

AAT FINANCE & RESOURCES COMMITTEE MEETING MINUTES 19TH OCTOBER 2020

In attendance;

Susie Connor (SC)
Harry James (HJ – Chair)
John Kipps (JK)
Simon Man (SM)
Gaelle Newland (GN)
Ivan Pryce (IP)

Item No.	Item	Output/action
1.	It was noted that this was an extra committee meeting called in order to ensure that items had been dealt with before the Trust Board meeting on the 21 st October	
2.	<p>Finance policy. The following amendments to the finance policy were agreed;</p> <ul style="list-style-type: none"> • Each school within the Trust will demonstrate integrated financial planning by linking their curriculum planning to the budget to show a maximisation of resources focused on teaching and learning. • It was agreed that, to increase efficiency, non order invoices would be processed the Finance Assistant. This would apply to invloices are amalgamated to provide a single invoice rather than multiple invoices for the same work. A more detailed description is contained in the finance policy. • It was agreed to approve a debit card, with a limit of £500, for the Gateway Centre. This was to reduce petty cash and allow for local purchases. • Points to note outside of the finance policy; <ul style="list-style-type: none"> ○ The way in which individual schools, and the Trust, approach risk is to be discussed. ○ It was noted that the external auditor can no longer perform internal scrutiny tasks. 	<ul style="list-style-type: none"> • IP, SC and Strathmore governor Mike Harlow to meet to discuss • SC to source alternative providers
3.	<p>HR Policy The following amendments to the HR policy were agreed;</p> <ul style="list-style-type: none"> • Additional clarity was added regarding the process in the Upper Pay Range (see 4.3 of the policy) 	

	<ul style="list-style-type: none"> • Clarification was added with regard to when an unqualified teacher can be awarded a SEND allowance (see 5.3.2 of the policy) • It was agreed that Honorarium and Bonuses (see 10.1.3 of the policy) were a useful tool for the Trust for both recognition and motivation and that the current limit of £250 would be retained. 	
4.	<p>Teacher pay progressions</p> <p>It was noted that the Local Governing Boards (LGBs) had reviewed, and approved, the pay progression of teachers in their individual schools. Ratification has been delegated to the F&R committee and was duly given.</p>	In future, before approval of pay progressions, governors and the F&R committee would be provided with the overall cost of the progressions to give context to their decision.
5.	The Trust had appointed an ASD Lead. In the job description, the role has a TLR2; because the person appointed to the role (1 day a week) is already on TLR2, it was agreed that it should be at TLR3 while this person is in post.	
6.	P1 Management Accounts were noted. There was considerable discussion around the funding for, and the viability of, Capella House. With its current level of funding/projected pupil numbers, it is not viable.	<p>Detailed Management Accounts on Governorhub.</p> <ul style="list-style-type: none"> • Discussion to be held with AfC on 2nd November.
7.	Funding update. This item is on the board agenda for 21/10/20. It was noted that we are to receive an extra £40k (2020) and £80k (2021) for the funding of occupational therapy.	IP/SC to provide further update/clarification to the board as required.
8.	Remedial works are underway at the Gateway Centre.	To be reviewed.
9	It, was noted that an update has been provided on Malden Oaks in the confidential section of the CEO report, which has been uploaded to Governorhub. It was also noted that we must be conscious of any extra work involved in potential amalgamation and the strain it will put on our, already overstretched, capacity.	Questions/discussion at board meeting.