



Alderman Jacobs Primary School (Academy Trust)

Resources Committee Meeting

Wednesday 16 October 2019

MINUTES

Key:

Trustee Questions

School Improvements

Trustees Present: Cathy Carlisle (Head), Eamonn Dorling (Finance Chair), Joel Combes (Resources Chair), Laura Holland, Laura Hemmaway

In Attendance: Jocelyn Sumner (Finance and Operations Manager), Sarah Woods (Clerk)

Meeting opened at 7.03pm

1	Welcome and Apologies Joel Combes (JC) welcomed all to the meeting. Apologies were accepted from Denise Burt, Jenny Johnson, Nicky Baker, Rod Wynn.	All to note
2	Minutes of the Previous Meeting (Resources Committee 22 May 2019) The Resources Committee minutes were agreed as an accurate record. Proposed by Laura Holland (LHO) and seconded by Laura Hemmaway (LHE).	All to note
3	Agreed Actions Updated Lilliput signed new contract with a slight increase in ground rent.	All to note
4	Declaration of Pecuniary Interests <ul style="list-style-type: none"> Eamonn Dorling- Independent Financial Advisor, Chair of Finance Committee: Whittlesey Town Council, Treasurer: Whittlesey Business Forum, Trust Member of Alderman Jacobs School (Academy Trust) Laura Holland- Trust Member of Alderman Jacobs School (Academy Trust) Joel Combes- Wife, Sarah Combes is a teacher in school 	All to note
5	Terms Of Reference Agreed, proposed by LHO and seconded by JC.	All to note
6	Budget to Date Governors had been given a Management Report (automated from new finance system) prior to the meeting. Trustees preferred this new report, it was easy to understand and it highlights that we need to have a high level of money in the bank for this time of year to cover the 'front loaded' costs for resources/training. ESFA changed the recommendations to 5% and	All to note

	<p>Baldwins recommend 3 month salary. The Government say that funding for schools will increase in school but we won't see that until 2021.</p> <p>Trustees asked if there are any concerns at the moment. No real concerns at the moment, staff costs are high but after speaking to Members they agree that the higher level of staffing has improved results. There was a little bit of surplus money this year due to grants and more profit in pre school than anticipated. The Academy will ensure that it is spent on things that the school needs this academic year.</p> <p>Financial Statement Was agreed and signed by JC.</p> <p>Payment Authorisation threshold It was proposed that the Finance and Operations Manager would have a payment authorisation threshold of £1000 to ensure that timely payments are made.</p> <p>Proposed by JC, seconded by LHO.</p>	
7	<p>Policies to ratify Trustees expressed how pleased they were with the policies that have been updated using model policies from Judicium.</p> <p>Best Value- Proposed by LHO, seconded by LHE Critical Incident - Proposed by LHO, seconded by LHE Internal Financial Procedures - Proposed by LHO, seconded by LHE Anti-Harassment and Bullying - Proposed by LHO, seconded by ED Appraisal - Proposed by JC, seconded by LHO Capability - Proposed by JC, seconded by LHE Code of Conduct - Proposed by JC, seconded by LHO Disciplinary - Proposed by JC, seconded by LHO Grievance - Proposed by JC, seconded by LHO</p>	<p>All to note</p> <p>To action Sarah Woods</p>
8	Staff Structure- **Confidential Item**	All to note
9	<p>Update from Site Manager Governors were happy with the report. It was proposed that 1/3 of the old Kidzone site would be used to provide additional staff parking, this has already been built into this years budget.</p> <p>Internal redecoration was put into the budget but have recently found out that students from the Peterborough Regional College that can complete this as part of their work experience.</p> <p>Early years flooring is set to be replaced (same flooring as preschool) which will be completed in this academic year.</p>	All to note
10	<p>Letter to Trusts accounting officers from ESFA's accounting officer The Academies Financial Handbook sets out the requirement for Governors to see annual letters to trust's Accounting Officers from the ESFA's accounting officer.</p>	All to note
11	<p>Trustee Training JC & LHO Institute of Business Leadership (financial)</p>	All to note
12	<p>Summary of meeting New Policies/quality of Judicium Agreed proposal of GM change of working hours New software budgets</p>	All to note



	Site manager report	
13	Any other business GM put in a request for Flexible Working when she returns. She will return to work in December and take over from the current AHT in Early Years, who is due to go on Maternity leave. Proposed by LHO, seconded by LHE.	All to note

The meeting closed at 8.12pm

Signed as a true record: Date:
Joel Combes (Resources Chair)