

DRAFT

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| Directors |
| Roy Gillard |
| Isabel Cherrett |
| Nicola Dunford |
| Cheryl Mathieson |
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| In Attendance: |
| Clerk – Sue Howard |
| Trust Business Manager – Matt Matthew |

Minutes

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| <p>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</p> | |
| F1 | <p>Minutes of previous meeting The Minutes of the meeting held on 27 June 2018, Part I, were approved and signed by the Chair, Roy Gillard.</p> |
| F2 | <p>Matters arising It was confirmed by the Trust Business Manager (TBM) that the replacement fascia boards on the new building at Diptford have been installed. The Committee will schedule a meeting to discuss and review the building project and to highlight any areas for improvement going forward for future projects.</p> |
| F3 | <p>Scheme of Delegation and Committee's Terms of Reference The Committee, following review, agreed that there are no amendments necessary to the current Constitution and Terms of Reference. The Committee will review the Scheme of Delegation at their next meeting, following amendments by other Trust Committees prior to final approval at the full Board meeting scheduled for 10 December.</p> |
| F4 | <p>Finance</p> <p>.1 Payroll Provider The Chair raised ongoing concern over the services provided by our new Payroll provider. The TBM confirmed that up to date, no invoices have been paid to Access Group as there are still various issues outstanding. The Committee asked the TBM and HR Officer to continue to work on resolving these issues and update this Committee on 5 October.</p> <p>.2 Year End and Audit 17/18 progress The TBM had produced spreadsheets detailing the Trust's position for the financial year ending 31 August 2018, showing positive carry forwards for the Trust. The Committee noted that these figures are provisional pending outcome from the Audit. He added that the audit preparation is almost complete and external auditors, Bishop Fleming will be conducting the audit week commencing 22 October.</p> <p>.3 Financial Procedures Manual The Committee agreed for an amendment to the Financial Procedures Manual to set a minimum limit of £500 for accruals and prepayments. Action TBM and Clerk to revise document ready for approval by the Board.</p> |

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| | <p>.4 Budget 2018/19 An updated 18/19 Budget document had been provided to the Committee prior to the meeting. The TBM clarified that this will now be locked down and a monthly forecast will be produced and amended as we go through this financial year.</p> |
| F5 | <p>Property</p> <p>.1 Condition Improvement Fund (CIF) 2019 The TBM advised the Committee of the planned projects that will be submitted for the CIF 2019 Bearnas – Mezzanine Floor and Window replacements Cheriton Bishop – Replacement refurbished staff and classroom areas Diptford – Mechanical & Electrical Harbertonford – Kitchen refurbishment Hennock – Roof & Windows and Mechanical & Electrical Landscape – Mechanical & Electrical and Kitchen refurbishment Stoke Gabriel – No bids being submitted for 2019 Tedburn St Mary – Mechanical & Electrical Yeoford – Water Ingress repairs</p> <p>The Committee noted that the scoring for applications are increased if the Trust are able to contribute more funds themselves to a project.</p> <p>The Department for Education (DofE) have announced the School Nurseries Capital Fund. The Trust will be concentrating on this in relation to the Bearnas Mezzanine floor project. However, the TBM stated that the Trust cannot submit an application personally, it must go via the local authority. Bearnas fits the criteria specifications, but there are very tight deadlines for the submission date. TBM is liaising with the local authority and will update the Committee.</p> <p>.2 Update on 2018 CIF Building Projects The Chair had met with the TBM following the airing of the BBC Panorama programme to review the Trust's CIF projects and were content that all monies had been spent appropriately and that the guidance had been followed.</p> <p>The TBM reported that all CIF building projects for 2018 have been successfully completed during the summer holidays. He is awaiting the last set of accounts from architects TFQ, which he will present to the Finance Director, prior to submission to the Education and Skills Funding Agency (ESFA) that they are complete.</p> |
| F6 | <p>HR A document was produced detailing the guidance provided from the DofE on the recommended teachers pay awards for 2018. The TBM had provided projected calculations, based on funding from the DofE, in relation to teachers salaries and how this will affect the Trust.</p> |
| F7 | <p>Policies The following policies were agreed by the F&GP Committee and will be recommended for approval by the full Board: Capitalisation – Agreed with no amendments Central Funds – Agreed with minor amendments Fair Processing – Agreed with minor amendments Fundraising – Agreed with no amendments Investment – Agreed with minor amendments</p> |
| F8 | <p>Dates of future meetings Dates of future meetings were confirmed as: 6/2018 – 23 November 2018 1/2019 – 15 February 2019 2/2019 – 29 March 2019 3/2019 – 17 May 2019 4/2019 – 5 July 2019</p> |
| F9 | <p>Extra item – The CEO updated the Committee following the working party meeting that was held on the future structure and work of the Local Governing Boards. Items discussed were:-</p> <ul style="list-style-type: none"> • They will be known as 'Local Boards' from now on |

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| | <ul style="list-style-type: none">• Review of the Ofsted publication 'School Governance' and the current Ofsted Framework• Meetings will be clerked one per term, with notes being taken at the other meetings and circulated by a Governor present• Representation on the Standards & Curriculum Committee is key to good communication to the Directors• A visit report template and Governor visit policy is being drafted by the CEO <p>The Clerk reported that a number of Governors had left the LGBs; the Committee asked that, on behalf of the Board, the Chair should write to thank them for their valuable contributions.</p> <p>The next meeting is scheduled for 14 November 2018. The Committee asked for a summary of Local Board members. Action Clerk</p> |
| F10 | Extra item – The Chair asked for an agenda item to be added to future meetings for updates from the ESFA to be provided and discussed |

Meeting Closed 11.10am