

GOVERNING BODY OF EDMONTON ACADEMY TRUST

FINANCE, AUDIT AND PREMISES COMMITTEE

TUESDAY 12TH SEPTEMBER 2017 AT 5.00PM VIRTUAL MEETING

MINUTES – PART ONE

Members:	Salih Suavi, Justine McLennan, David Clarke
Trustees:	Salih Suavi, Thia Kunaratnam, Peter Blane, Susan Tranter (ex officio), Konrad Halls
Committee:	Peter Blane* (Chair) Salih Suavi* Konrad Halls* Shilpa Dave^ Susan Tranter (ST)*(EHT) Clinton Page* Neha Shah^ Abi Adesida*
<u>Also in attendance</u>	George Georgiou (GG)* - Business Manager
<u>Clerk:</u>	Andreas Adamides* (LBOH GB Clerk)

^ denotes Absent
* denotes Present

PART ONE

1.0 COMMITTEE MANAGEMENT

1.1 Welcome

The Chair welcomed everyone to the meeting and ensured that all were present on line.

1.2 Declaration of Interest

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

1.3 Apologies for Absence

No apologies were received

1.4 Minutes

RECEIVED and **ACCEPTED** the minutes of the meeting held on 18^h July 2017. The minutes will be signed by the Chair.

1.5 Matters Arising: There were no matters arising.

2.0 SCHOOL BUSINESS MANAGER REPORT

The following items were covered in the written report:

- Premises Report
- IT Update
- Use of school credit card
- Virements
- Update on capital funding
- Register of contracts
- Health and safety report

2.1 George Georgiou (GG) provided an oral update about premises as follows:

- The refurbishment of New Block (Camb) was carried out by the site team over the summer. All three corridors in New Block were completed due to the hard work over the summer.
- Cambridge- the quotation from the supplier for the boiler work, is likely to be about £10/£11,000, with some higher quotations being received. The work will be completed during term time. Plus, installation of the reception doors access card system, which can engage with the SIMS system, is in the budget for completion by the end of October for launch in January 2018.
- Bury- installation of reception doors electronic door locking and access card system, this will be completed by the end of October for launch in January 2018.

Q= How do you cross reference budgets by year?

A= GG replied that this information is not in the document. This is a wish list of work. Once the budget is in place, we look at what we can fund from this wish list, this year or from future years, subject to emergency work. The work we can complete is driven by funding each year.

Q= What was spent in 2016/17?

A= The year-end is shown in the document, the site budget and IT budget was spent, but does not account for smaller items and regular checks

Q= How do you prioritise work?

A= GG replied that he discusses this with Dr Susan Tranter (ST), but emergency works take up much of the budget. ST added that during the school year little work is carried out. Most work is in the school holidays, we assess the list, and decide on key priorities.

2.2 GG reported the following verbal IT update:

- The installation of the print server is in place in Bury, there were a few teething problems, and it is now working well
- The Bury servers are up and running, they replicate every 15 minutes with the Cambridge campus
- ST added that there are some items on hold, but the School had refreshed and improved the IT system in the last 2 years. Funding pressures have meant that the Governing Body have protected the classroom experience, so

reduced premises and IT budgets. This is evident on page 7, with projects on hold. When budgets are available, we will see if it is prudent to spend on these projects

- It was noted that COW, stands for computers on wheels.
- 2.3 GG presented the School bank card purchases. It was noted that the next audit will hopefully approve removing this from this Committee agenda.
- 2.4 It was noted that there have been are no virements since the last report.
- 2.5 GG reported that capital funding project delays, were due to planning permission delays. Plus all tenderers wanted more time to quote for windows. By the October half term, the windows and gymnasium work will be 80/90% completed.
- 2.6 GG presented the Register of Contracts. It was noted that the legal services contract will be changed to StoneKing, who cost less than Enfield council service (which has been withdrawn for Academies anyway).

Q= What does RM stand for?

A = GG replied that the old finance figures, came from RM finance now we have changed to PS finance for the future

2.7 GG presented the Health and Safety update, with no changes to note since the last Committee meeting.

3.0 YEAR END 2016-17 – EARLY DRAFT

3.1 GG presented the early draft of the year end 2016/17. The School is working to the end of September deadline, and still inputting the July/August statements. Quarter 4 figures are mostly accurate, as the School is not expecting any major changes. However, with the caveat that as an academy, we must go through the accounting treatment with auditors. It was noted that there is a need to capitalise purchases over future years, e.g. mini buses.

3.2 GG informed the Committee that the SLAs are from April to March. This will require seven 12ths of the cost to be in next year's budget; these changes are favourable to the 2016/17 budget. ST added that this draft reflects the actual position, and the accounts represent the accounting point of view.

Q= Is this the cash flow position?

