

## **FINANCE AND HUMAN RESOURCES COMMITTEE**

**MEETING HELD AT 3.00 pm ON THURSDAY 4<sup>th</sup> OCTOBER 2018**

**AT THE SUTTON ACADEMY**

PRESENT:

Rob Molloy(Chair)  
 Alison Sherman  
 Gordon Pennington  
 Norman Jackson  
 Jette Burford  
*Peter Winter*

IN ATTENDANCE:

Jayne Tallent  
 Lorna Lloyd-Williams

### **DRAFT MINUTES**

*Italics denotes absence*

Item	
<b>F&amp;HR/0 4/10/01</b>	<b>APOLOGIES &amp; DECLARATIONS OF INTEREST</b>  Apologies were received from Peter Winter.  All Governors present acknowledged at the start of today's meeting that whilst potential conflicts of loyalties may exist, they must act only in the interests of the Academy.  The staff of St Helens College (The Sponsor) declared an interest in agenda item 9 relating to the review of the Service Level Agreements for 2018/19.
<b>1  F&amp;HR/0 4/10/02</b>	<b>ANNUAL ELECTION OF CHAIR</b>  It was  <b>Resolved</b> that Mr R Molloy be elected as Chair of the Finance and HR Committee for the academic year.

<p><b>2</b></p> <p><b>F&amp;HR/0</b> <b>4/10/03</b></p>	<p><b>DRAFT MINUTES OF MEETING OF 19TH JUNE 2018 AND PROPOSED CYCLE OF BUSINESS FOR FINANCE AND HR COMMITTEE FOR 2018/19</b></p> <p>The minutes were approved as a correct record of the meeting on the 19<sup>th</sup> June 2018 and authorised for signature by the Chair.</p> <p>The cycle of business was approved.</p>
<p><b>3</b></p> <p><b>F&amp;HR/0</b> <b>4/10/04</b></p>	<p><b>MANAGEMENT ACCOUNTS</b></p> <p>This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential minutes of this meeting</p>
<p><b>4</b></p> <p><b>F&amp;HR/0</b> <b>4/10/05</b></p>	<p><b>ACADEMY DEVELOPMENT PLAN</b></p> <p>This item was postponed to the Governing Board meeting.</p>
<p><b>5</b></p> <p><b>F&amp;HR/0</b> <b>4/10/06</b></p>	<p><b>DISADVANTAGED PUPILS DEVELOPMENT PLAN</b></p> <p>The Principal spoke to her report taking the committee through the key aspects of the pupil premium strategy statement. The plan was duly noted by the committee.</p>
<p><b>6</b></p> <p><b>F&amp;HR/0</b> <b>4/10/07</b></p>	<p><b>HEALTH AND SAFETY ACTION PLAN: PROGRESS REPORT</b></p> <p>The Principal spoke to her report and there was discussion around some of the items which were rag rated red with the committee emphasising the need for these tasks to be completed. the report was duly noted by the committee.</p>
<p><b>7</b></p> <p><b>F&amp;HR/0</b> <b>4/10/08</b></p>	<p><b>RISK MANAGEMENT UPDATE REPORT</b></p> <p>The Principal presented the updated Risk Management report for 18/19. The Risk Management update report was accepted by the Finance and HR Committee, as presented.</p>
<p><b>8</b></p> <p><b>F&amp;HR/0</b> <b>4/10/09</b></p>	<p><b>HR KEY PI REPORT</b></p> <p>The Principal presented the HR Key PI report, which included a detailed staffing profile of teaching staff and support staff, including ages, gender and ethnicity profiles. The report also included details of the staffing absence statistics, and also the number of appointments and leavers, with the details discussed by the Committee.</p> <p>The latest HR Key PI report was accepted by the Finance and HR Committee as presented.</p>
<p><b>9</b></p> <p><b>F&amp;HR/0</b> <b>4/10/10</b></p>	<p><b>REVIEW OF SERVICE LEVEL AGREEMENTS 2018/19</b></p> <p>Mr G Pennington chaired this item, the committee chair having declared an interest. There was discussion regarding the cleaning contract. It was also noted that all related party transactions have to be reported to ESFA if they exceed 20k from April 2019. It was highlighted that any agency staff need have to have DBs'. After discussion, it was</p>

