

SMART - LOOE COMMUNITY ACADEMY

Minutes of the Finance, Audit, Premises and Personnel Committee held on Monday 19 June 2017

Present	In Attendance	Apologies
H Jenkins	S Green (Company Secretary, Business Manager)	L Ingham
M Lewis	L Sutcliffe (Clerk)	M Long
P Prisk		
T Wardle		

Total number of Governors required to be quorate: 3

Total number of attending Governors: 4

- Welcome and apologies:** The meeting commenced at 4.30pm with a welcome from TWA who confirmed he would be Chairperson for this meeting as MLO would be late. Apologies were accepted and absences noted.

The meeting was confirmed as quorate.

- Declarations of interests in this agenda:** None
- Agree minutes of the previous Finance, Premises and Audit committee meeting held on 23 January 2017:** Minutes were held to be a true and accurate record.
- Matters arising not covered on the agenda elsewhere:**

Agenda Item	Brief description of the action	Who has the action
4.	a. Image recording policy – guidance obtained from Information Commissioner’s Office and policies obtained from other schools – need block of time to produce LCA policy.	SPG – carried forward
4.	Contact West Looe Town Trust and the Cricket Club to agree on the way forward for the pavilion. SPG confirmed that contact has been made but a way forward has not yet been agreed. The pavilion is not being used and is being vandalised, it would cost c.£15k to bring the building up to spec. Letters are to be sent to WLTT and Cricket Club from the GB.	MLO – ongoing
4.	Undertake Curriculum Review. Ongoing. Governors noted that this is critical as cannot determine potential redundancies until this has been done.	Complete
4./ 8.	Investigate and cost options for the school bungalow.	Complete
4.	Advise Looe Youth Theatre on committee’s decision regarding fees. LIN has spoken to the group but Ms Cottrell is awaiting a formal letter from LCA. Action: SPG to send formal letter. LIN to speak again to Ms Cottrell	Action: SPG/LIN – original action on SPG complete – quote sent – now require Looe Youth Theatre’s

		safeguarding policy, insurance and evidence of competence for theatre group staff that install and operate electrical stage equipment. Awaiting documentation from LYT.
9.	Hire private security company	Complete
10.	Implement Support Staff Pay Award	Complete

5. Academy personnel update:

- SPG referred governors to the Business Manager report.
- Governors noted that the transition to SMART did not go to plan and there were issues with some staff not being paid. An apology has been received from CC payroll providers as this was their error and not SMART. SPG did note that he offered to check the payroll three times but as he did not check the payroll, the errors were not spotted.
- HJ advised the committee that staff had found solutions to reduce the compulsory redundancies from 4/5 to one. HJ advised that an appeals panel will need to convene and has asked the D Buckley for experienced panel members from SMART.
- HJ advised that the potential savings from the TLR restructure is still out to consultation. Proposals have been sent out to staff but not yet to the Trade Unions. HJ advised that two current TLR holders will be protected.
- Governors noted that the pressure to provide financial savings continues despite the savings already made although were pleased to note that there had only been one compulsory redundancy.

6. Update on FY16/17 – LCAT 7 month budget

- SPG confirmed that the LCAT accounts had been prepared and the audit was almost complete. He advised that the Finance Officer had been off sick and it had been very busy with the conversion to SMART and the audit.
- SPG advised that he needed to complete the trustees report and this would be complete by Sept 17.
- Governors noted that there was £100k free reserves and asked whether this was what was declared during due diligence. SPG confirmed this was so. Governors were very pleased with the accurate forecast and thanked SPG.
- HJ advised the committee that as part of SMART, governors will be linked to directors within SMART and this will be discussed in the Local Governing Body meeting with the CEO, D Buckley. HJ advised that she would forward the scheme of delegation to all governors to avoid any doubt.
Action: HJ
- Governors asked SPG to circulate the Responsible Officer checks, when received from the LFS team.
Action: SPG

7. Update on FY16/17 – SMART LCA 5 month budget (see Business Manager’s Update):

- Governors noted the update in the Business Manager’s report and noted that SMART had received a formal apology from Lloyds bank for the issues with the transition to the MAT.

8. Site Update (see Business Manager’s update):

- Governors were disappointed that LCA had not won any of the capital bids but understood the economic climate means that there are less funds available. Capital bids will now been done as part of SMART. Although Governors did note that there had been many improvements undertaken in the past five years.
- The Integrated Health Centre is up and running. Governors asked who were using the IHC. CAHMS, school nurse, sensitive meetings, but it was noted that the use needs to be increased. The

Attendance Officer will be moving over permanently to the IHC as part of Student Services as will the Family Support Manager. There will be an online booking system for internal and external organisations.

9. Academies Capital Improvement Fund:

- SPG advised that we will look to increase the fencing, purchase a dust extractor and vinyl cutter.

10. Review provisional budget for FY17/18:

- To be discussed later in the meeting.

11. Health Safety and Wellbeing Update:

- SPG advised that he had undertaken the H&S audit and it was very thorough and the results can be used as a benchmark against other schools.
- He confirmed that more fire warden training was required.
- The next audit would be held in the next academic year but H&S must be included in the weekly bulletin and staff need to be given opportunities to highlight any issues or concerns. The profile of H&S needs to be increased with the academy.

12. AOB: PPR advised that her and ■■■ had signed up for the ST Lukes Hospice midnight walk to raise funds in memory of ■■■ and any sponsors would be gratefully received.

- HJ advised that two new governors would be potentially joining the LGB. They have already been pre-approved by the Trust and TWA would arrange to meet them with MLO. **Action: TWA**

Governors referred back to item 10 to discuss the 3 year budget plan and make recommendations for the LGB. SPG advised that he has requested further information from the CFO and CEO regarding the 5%.

Governors discussed the relevant assumptions outlined in the report and confirmed that they would like the carry forward a reserve fund and requested that SPG consider all options with the prime objective to initially break even and then stretch the carried forward reserve to £50k. **Action: SPG**

Meeting closed at 7.05pm