

**FINANCE AND HR COMMITTEE**

**HELD AT 3.00 pm ON THURSDAY 14<sup>TH</sup> JUNE 2018**  
**AT THE SUTTON ACADEMY**  
**MINUTES**

PRESENT:

Alison Sherman  
Gordon Pennington  
Norman Jackson  
Jette Burford

IN ATTENDANCE:

Jayne Tallent  
Lorna Lloyd-Williams

1	<b>Declarations of interest/Potential conflicts of Loyalty</b>  There were no declarations of interest
2	<b>Apologies for absence</b>  Apologies were received and accepted from Rob Molloy and Gordon Pennington agreed to chair the meeting in his absence.
3	<b>Notification of urgent business</b>  No urgent business was identified
4	<b>Minutes of Previous meeting</b>  There was a discussion regarding reducing the amount of paperwork and moving to e-governance and it was agreed large documents could be emailed with a paper executive summary. Any comments in relation to the February meeting to be sent to the Clerk after the meeting with Rob Molloy in his capacity as Chair to consider the minutes.
5	<b>Matters arising</b>  The following actions were noted: <ul style="list-style-type: none"><li>• Need to check website re scheme of delegation</li><li>• CFO to present a progress report – not completed</li><li>• Appraisal target will be in place in October</li><li>• 9.1 completed</li></ul>

	<ul style="list-style-type: none"> <li>12. pay progression awards completed.</li> </ul>
6	<p><b>Academy Development Plan</b></p> <p>The Principal advised that the academy development plan will be reviewed in the next 3 weeks and that there will be no major changes. The Academy is still trying to obtain an external review of the disadvantaged pupils plan and the reasons for this were explained.</p>
7	<p><b>Management Accounts</b></p> <p>The Finance and HR Committee considered the above item to be confidential, with the details therefore recorded within the confidential minutes of this meeting.</p>
8	<p><b>Draft 3-year financial forecast and draft budget for 2018/19 (for approval and recommendation to the Governing Body)</b></p> <p>The Finance and HR Committee considered the above item to be confidential, with the details therefore recorded within the confidential minutes of this meeting.</p>
9	<p><b>Risk Management update report</b></p> <p>The committee considered the key financial risks and Governors discussed whether we need to look at marketing to assist recruitment. The Principal advised that in September a new leader will be looking at the recruitment strategy and that in her experience the most important thing was the Academy's outcomes. Governors asked whether other schools were eating into the academy's potential market and she advised that there were a small number moving to another local school that had achieved an Ofsted good grading.</p> <p>In relation to the risk of mishandling of media Governors received assurance that protocols were in place.</p>
10	<p><b>HR Key PI report (Principal) (for acceptance)</b></p> <p>The Principal advised that you can clearly see the reduction in staffing. In relation to staff absences the committee received assurance that the policy is being followed rigidly and were advised that long term absences have the biggest impact. The committee were informed that there has been a lot of movement of staff for a variety of reasons and the committee were taken through the details regarding the leavers. Governors were advised that all posts were filled except one. Governors were advised of the new appointments and asked about the position in relation to the Estates manager.</p>
11	<p><b>Capital Project review requests</b></p> <p>It was noted that in relation to the roofing contract discussed at the special board meeting, the answers to the queries raised will be brought to the Board meeting on the 19<sup>th</sup> June.</p>
12	<p><b>Annual assurance of information contained on the Academy website</b></p> <p>The Principal advised that the new website was set up approximately 12 months</p>

	ago and the school has to ensure they are legally compliant, Ofsted compliant and GDPR compliant. The academy has a process to check annually and the Principal reported that she was comfortable with compliance.
13	<p><b>Insurance renewal (for approval and recommendation to the Governing Body)</b></p> <p>Governors checked that the insurance policy was value for money. The CFO advised she had reassessed and that the policy was the best value for money. It was <b>Resolved</b> to recommend the renewal of the insurance policy for a further two years to the Governing Board.</p>
14	<p><b>Catering contract renewal</b></p> <p>The Finance and HR Committee considered the above item to be confidential, with the details therefore recorded within the confidential minutes of this meeting</p>
15	<p><b>Update to financial procedures (for approval and recommendation to the Governing Body)</b></p> <p>The CFO took the committee through the updated procedures and advised that most of the changes are changes to dates and references to ESFA. The CFO took the committee through the other main changes and in particular the limit in relation to authorisation limits which she advised was in line with academies of a similar size and would still require three quotes but not a full tender process. There was discussion regarding this and the committee advised they were comfortable with the same. It was <b>Resolved</b> to recommend the updated financial procedures to the Governing Board.</p>
16	<p><b>Urgent items as notified under Item 3 above</b></p> <p>There were no urgent items</p>
17	Date and time of next scheduled meeting:TBC
	<b>The meeting closed at 16.46pm</b>