

EDMONTON ACADEMY TRUST

FINANCE, AUDIT AND PREMISES COMMITTEE

TUESDAY 27 NOVEMBER 2018 AT 5.00PM TELECOM

MINUTES – PART ONE

**Members:** Salih Suavi (Chair), Justine McLennan, David Clarke, Owen Vallis

**Trustees:** Rob Leak (Chair), Peter Blane, Susan Tranter (ex officio), Konrad Halls, Liz Whale, Christine Martin.

**Committee:** \*Clinton Page (Chair)  
\*Rob Leak  
\*Christine Martin  
^Neha Shah  
\*Abi Adesida  
\*Peter Blane  
\*Susan Tranter (EHT)

Also in attendance George Georgiou (GG)\* - Business Manager

Clerk: Andreas Adamides\*

^ denotes Absent  
\* denotes Present

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PART ONE

1.0 COMMITTEE MANAGEMENT

1.1 Welcome

The Chair welcomed everyone to the meeting.

1.2 Declaration of Interest

**NOTED** there were no declarations made regarding any item on the agenda.

1.3 Apologies for Absence

Apologies were received from Neha Shah.

1.4 Minutes

The Committee **RECEIVED** and **ACCEPTED** the minutes of the meeting held on 12 September 2018. The minutes will be signed by the Chair.

1.5 Matters Arising:

There were no matters arising.

2. SCHOOL BUSINESS MANAGER'S REPORT

The Committee **RECEIVED** a report which was presented by George Georgiou (GG).

2.1 GG reported that the premises report was made clearer after Governor feedback. Columns have now been added to show the level of priority, the name of the project, the risk and the financial year.

2.2 GG asked Governors if they agreed to the use of the estimated cost in the premises report, given that the actual cost is reported in the budget. He asked if the actual cost should also be in the premises report, which will involve manually updating it. Governors agreed that what matters is when spend is going over budget, and to only flag up costs that are over the budget by 10%. GG suggested that if costs are above the building's maintenance budget, he will report this with a commentary in the financial document. Governors **AGREED** to this.

Q= Can you clarify which description is a higher priority?

A= GG -Urgent is the highest priority, then Required is the next priority.

Q= Why are the pupil toilet works on hold, what are the safety issues?

A= GG- This is a general statement about what could happen if we do not maintain these rooms. We could have leaks or trip hazards

Q= If there is a risk to pupils?

A= GG- We are comfortable there is no safety risk now, but in future years there could be some risks. There is no current risk.

A= ST added that there is a potential risk if toilets are not nice pupils will not use them which can cause health issues. We spend much on cleaning, but if a flush is not working, we will take a toilet out of action. We need to watch this issue.

2.3 GG advised that in the IT update, he took out last year's data and will add more detail for the next meeting. Governors commented that this report was an improvement on last year.

2.4 GG presented the register of contracts and SLAs, advising that the main change since July is the new pay roll provider.

Q= Will pay roll errors be solved?

A= GG – I will be meeting them next week with Rachel Taylor (Personnel Manager). The minor variances are about interpretations of holiday pay etc, they are a very minor detail. We want to have more detail on pay slips. We are getting a lot more data, which means we are being more detailed in our checking. It will improve over time.

2.5 GG presented the Health and Safety log, which includes any incidents. It was noted that the incidents are minor.

### 3. 2018-19 PERIOD 2 COST CENTRE REPORT

The Committee **RECEIVED** the report.

3.1 GG reported that EAT income is on track, including ESFA funding. Pupil Premium is higher because of having received an instalment. The Minimum Funding Guarantee (MFG) is a payment back to the DfE, for this year it will be

£125k. The School is getting more GAG funding this year, so will have to pay back MFG.

- 3.2 GG reported about EAT expenditure. IAG careers expenditure is higher because staff costs need to be adjusted to be moved to other codes. Plus, adjustments are needed because of the pay roll provider.

Q= Are we going to have an overspend this year?

