

Directors
Roy Gillard
Antony Callcut
Isabel Cherrett
Nicola Dunford
Cheryl Mathieson
In Attendance:
Clerk – Sue Howard
Trust 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	
F1	Minutes of previous meeting The Minutes of the meeting held on 4 May 2018, Part I, were approved and signed by the Chair, Roy Gillard.
F2	Matters arising .1 F2 (03/2018) Diptford EP informed the Committee that TEC Construction have received a Purchase Order from the administrator at Diptford and will be in contact to arrange a date to install the new fascia boards.
F3	Finance .1 Payroll Provider - The Trust Business Manager (TBM) updated the Committee in relation to the Trusts new Payroll provider, the Access Group, and issues that are still outstanding. He added the reassurance though, that all staff are being paid on time. Following a meeting held recently with Tony Rockall, Access Groups Enterprise Executive, an action plan for the Trust was formulated and items are being investigated and addressed. The Committee noted that a compensation amount, as requested by the Trust, following a letter to the Access group has been received. The Committee gave thanks to FW for her assistance in this matter. .2 In-Year Financial Position - The TBM provided documents detailing the Trusts financial position, these included:- <ul style="list-style-type: none"> • Month End report to 31 May 2018 showing an overall surplus at present • Graph illustrating Actual vs Budget • Central Recharges spreadsheet, showing a positive c/f for all the schools He verbally added that he received notification from the Local Authority of the carry forward figures for the Woodleigh Hub, including a breakdown by each school and any funds within, detailed on a closedown report. The Chair of Governors for the Woodleigh Hub will sign off the amounts to be allocated to each school and forward to the TBM. .3 Five Year Budget - The Finance Director (FD) first of all explained that the Chair of Directors, FD, CEO and TBM met several times over the last month to discuss staffing across the whole Trust. The main goal of these meetings was to discuss the ideal staffing structure for each school and initially not be constrained by any financial costings. This allowed them to concentrate on the requirements of all schools and after several movements of staff around schools the ideal staffing structure was achieved using the current staff and necessary appointments. The whole structure was then passed to the TBM for costing to see if all of the changes were affordable. With minor

	<p>adjustments at the final meeting, the ideal structure was indeed affordable and forms 80% of the budget to be discussed. The TBM then presented the formal five-year 2018-19 Budget. Information included:-</p> <ul style="list-style-type: none"> • Income and Expenditure detail for each individual school budget, this then feeds into the Trust Cumulative Budget. • Pupil numbers for 2018/19 and forecast numbers on roll to 2022/23 • Key Performance Indicators • Future recommendations <p>He explained that Part 1 of his report includes alignment for all staff salaries, a 2% uplift to Teachers Pension contributions, National Joint Council (NJC) Pay recommendation Yr1 and 2% Teacher pay increase, of which is likely for implementation from September 2018. Part 2 then included the NJC recommendation for Yr2 and a further 2% Teachers pay increase for 2019/20.</p> <p>The Committee were advised from the TBM that following legal advice, and in accordance with the current Trust and Woodleigh Pay Policies, the Trust must adhere to NJC and School Teachers Review Body (STRB) pay and conditions regarding pay award recommendations. It was noted however, that this does have a significant impact on the financial position of the Trust for future years and the F&GP Committee wish to investigate the procedure and proposal to move away from these regulations. This procedure will involve a Union Consultation including a Business Case presentation.</p> <p>The Finance Director (FD) gave thanks to the TBM for a very thorough, informative and accurate presentation of the 2018/19 Trust Budget. Following final adjustments to any further staffing expenditure identified, the Committee are in agreement to recommend to the Full Board for approval at their meeting scheduled for 9 July 2018.</p> <p>To note – The Financial Management and Governance Self-Assessment (FMGS) return has been completed and successfully submitted for the Woodleigh Schools.</p>
F4	<p><u>Property</u> The TBM advised that projects resulting from the successful Capital Improvement Fund (CIF) bids for Harbertonford, Bearnas and Stoke Gabriel will take place during the summer break. He also sought approval from the Committee members for other identified small building improvements, including fixtures and fittings necessary. The Committee were in agreement with these proposals and for the TBM to go ahead.</p>
F5	<p><u>HR</u> The TBM had included in his Budget Reports (F3.3), scenario reports in relation to staff pay awards.</p>
F6	<p><u>Policies</u> The Financial Reserves & Investment Policy was amended to reflect the three Woodleigh Schools joining the Trust and was agreed for recommendation to the Board for final approval.</p>
F7	<p><u>Dates of future meetings</u> Dates of future meetings were confirmed as: 5/2018 – 21 September 2018 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>

Meeting Closed 11.30am
Signed as approved copy by the Chair, Roy Gillard

..... **Date 21.09.18**