

Operations Committee Minutes

Date/Time	18/06/2018 11am
Attendees	Jodie Croft, Danielle West, Rony Valeny
Apologies	Joe Garrod
1. Item	Discussion/Actions
2. Approve last meeting's minutes	The minutes were reviewed and approved
3. Matters arising	None
4. Interim CFO role for GLT	RV has agreed to act as interim Finance Officer for the Trust until a replacement can be found
5. Support staff consultation 35 – 37 hours (1 st May to 1 st June)	<p>NJC scales have been updated from April 2018 and have lost lowest 5 points on pay scale.</p> <p>Issue with trust offering 35 hours a week rather than 37 (in line with NJC scales). 1. Hourly rates more expensive and losing bottom 5 points means significantly higher rate would have to be issued, costing the trust more in the long term. Also the pay gap between the lowest skilled work and teaching assistants would no longer exist and would result in the same pay for staff with and without qualifications.</p> <p>All support staff written a personalised letter stating difference between salary on a 35 and 37 hour week contract and the salary on their equivalent pay scale point.</p> <p>All were given 4 weeks to respond, no response from any staff and no issues arose during this period, formally or informally.</p> <p>JC received advise from Strictly HR when handling this matter with staff – guidance was to run a genuine listening exercise and ensure staff have the matter personalised to their context – both of which were followed.</p> <p>ACTION: Operations Committee to recommend adopting 37 hour week as standard from 1st September 2018</p>
6. GDPR update – DPO and training – 25 th May 2018	<p>All school staff have received basic training.</p> <p>All key documents have been updated.</p> <p>ACTION: GDPR policy to be issued for approval next committee meeting</p>

<p>7. Internal audit report – 29th May 2018</p>	<p>Medium and low risk matters were identified during the audit. JC to follow up and resolve all matters with schools and accountancy firm Edufin.</p> <p>RV Which area did audit concentrate on? JC Financial controls DW/RV – pleased no high risk areas for the trust</p>
<p>8. EOYC audit update</p>	<p>UHY undertaking, nearly complete. No issues have arisen to date. Review of TPS pensions contributions match payslips, bank statements, TPS records etc. for 17/18.</p>
<p>9. Asbestos return – 12th April 2018</p>	<p>Complete for TPA and DPA and returned to ESFA on time.</p>
<p>10. BFRO return – 21st May 2018</p>	<p>Completed for TPA, DPA and GLT and returned to ESFA on time</p>
<p>11. Minimum pensions contributions change update – April 2018 2%</p>	<p>Budgeted for and implemented from 5th April 2018 (1 employee affected). Subsequent compulsory rise to 3% budgeted for from 5th April 2019.</p>
<p>12. Review of Academy and Trust management accounts; projected surplus/deficit, and actions</p>	<p>TPA, DPA and GLT in line with budget and predicted to meet target surplus for end of August 2018. Projected consolidated surplus for 17/18 of circa £182k</p> <p>DW asked if plans were in place should the current chair step down after their term of office</p> <p>ACTION: JC confirmed this had been raised at the last board and will be progressed further at the next board meeting 27/06/2018</p>
<p>13. New staff approvals – TPA* & DPA**</p>	<p>All appointments at both schools are in line with planned budgets for 2017/18 and 2018/19.</p> <p>DW asked for clarification about the need for a non-teaching deputy at DPA and – ACTION: JC to provide clarification</p> <p>The committee reviewed and approved the new staff appointments</p>
<p>14. Budget 18/19 review for full board approval</p>	<p>TPA and DPA budgets were worked on by Office/Business Managers, heads and CEO. All are balanced and are adequate for the expected rise in pupil numbers for 2018/19 DPA – 60 in Reception TPA – 41 in Reception</p> <p>RV are pay scale increases factored in? JC yes, incremental drift budget set aside for predicted teacher’s pay increases and NJC increases already factored in RC historically have the predicted increases been adequately budgeted for? JC - yes</p>

	ACTION: The committee recommend that the board approve the annual budgets submitted for TPA, DPA, GLT
15. Review capital expenditure and procurement	Joskos TPA - £16,700 year 4 of 5 ICT (balance £85,627) DPA - £19,039 year 3 of 5 ICT (balance £27,834)
16. Approval of invoices over £10,000	None