A= GG - There are timing variances, with new staff and other staff doing extra work, site team have had some overtime. Invigilator salaries profile later in the year, breakfast club salaries vary because staff work in other areas. EAT expenditure is currently 16%.

Q= The cashflow document will be useful in future?

A= GG- Once we put the actuals in, it will show when expenditure is not linear. We can then show the trends. It will be useful on a monthly basis.

Q= PP income comes in quarters not monthly?

A= GG- Yes, that can work in our favour.

- 3.3 GG reported about ECS income, advising that the School receives some extra income at times and the budget is adjusted as needed. Lettings income varies, and last year's invoices have been received and there a couple of new clients. The O2 mast income comes in once a year. Miscellaneous income includes secondments, this is not a concern at this stage. Overall income will be slightly above the projection.

- 3.4 GG reported about ECS expenditure highlighting the comments in the report. The £47K in building improvements was due to summer works, including to the Sixth Form at Cambridge, including computer benching, plumbing, electrical board and new screens all for a total of £17/18k. Plus electrical works to the Science area and the canteen at Cambridge, there was a leaking pipe.

- 3.5 ST advised that the School will reprofile ECS expenditure due to the teacher pay award which was only partly funded. This will increase costs; the School will be looking at other cost centres for savings. **At the next meeting the Committee will be presented with virements. ACTION GG.**

#### 4. CASH FLOW FORECAST REPORT

The Committee **RECEIVED** the report.

- 4.1 GG reported that the cashflow forecast shows a healthy balance due to the Meta Switch donation and includes capital for the CIF work. There is about a £350k cash balance. By the next meeting the figure will be split in the report for capital funding. Overall the School will monitor cashflow monthly, with a level of detail.

Q= Where in the cost centre report is the Meta Switch income?

A= GG- It is in the opening balance because it came in last year. We are not planning to spend it this year.

A= ST – Meta Switch gave this funding as part of the free school bid, they offered it for the new school for IT development. In total they are giving £500k. We are sending invoices for this income in August and November.

A= GG- We will show it as a donation in November.

A= ST- **At the next meeting we will also provide a cashflow summary similar to the cost centre report.** Governors can decide on the level of detail they wish to have. **ACTION GG**

## 5. CIF ROOF REPAIR TENDER REPORT

The Committee **RECEIVED** the report.

- 5.1 GG advised that the Cif Roof Repair Tender Report was put together by consultants, Baily Garner. The School is limited to Skyler Roofing, who is the only contractor who tendered under the DfE threshold.

Q= Did Skyler miss parts of the tender?

A= GG- We got discounts from the roofing manufacturer and reduced overall costs. Skyler missed items, they increased their bid to cover these items and were still under budget. This was compliant with the tender process.

Q= Do we need to watch them on site?

A= GG- Yes, we will. The CIF bidding process involves consultant estimating costs, then the DfE agreed the costs. If tenders are not within costs, then we may need to go through the tendering process again. If additional costs arise after the survey then there can be no slippage, it makes it a difficult process. We are currently doing this year's submissions, speaking to consultants about the works that will be high priority.

## 6. SCHOOL CONVERSION TENDER COMPARISON

The Committee **RECEIVED** the Report.

- 6.1 GG advised that the School selected the second cheapest bid, which was the best value option, and will meet the contractor to test the costs before the contract is awarded. The work will start in the new year, the work should not affect the school day. ST added that it will be a recruitment incentive for staff from September.
- 6.2 Governors and Trustees **AGREED** the action by the Chair to proceed under Chair's action.

## 7.0 NEXT MEETING

### 7.1 Items for the Next Agenda

- Standard items
- Cashflow two reports, summary and detailed
- Audit report (after the recent audit visit).

### 7.2 Date and Time of the Next Meeting

- Tuesday 7 May 2019 at 5 pm.

## 8.0 ANY OTHER BUSINESS

None.

*Clerk's Note: Meeting ended at 6.05*

Signed: \_\_\_\_\_

Chair of Finance

Date: \_\_\_\_\_

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