Committee discussed the possibility that the Local Governing Boards (LGB's) could be provided with a bespoke report on finances in relation to Teaching &amp; Learning. It was agreed that the TBM will liaise with the Heads of School (HoS) so that they can share relevant information when Governors are monitoring their schools.</p> <p>.3 The Committee <b>agreed</b> to delegate to the TBM and Finance Director (FD) the review of the six month budgets for Woodleigh Schools, for the period 1 March – 31 August 2018.</p>
F4	<p><b>Property</b></p> <p>The inadequacy of the hall at Bearnas for use as a classroom had been discussed widely by the Board, the F&amp;GP and S&amp;C Committees and the Newton &amp; Teign LGB. The Link had submitted a Condition Improvement Fund (CIF) bid in 2017 without success and again in 2018; the outcome was awaited. The most recent quote to provide a mezzanine floor to provide a classroom was £300,000. This would mean the Year 3&amp;4 would not have to vacate their classroom for other classes to do P.E.</p> <p>All agreed that a Plan B was urgently needed. The project had been broken down into sections. £100,000 was held using a Section 106 funding. Fund-raising activities were targeting all possible funds; Mrs Short, the LGB Chair, had invited the Newton Abbot MP, Anne Marie Morris, to visit before Easter. The Directors noted that small primary schools were unfairly treated in terms of capital improvement funding. The poor learning environment did not support raising aspirations of the large proportion of disadvantaged children at the town centre primary school.</p>
F5	<p><b>HR</b></p> <p>.1 The EP and CM have met to look in detail at the Trust Appraisal processes. Recommendations will be made to the Remuneration Committee for discussion at their meeting scheduled for 28 March 2018. The EP was asked to investigate training opportunities in relation to target and objective setting. The Committee <b>agreed</b> that employees leaving the Trust should be offered exit interviews, in accordance with the Trust Recruitment, Probation and Exit Policy. The Committee <b>approved</b> for the clerk to amend the policy to reflect that the 'Exit Interviewer' would be HR Director, CM. Trade Unions would be advised via email of this slight amendment following consultation with them on the Trust Personnel policies in 2017.</p> <p>The Clerk had obtained advice from Michelmores regarding Upper Pay Scale staff structures and provided the responses to the Committee, which were discussed.</p> <p>.2 The Committee requested from the TBM, further scenario reports in relation to proposed staff pay awards, effective 1 September 2018. The Committee will review and discuss further at their next meeting scheduled for 4 May 2018</p> <p>.3 Part II</p>
F6	<p><b>Policies</b></p> <p>The following policies were recommended for approval by the Committee:</p> <p>Professional Development – Approved pending advice from Michelmores regarding Return of Interest in relation to CPD courses following an employee's resignation from post. <b>Action Clerk</b></p> <p>Health &amp; Safety – Approved with suggested amendment.</p>
F7	<p><b>Dates of future meetings</b></p> <p>Dates of future meetings were confirmed as:</p> <p>3/2018 – 4 May 2018</p>

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4/2018 – 27 June 2018
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**Meeting Closed 11.00am**

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

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**Date 4.5.18**