

**FINANCE AND HR**

**COMMITTEE**

**MEETING HELD AT 3.00 pm on TUESDAY 12<sup>TH</sup> FEBRUARY 2019**  
**AT THE SUTTON ACADEMY**

PRESENT:

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

IN ATTENDANCE:

Jayne Tallent                      CFO  
Lorna Lloyd-Williams          Clerk to the Governors  
*Italics denotes absence*

**DRAFT MINUTES**

Item	
<b>1</b> <b>F&amp;HR</b> <b>12/02/40</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies were received and accepted from Dr J Burford.
<b>2</b> <b>F&amp;HR</b> <b>12/02/41</b>	<b>DECLARATIONS OF INTEREST/POTENTIAL CONFLICTS OF LOYALTY</b>  There were no declarations of interest.
<b>3</b> <b>F&amp;HR</b> <b>12/02/42</b>	<b>NOTIFICATION OF URGENT BUSINESS</b>  There was no urgent business.
<b>4</b> <b>F&amp;HR</b> <b>12/02/43</b>	<b>MINUTES OF THE PREVIOUS MEETING HELD ON THE 15<sup>TH</sup> NOVEMBER 2018 FOR APPROVAL</b>  The minutes of the meeting on the 15 <sup>th</sup> November were approved as a correct record and for signature by the Chair.
<b>5</b> <b>F&amp;HR</b> <b>12/02/44</b>	<b>MATTERS ARISING</b>  In relation to the leisure centre agreement, the CFO advised that she was waiting to hear from St Helens council.
<b>6</b> <b>F&amp;HR</b> <b>12/02/45</b>	<b>MANAGEMENT ACCOUNTS FOR LAST PERIOD</b>  The CFO took the committee through the report summarising the Academy's financial position for the financial period ending 31st December 2018 and identifying significant variances against the current forecast for the financial year

	<p>2018/19. The Academy's financial results showed a surplus of £71k after depreciation and a surplus of £138k before depreciation for the period ending 31st December 2018. The forecasted surplus for the same period is £72k after depreciation and surplus of £157k. giving rise to a variance of [£1k] and [£19k] respectively. The CFO advised that there were no significant variances to report.</p> <p><b>The committee noted that</b> Cash and bank deposits at 31st December amounted to £289k compared with the £325k identified in the financial plan, giving rise to a negative cash variance against budget for the year to date of £36k.</p> <p>Governors asked about the negative variances in table 2 and expressed surprise about the number of variances. The CFO explained that it was as a result of the way these now need to be shown in the accounts and confirmed that there was an underlying negative variance. She advised that the forecast was a worst case scenario. Reserves will now be £162K against a previously reported figure of £167K. The Committee noted they would need to monitor this carefully.</p> <p>The committee duly approved the management accounts for the period ending 31<sup>st</sup> December 2018.</p>
<p><b>7</b> <b>F&amp;HR</b> <b>12/02/46</b></p>	<p><b>ACADEMY DEVELOPMENT PLAN:</b></p> <p><u>7.1 Key priorities: Financial implications</u></p> <p>The Principal reported that the Academy was in the process of undertaking the February review and advised that there were no financial implications. She confirmed that everything in the development plan is accounted for in the budget.</p> <p><u>7.2 Action Plan: Disadvantaged Pupils: Development Plan</u></p> <p>The Principal reported that the development plan is operating within the pupil premium budget and the Academy is now seeing successes in line with the strategy and can demonstrate that progress is being made.</p>
<p><b>8</b> <b>F&amp;HR</b> <b>12/02/47</b></p>	<p><b>POLICIES</b></p> <ul style="list-style-type: none"> <li>• Crisis Management &amp; Emergency Plan</li> <li>• HS, Welfare &amp; Educational Visits.</li> <li>• Staff Attendance Policy</li> </ul> <p>The Principal took the committee through the policies. In relation to the staff attendance policy it was noted that the Academy had followed for a number of years the local authority policy and whilst the policy had been rewritten it did still follow this. Governors asked about union agreement and were advised that the unions have agreed the local authority policy. Governors received assurance that the policy worked in practice. Governors asked for a final review and subject to that it was</p> <p><b>Resolved</b> to recommend the staff attendance policy to the Governing Board.</p> <p>The Principal advised the crisis management plan was in line with St Helens</p>