	<b>RESOLVED</b> to recommend to the Governing Body that the Service Level Agreements for 2018/19 be approved.
<b>10</b>  <b>F&amp;HR/0</b> <b>4/10/11</b>	<b>COST OF LIVING AWARD – TEACHING STAFF</b>  This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential minutes of this meeting.
<b>11</b>  <b>F&amp;HR/0</b> <b>4/10/12</b>	<b>BENCHMARKING CARD REPORT</b>  The Principal presented the benchmarking card report which compared the Academy with schools that share similar characteristics and looked at spending and staffing data. There was discussion regarding the areas requiring further investigation and also the comparator schools. The committee duly noted the report.
<b>12</b>  <b>F&amp;HR/0</b> <b>4/10/13</b>	<b>SFA LETTER TO ACCOUNTING OFFICER</b>  The committee noted the letter and had already considered the changed requirements in relation to related party transactions.
<b>13</b>  <b>F&amp;HR/0</b> <b>4/10/14</b>	<b>ANNUAL REVIEW OF COMMITTEES TERMS OF REFERENCE</b>  The Clerk advised that these had been reviewed rigorously the previous year and that she did not believe any further changes were required. It was agreed that there should be no changes to the committee's terms of reference.
<b>14</b>  <b>F&amp;HR/0</b> <b>4/10/15</b>	<b>ANNUAL REVIEW OF COMMITTEES CONFIDENTIAL ITEMS 16/17</b>  The Clerk gave an oral report of confidential matters and it was agreed that these should remain confidential.
<b>15</b>  <b>F&amp;HR/0</b> <b>4/10/16</b>	<b>POLICY REVIEW</b>  The following revised financial policies were approved by the Finance and HR Committee for recommendation to the Governing Board, with some minor proposed changes notified: <ul style="list-style-type: none"> <li>• Anti-Bribery Policy</li> <li>• Anti-Fraud Policy</li> <li>• Fraud Response policy</li> <li>• Whistleblowing Policy</li> </ul>
<b>16</b>  <b>F&amp;HR/0</b> <b>4/10/17</b>	<b>FRAUD RESPONSE PLAN</b>  The Principal updated the committee on an issue involving a former member of staff and fraud.

<p><b>17</b></p> <p><b>F&amp;HR/0 4/10/18</b></p>	<p><b>AUDIT REPORTS</b></p> <p><u>Audit planning memorandum</u></p> <p>The External Audit Planning Memorandum 31 August 2018 was approved by the Finance and HR Committee, as presented.</p> <p><u>Internal Audit Report- purchasing and purchase ledger</u></p> <p>The committee noted that internal auditors had been able to give strong assurance regarding the controls and procedures in place for purchasing and payments at the Academy. It was noted that there were no recommendations and only one observation which the CFO explained.</p> <p>The internal audit was noted and accepted by the Finance and HR committee.</p> <p><u>Teachers' Pension Audit</u></p> <p>The Committee accepted the Pensions' Audit: End of Year Certificate and audit opinion, particularly noting and welcoming the unqualified opinion contained therein.</p>
<p><b>18</b></p> <p><b>F&amp;HR/0 4/10/19</b></p>	<p><b>URGENT ITEMS</b></p> <p>There were no urgent items.</p>
<p><b>19</b></p> <p><b>F&amp;HR/0 4/10/20</b></p>	<p><b>DATE AND TIME OF NEXT MEETING:</b></p> <p>Thursday 15<sup>th</sup> November 3.00pm Sutton Academy.</p>