<p>Review Maternity Paternity and Adoption Leave policy*, Pay policy* and Finance Manual*</p>	<p>The Maternity, Paternity and Adoption Leave policy has been reviewed and updated by Strictly HR.</p> <p>The Operations Committee approved the Maternity, Paternity and Adoption Leave policy.</p> <p>The Pay Policy has been updated with latest Teachers and NJC pay scales and from 35 to 37 hours per week from September 1st 2018.</p> <p>ACTION: The full board will review and approve the pay policy</p> <p>ACTION: Finance Manual has been reviewed and updated. JC to update to further to reflect latest audit recommendations.</p>
<p>KPA and timeline for opening</p>	<p>DFE have determined pupil numbers in Kingston to be too low to support the growth of 2 new primary free schools – one already opened in September 2015.</p> <p>LocatEd have been appointed to carry out a site search in Surbiton and have found 3 possible sites, all in our preferred catchment area.</p> <p>JC meeting ESFA and DFE on 28th June to review progress with no. 1 preferred site option.</p> <p>RV are we confident the pupil numbers exist in Surbiton? JC – yes, seen the LA data predictions for the ward and more so than the Kingston pupil number predictions as they are not based on new housing developments and have been high for some years now</p>
<p>Other new business</p>	<p>JC/TDQ working on an expression of interest form for 4th trust school in Oxfordshire. EOI opens at end of July and if selected, GLT will enter a full application in the Autumn term 2018. School is a 2-11 2 FE primary school close to DPA. Academy presumption.</p> <p>DW are we in a strong position for this competition? JC – yes, we have support of OCC, have met with RSC Martin Post and would provide an alternative for parents in the proposed location.</p> <p>DW have we considered the possibility for other schools to join the trust? JC – yes. The RSC agreed that we are not yet large enough or proven by Ofsted to support schools in challenging circumstances. The trend of good or outstanding schools joining trusts has slowed. The trust has marketed directly to a targeted number of schools who have not followed up on exploratory conversations.</p>
<p>Review risk register</p>	<p>JC monitoring DPA and progress has some been made with legacy problems left by Carillion.</p>
<p>AOB</p>	<p>None</p>

Operations Committee Remit

Financial monitoring

- Keep the GEMS Learning Trust's budget and finance schemes under regular review
- Ensure that the GEMS Learning Trust represents good value for money for the Academies;
- Authorise the award of contracts and payments up to the amount stated in the Scheme of Delegation
- Oversee procurement to ensure that value for money and internal efficiency gains are realised through collective purchasing and contracting and ensure compliance with procurement policies;
- Review financial policies; whistleblowing, lettings, LGPS Discretions, Expenses,
- Monitor and review Trust wide contracts
- Oversee bank and banking procedures
- Scrutinise and approve on behalf of the Board each academy's detailed annual budget, review annually plans to address identified over or underspends to the Board in line with academy priorities;
- Scrutinise and approve on behalf of the Board each GEMS Learning Trust academy's detailed Pupil and Sports Premium spend, review annually in terms of impact and outcomes on intended children
- Agree the scheme of financial delegation to trust academies and review this annually

Compliance

- Ensure financial and procedural compliance with the Academies Handbook and Funding Agreements including reporting to the EFA;
- Prepare on behalf of The Trust Board the Governance Statement and Statement of regularity, propriety and compliance (by 31st December).
- Ensure that each Academy has suitably trained staff for the operation of financial systems;
- Ensure that annual accounts are accurate
- Ensure the MAT complies with GDPR

Premises

- Ensure that maintenance, decoration, and equipment/furniture renewal is planned and budgeted for
- Consider and determine the need for capital works at the academy, in line with academy development plans;
- Oversee Asset Management and review the use of academy premises, the equipment and resources and ensure they match the requirements of the academies' priorities;

Risk management

- Ensure that a framework is established and maintained for the identification and management of risk; finance, staffing, standards, reputation etc.
- Intervene quickly and effectively when required

Audit

- Appoint the internal audit officer (Responsible Officer) and respond to their audit findings and recommendations
- Appoint the external auditor and assess independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals.
- Approve the audit fees and pre-approve any fees in excess of £10,000 in respect of non-audit services provided by the external auditor and to ensure that the provision of non-audit services does not impair the external auditors' independence or objectivity.
- Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.
- Review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response.
- Review the performance of the external auditor on an annual basis.
- Review and consider the circumstances surrounding any resignation or dismissal of the external auditor.
- Receive the annual report from the GEMS Learning Trust's auditors and take the appropriate actions to respond positively to any recommendations;
- Monitor compliance with approved financial procedures and consider action required as a result of internal and external audit report;

Human Resources

- Support with the appointment of academy Principals and members of the senior leadership team; to advise on procedures for staff appointments excluding Principals and Vice Principals;
- Support in relation to staff grievance, discipline or dismissal
- Advise on legal requirements and procedures relating to personnel issues;
- Assist in the development of all of the Trust's policies and procedures relating to personnel matters, including:
 - Performance management/Appraisal
 - General terms and conditions of employment
 - Pay and Pension
 - Leave of absence; maternity, paternity, sickness
 - Capability, Discipline and Grievance
 - Safer Recruitment
 - Equality
- Assist with and advise on salary reviews/pay matters related to performance on an annual basis;
- Act as a first appeals body as appropriate in relation to pay decisions.

Health and Safety

- Ensure that the Trust complies with statutory requirements for the management of Health and Safety;
- Approve and monitor Health and Safety and Accessibility policies
- Receive and consider any reports and audits completed by Health and Safety officers and Trustees from annual inspection of each Academy, and monitor recommendations