	<p>Council and that it was a pre-existing policy that had been updated regarding minor details for example names. Governors asked whether staff were aware of the existence of the plan and the Principal explained the protocol that was in place. The Chair asked about lock down and whether there was any lock down drills. The Principal advised that the Academy was in the process of establishing a method for a lock down and awaiting written quotes. Governors questioned what the process would be in the interim and the Principal provided details. It was</p> <p><b>Resolved</b> to recommend the crisis management plan to the Governing Board.</p> <p>In relation to the Health and safety and educational visits policy, the Principal confirmed that there were no substantial changes only changes to personnel. It was therefore</p> <p><b>Resolved</b> to recommend the Health and Safety and Educational Visits policy to the Governing Board.</p>
<p><b>9</b> <b>F&amp;HR</b> <b>12/02/48</b></p>	<p><b>PAY PROGRESSION AWARDS (NON-TEACHING STAFF)</b></p> <p>The CFO advised the committee that the NJC pay scale increase related to year 2 of the pay deal and the total cost would be £42,572. There were 24 out of 59 staff eligible and 22 staff had been recommended. Governors questioned that the number of non-teaching staff eligible was higher than the percentage of teachers who had been awarded pay progression. The Principal explained that teacher's pay was partially dependent on outcomes and Governors advised they need to have some time to consider the forthcoming changes regarding pay progression for teaching staff. There was discussion around pay progression for support staff and Governors asked about whether there was an issue of turnover of staff and it was confirmed that there was not except for teaching assistants who will often be graduates who decide to go and train to teach. It was</p> <p><b>Resolved</b> to recommend to the Governing Board the incremental pay award payable in April 19 and to recommend approval of year 2 of the NJC pay offer.</p> <p><b>Action: CFO</b> Update to the paper in terms of numbers of staff and provide examples of job roles mapped against pay scales</p> <p><b>Action: Principal</b> Next meeting discussion paper re pay progression for teachers being linked to outcomes going forward.</p>
<p><b>10</b> <b>F&amp;HR</b> <b>12/02/49</b></p>	<p><b>HR KEY PI REPORT</b></p> <p>The Principal advised that non-teaching sickness is very high and gave details of some individual cases. The CFO confirmed that sickness cover was part of the reason for the adverse variance in the forecast. The committee discussed the ethnicity of the Academy and that it was reflective of the local community.</p>
<p><b>11</b> <b>F&amp;HR</b> <b>12/02/50</b></p>	<p><b>RISK REGISTER PROGRESS REPORT</b></p> <p>The committee noted that the risk register had been rewritten and the Principal took Governors through the register. Governors checked that other people had been involved in looking at both the risks and controls and this was confirmed to be the case. The Committee Chair commented that the risk register needs to be a live working document which is regularly reviewed.</p>

<b>12</b> <b>F&amp;HR</b> <b>12/02/51</b>	<b>BROADBAND RENEWAL</b>  <p>The CFO advised that the broadband contract is due for renewal in March 2019 and in line with purchasing procedures, a renewal quotation had been obtained from the Academy's current provider Virgin media and compared with 2 alternative providers The most favourable quote was from Virgin at £5050 which was half the current cost. Following discussion about speed and service it was</p> <p><b>Resolved</b> to approve the renewal of the contract with Virgin Media for a period of 3 years, it being noted that the contract value was under 50k and therefore the committee had delegated authority to approve.</p>
<b>13</b> <b>F&amp;HR</b> <b>12/02/52</b>	<b>URGENT BUSINESS</b>  <p>There was no urgent business except there was discussion about the teacher's appraisal system and pay and it was agreed that the Principal would bring a proposal to governors to the next meeting.</p> <p><b>Action: Principal</b></p> <p>Following further discussion, it was agreed that the Principal would consider the changes and if she felt they would be contentious an earlier meeting would be organised.</p>
<b>14</b> <b>F&amp;HR</b> <b>12/02/53</b>	<b>Date and time of Next meeting: 3pm 13<sup>th</sup> June 2019</b>
	<b>The meeting closed at 16.01pm</b>