

Operations Committee Minutes

Date/Time	22/11/2017 12pm-1pm	
Attendees	Jodie Croft, Andy Collings, Joe Garrod	
Apologies	Danielle West	
Item	Discussion	Action/Outcome
1. Approve last meeting's minutes		The minutes were reviewed and approved.
2. Matters arising	None	
3. Review Auditors management letter and agree management response	<p>The committee discussed the usefulness of a consolidated trial balance as recommended by UHY as this would reduce the amount of work to be done at year end.</p> <p>AC noted there were no 'red' areas of concern on the Auditors Report 16/17 and referred to the low number of action points. AC noted that the financial environment has been well controlled.</p> <p>AC noted that many LAs produce LGPS Actuarial valuations late despite vigorous and early chasing from MATs</p>	<p>JC to ensure accountants produce a consolidated TB for 17/18 accounts</p> <p>Comments were agreed by the group as to the effect that they have been addressed or will be addressed by the Operations committee in due course</p> <p>JC to request Actuarial Valuation reports earlier in the year</p>
4. Recommend annual report & accounts for approval	There were some differences in the carry forward split between GLT and TPA in the draft accounts according to JCs expectations. The overall carry forward balance is accurate, just the split require adjusting by the auditors and accountants.	The Committee are happy to recommend the accounts for approval pending the accurate portrayal of the carry forward split between GLT and TPA
5. Review performance of external auditors	JC reported the auditors had made many mistakes in their draft reports. UHY reported this due to software issues and having received 13 TBs from GLT outsourced accountants. All agreed that it will be a better situation for the GLT to appoint in-house	JC to progress in-house accountancy function asap

	accountancy functions and to train the DPA business manager to assist in more financial matters in the near future	
6. Approve auditor's fees if over £10k	The Committee agreed the fees for £12,250 were reasonable	Auditors fees of £12,250 for 16/17 were approved.
7. Recommend to the Trust Board the appointment / re-appointment of the external auditor.		The Board were happy with the performance of the external auditors and would like to utilise their services for a further year.
8. Review and consider the circumstances surrounding any resignation or dismissal of the external auditor.	N/A as above	
9. Review of Academy and Trust management accounts; projected surplus/deficit, and actions	<p>The Committee agreed a reserve target for DPA of £40,000</p> <p>The Committee recommended a review of PAN for TPA to prevent a scenario of a class teacher for 2 children.</p> <p>AC confirmed the average Trust top slice is 5-8% and that DFE approval is not required to increase. JC noted an increase is not currently planned but would remain open to using that option is trust finances require it in the future</p> <p>All other budgets and line items are monitored closely at three levels – office, principal and CEO and 17/18 september spend is as expected. The external accountants had not yet finalised October's MAs due to illness.</p>	<p>DPA to put £40k of revenue into reserve.</p> <p>Keep TPA PAN under constant review in readiness for a consultation to lower it if required.</p>
10. Review and approval of proposed increases to staff salaries – DPA & TPA	<p>JC confirmed salary increase proposals have emerged from robust PM and appraisal processes and are based on increments set out by national Teachers Pay Scales and the NJC support staff pay scale. All increments had been factored into the school budgets approved at the last board meeting.</p> <p>DPA</p>	The Committee approved the proposed salary increments.

	<p>1 Teacher M1 to M2 2 teachers M5 to M6 6 Support staff 1 point increment 1 support staff promotion to Business Manager 4 point increment</p> <p>TPA 1 teacher M1 t M2 3 Support staff 1 point increment 1 Support staff 0.5 point increment</p>	
11. Review capital expenditure and procurement	<p>JC noted new playground equipment worth £30k had been procured and works started at TPA. Quotes were obtained from School Playground Construction Ltd. Reds10, Playscene and Sovereign. SPCL won the tender after closely following the brief and producing a value for money bespoke design for a tight playspace.</p> <p>JC noted the ESFA had asked for an £11k contribution from the TPA for the kitchen. JC had been told by ESFA lead Nasima Ravat that this previously wasn't required. However due to a larger than expected final construction bill from City Axis it now expected TPA to contribute some of the shortfall from the FFE budget</p>	<p>Noted by the Committee</p> <p>Budgeted for by JC and noted by the Committee</p>
12. Approval of invoices over £10,000	None.	
13. Approve sickness and absence policy	JC had updated in line with DW's helpful comments	Reviewed and approved by the Committee
14. GDPR update	JC will conduct a data handling audit across the trust and the schools, will update policies, notices and processes accordingly and train staff in due course. JC will hire an external consultant to rubber stamp the quality of the amendments before staff training is rolled out. JC will be nominated DPO for the Trust	Noted by the Committee

<p>15. KPA and timeline for opening</p>	<p>Planning permission has been granted subject to conditions with JC is supporting the ESFA to meet.</p> <p>JC has requested a further £70k injection of PDG from DfE. Still awaiting outcome.</p> <p>JG noted a potential conflict between the GLT and how work across the Kingston Borough.</p> <p>JC wants to progress signing of KPA funding agreement before next July 2018 to ensure we are included in the common application process,</p>	<p>JG to notify JC on a needs basis if a conflict arises</p> <p>JC to progress KPA FA with DfE.</p>
<p>16. Review risk register</p>	<p>JG asked for the risk register to include an issues log against each risk</p>	<p>JC to update in line with JGs request and Auditors report</p>
<p>17. AOB</p>	<p>None.</p>	