A= GG replied Yes

3.3 It was noted that the positive figures are now in black, and negative in red, as requested by the Committee.

- 3.4 GG reported that the Edmonton Academy Trust (EAT) income total actual was £10,406,251; the budget was £10,260,408. The income was £145,843 higher than the budget due to more Pupil Premium (PP) and Special Education Need Disability (SEND) income than expected.
- 3.5 GG reported that EAT expenditure was £130,716 over budget which was mostly due to salaries, which was predicted at about £8.78 million and was actually about £8.91 million, the salary expenditure was £109,201 higher than expected. The reasons for this was due to TA expenditure in both phases in key areas, plus premises staff. It was noted there was a saving in teacher salaries of £75,386.

Q= Why was there no budget for insurance premiums?

A= GG replied that it is covered by the RPA scheme run by the DfE, for academies, there is no budget in row 29, as it is covered in another budget line. The School had already paid the March to April payment, and Enfield could not offer a rebate for part of the year, so this was carried over and added a cost for this year only

- 3.6 GG reported that Edmonton County School (ECS) income was predicted at £77,508, but the actual was £7,031 higher than expected. The predicted-out turn is £112,114, but this includes trip income which was spent. It was noted that the catering profit will not be as predicted and exam fees are lower. The budget will be revised next year to reflect this.
- 3.7 GG reported that the ECS expenditure is predicted to be £97,774 over budget, due to spent on admin, energy, IT etc, the report commentary covers these issues.
- 3.8 GG reported that the capital income of £80,992 was not spent. £60,000 was carried over from last year, and £19,500 from Enfield. The School will covert premises and the IT budget to capital, which will give a surplus of about £11,500, which is closer than is ideal, but is on the right side of a surplus.

Q= Will the budget be completed by September?

A= GG replied that it will be sent to the auditors by end of September, with only small adjustments, to be completed by the October audit, then reviewed with any audit changes, and the accounts submitted by the end of December 2017.

- 3.9 ST commented that the School has learnt a lot over the last few months, and will look at the cost centres in future. GG added that with advice and experience we will set up cost centres differently. The Committee noted that this was a learning exercise this year.

4.0 PROPOSED BUDGET 2017-18

4.1 GG presented the EAT budget, which has not changed since the last Committee meeting. The Sixth Form numbers are lower, but Year 7 has increased so no difference is expected.

Q= Do both Trust and School budgets cross reference against last year?

A= GG replied that we tried to do this, but it is time consuming. He gave apologies for this and will try to get this information to the Committee to compare each year

Q= For key items it will be useful to compare?

A= GG replied that will try to do soon. ST added that the budget must be agreed by the 26 September Governing Body (GB) meeting. If the Committee agrees it is happy with this document, it will taken to the full GB, with the Chair given notes of any changes compared to last year's spending. The Committee noted that at the top line level, the Trust budget looks consistent

4.2 GG reported that the ECS report shows changes, with the revised exam income down £15,000 to £2,000 which is more accurate. Plus, the revised lettings income upwards, with clients for Bury lettings in evenings and weekends, up from £5/6,000 to £20,000 which will cover any short fall.

Q= Who are the new lettings?

A= GG replied this includes Zumba and yoga which were not included as they had a slow start

Q= Can this benefit teaching staff?

A= ST replied we are looking at a discount for staff

4.3 The Committee noted that there were no major changes since the last Committee only small adjustments

4.4 Committee **APPROVED** the draft budget to be taken to the full GB meeting.

5.0 DRAFT TRUSTEES REPORT

5.1 ST presented the draft Trustee's Report, highlighting the list of Members, Trustees, and Senior Leadership Team. The Report includes the structure, governance and management, including the constitution, the appointment of trustees and delegated authority.

5.2 ST highlighted the objectives and activities the KPIs, and the income details, the reserves and investment risks. The scope of responsibilities for Trustees, the terms of reference, attendance of meetings, value for money and the audit.

- 5.3 ST advised that a governance review, should be carried every year. This will need to be taken to the next GB meeting and can be a self-review.
- 5.4 The Committee commented on the very good detail in the draft.
- 5.5 The Committee agreed to email any comments to ST and copy the Chair about any changes proposed.
- 5.6 The Committee noted that the Report will be added to the accounts once approved, which are both on track.
- 5.7 The Committee thanked GG and ST and everybody involved for their hard work.
- 5.8 The Committee **ACCEPTED** the first draft of the Trustees Report with any revisions, to go to the full GB meeting

6.0 NEXT MEETING

6.1 Items for the Next Agenda

- Q1 accounts
- Final draft of 2016/17 accounts

6.2 Date and Time of the Next Meeting

- 29 November 2017 at 5 pm, Telcon, 5-7pm

7.0 ANY OTHER BUSINESS

None.

8.0 CONFIDENTIAL MINUTES

No confidential items.

Clerk's Note: Meeting ended at 6.00 pm

Signed: _____

Chair of Finance

Date: _____

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