

## Operations Committee Minutes

<b>Date/Time</b>		10/06/2019 11am
<b>Attendees</b>		Jodie Croft, Danielle West, Rowena Duff
<b>Agenda Item</b>	<b>Discussion points/questions</b>	<b>Action</b>
1. Welcome and Introductions		
2. Apologies	None	
3. Approve last meeting's minutes*	Approved	
4. Matters arising	<p>RD agreed a tender for auditors to take place 2021 to ensure impartiality</p> <p>JC confirmed additional TA time at DPA in line with additional EHCP fund</p> <p>JC confirmed age-related redundancy payments are statutory for teachers and support staff</p>	JC schedule in auditor tender for 2021/22 academic year
5. Academy Accounts Direction – latest updates	<p>JC briefed the board as to the action taken by GLT in relation to the latest AAD:</p> <p>Updated RPT guidance in the finance manual, updated the assets policy, updated the alcohol guidance in the finance manual. Auditors will guide GLT through the rest of the changes when reporting the annual accounts 18/19</p>	
6. Management accounts April 19*	<p>JC presented the April accounts.</p> <p>RD asked how breakfast and afterschool income has increased at DPA – JC confirmed rising pupil numbers</p>	JC to explore staffing costs benchmarking methodology on management accounts

	<p>RD asked how catering income generated – JC confirmed mixture of UIFSM and paid meals for y3 &amp; 4</p> <p>RD asked for clarification on justification for additional y4 teacher at DPA – JC explained in line with educational need and funded by additional unspent surplus until in-year affordability can be achieved.</p> <p>DW asked whether % of staffing costs against income is high – JC to explore benchmark and report back to committee</p> <p>RD asked for an update on the Hatching Dragons contract – JC confirmed they have vacated and paid up till the end of their notice period. JC noted interest of another nursery (who requested a permanent home which would require increase of PAN and change of planning condition) but school currently not dependent on sub-let income so have turned down the offer and will keep under review.</p> <p>RD and DW both asked whether either school are reliant on reserves – JC confirmed not - all budgets are planned with in-year affordability as critical</p> <p>RD noted high cost of absence insurance – JC noted both schools monitor cost effectiveness</p>	
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	<p>of their policies and weigh up their worth in line with likelihood of maternity covers etc. purchase of such insurance reviewed annually.</p>	
<p>7. Academy budgets 19/20 for review and recommendation of approval to the Board</p>	<p><b>RD asked about how pupil number assumptions are made</b> – JC confirmed in line with trends and adjusted long term even in minor fluctuations of 1 pupil. Annual GAG over funding or under funding is rectified in the following financial year and adjusted in year in the case of large fluctuations</p> <p><b>RD asked how staff salaries inflation and rises are factored in</b> – JC noted all teacher’s salary increments are factored into the spreadsheet and incremental drift covers increases for support staff and SLT. JC noted deficiencies in excel spreadsheet and how the trust is moving towards budget software for more sophisticated and accurate calculations in the next few months.</p> <p><b>RD noted inflation has not been factored in long term</b> – JC agreed and says this will be reviewed and addressed when using the new software (which will forecast over 5 rather than 10 years)</p> <p>Both RD and DW recommend the GLT, TPA and DPA 19/20 budgets for approval to the Full Board</p>	<p>Both RD and DW recommend the GLT, TPA and DPA 19/20 budgets for approval to the Full Board</p> <p>JC to implement new budget software across the trust</p>

8. Summary of Executive Pay decisions/recommendations	DW has passed to the board for approval	
9. Internal audit report	To follow	
10. Review of policies: Appraisal, Directors Expenses, Pay and Finance Manual	Approved pending any further comments by 3 <sup>rd</sup> July 2019. Pay policy recommended for full board approval.	Pay policy recommended for full board approval.
11. Review of Capital Expenditure – see table 1 below	JC reported table. DPA planning to spend £25,500 of their revenue contribution on external play equipment and need to decide what to do with the remainder of the fund.	DPA to clarify intention for remainder of their 18/19 contribution to revenue
12. Approval of procurement over £10k*	DPA presented tender information for external playground equipment for £25,500 + VAT. The committee approved the purchase.	
13. Update on DPA building works	JC noted still no clarification from OCC regarding a time frame for building works to be completed at DPA. JC ready to contact secretary of state pending outcome of Kingsgrove academy presumption decision	JC to trigger action against OCC post decision of Kingsgrove competition
14. Update on KPA plans	JC noted delay in LBKUT decision to sell KCC to the DFE till October 19. JC check with DFE and timelines tight but still not enough to alter September 2022 planned opening.	
15. Update on new business	JC noted OCC decision to approve Vale Academy Trust for Kingsgrove school in Wantage – which was rejected by the RSC as they have some schools in the trust in RI. Second decision due 26 <sup>th</sup> June – JC written to NSC to ask for confirmation of timescales.	
16. Health and Safety – matters to review	JC confirmed her H&S site visits to TPA (completed) and DPA (due) in support of both external health and	

	safety reports. No issues to report.	
17. Review of Trust Risk Register*	<p>JC noted update to over reliance on key staff and stressed how strong the systems are GLT has in place in both schools and the Trust and the investment in CPD of all staff at all levels to reduce over reliance.</p> <p>RD asked whether the GEMS branding issue had been resolved. JC noted intention of GEMS to maintain the relationship and that the GLT is seeking a legal arrangement in the future.</p>	
18. AOB	None	