

Company registration number 09334026

Business Committee Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 8th March 2019
Minutes

Present:			Apologies:
EC (Chair)	GW	NP	DM
BM	JD	AS (for items 1 & 2 only)	
Clerk			

#	Details	By whom	By when
2.2	Circulate traded programmes schedule up to 2b to Trustees	BM/AS via the Clerk	Mid-May 19
2.3	Investigate alternative venues to replace Bicester Bungalow as well as other venues to support developments.	BM	Next meeting
3	Prepare staffing structure for review at next Business Committee and Trust Board meetings	NP	21 st June 19
4.	Confirm internal audit arrangements with Critchleys	BM	Next meeting
5	Finalise lock down policy	NP	Next meeting
5	Add risk associated to building work as standing agenda item at Business Committee meetings	Clerk	Next and future meetings

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1. Introductory items	
1a	The Chair opened the meeting by welcoming Trustees
1b	There were no new declarations of interest
1c	<p>The minutes from the previous meeting held on 14th December 2018 were approved and signed by the Chair.</p> <p>Action point 9.1 – Deputy Head responsibilities have been advertised internally and interviews take place on 8th March 2019. The responsibilities will be in addition to the successful candidate’s current post. If recruitment is successful this will allow the Headteacher to explore income generation opportunities as discussed at the previous meeting.</p> <p>All other action points have either been dealt with or are agenda items at this meeting.</p> <p>Matters arising:</p> <p>Minute 4.2 – Risk T74: GW questioned whether students and staff remain safe whilst on MBC sites. NP reported that Oxfordshire Headteachers have recently discussed introducing knife scanners at their schools in a bid to improve security for all. The consensus was that this was not the right approach at this time and schools will act in the way that best fits their school needs. MBC are planning a one week hit on MBC students, possibly using wands to detect devices, with local agencies being on site to support the exercise. NP and JD stressed the need to ensure this exercise is handled appropriately to ensure relationships with students is not compromised.</p> <p>Trustees were reassured by MBC’s plans and supported the action.</p>
2. Budget Report	
2.1	<p>Budget monitoring</p> <p>BM and AS reported on papers 3 - 5(budget monitoring report, budget outrun and cash flow forecast).</p> <p>Income: Forecasting an income shortfall of £87,167. This figure does not take account of additional income for pupil premium, teachers pay award and the PE sports funding as confirmation of the exact funding for each is awaited. In addition, the outcome of a recently submitted CIF bid is awaited.</p>

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	<p>Staff expenditure: forecasting an underspend of £69,106 due to an underspend on support staff costs of £73,515 related to late resignations, a delay in appointing staff to some vacancies and a reduction in total staff hours. Set against this are increased teaching staff costs of £4,000 related to a temporary appointment to the SLT, various increases in teachers fte's and the teachers' pay award.</p> <p>Other expenditure: forecasted to exceed the budget by £5,843 due to overspends on ground maintenance, insurance, fire alarms and ring fenced PE sports funding. This figure has been offset by underspends on cleaning contracts, rent charges, minibus costs and exam fees.</p> <p>The net budget forecast for the year is therefore an overspend of £23, 903, This figure will reduce once pending income funds are confirmed.</p> <p>2.2 Traded income: BM tabled a budget schedule for traded programmes showing the expected income, expenditure and net cost for each programme. Trustees were particularly interested to review On Course costs in light of earlier concerns about the viability of the course.</p> <p>NP explained that LA transport funding for On Course was no longer available. Following discussions with city schools about the need for KS3 provision and the time allocated to the programme it was decided to review the programme. BOT has designed a new programme which will be offered in half-term blocks, instead of 4 weekly, and will consist of two days of On Course style, one day of Flo style, include a reintegration plan and other related activities each week. This review has been well received by schools and offers increased traded income opportunities.</p> <p>The Chair requested an updated schedule of traded programmes be circulated to Trustees in May based on 2b calculation (term 2, second half).</p>	
<p>2.3</p>	<p>Bicester Bungalow: MBC have been given three months notice to quit the premises on 31st May 2019. This is disappointing as the programme running at this venue is successful. BM has requested MBC continue to use the venue until the end of June/early July 2019 and a reply to this request is awaited. BM was continue to make enquiries about alternative venues for this programme alongside enquiries about other available venues to support MBC's development.</p>	<p>BM/AS</p> <p>BM</p>

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3.	Staffing Structure	
	<p>NP explained that following discussions with schools the need for additional KS3 provision has been identified. Currently the LA are not commissioning KS3 and schools are placing their high needs students on the On Course programme which is designed for low level disruptive students. NP proposed the development of a new Discovery style programme, provisionally called Momentum, which would be offered directly to schools with a student's placement on the programme determined by their need – say up to one whole school year or beyond if needed. Staffing needs are 2 x teaching staff plus additional support staff with estimated income of £100k plus. MBC has accommodation available to offer the programme. Trustees were interested in this proposal and NP will keep Trustees informed.</p> <p>NP further explained that there had been some staff movement since the last staffing report and tabled a schedule dated March 2019 showing vacancies, the current position and planned solutions/expected solutions. Outcomes from these vacancies will inform the staffing structure for 2019/20.</p> <p>NP explained the difficulty in recruiting to the subject lead for Maths post. Recruitment to Maths is problem across all Oxfordshire schools as well as nationally. To address this NP recommended that two posts be created for Maths posts – one for the North and another for the South, with a created post of faculty leadership of core subjects. Trustees supported this proposal. An advertisement for the North and South teaching posts will be placed and further internal enquiries about the faculty post will be made.</p> <p>NP will update Trustees on the above proposals at the Business Committee and Trust Board meetings in June/July 2019 and present a staffing structure for their approval.</p>	NP
4.	Internal Audit	
	<p>BM outlined recent discussions with Critchleys Accountants about arrangements for internal audits in 2019/20 and 2020/21. BM explained that all processes have been tested since RAT academisation and it was appropriate to restart. After discussion it was agreed that the following processes will form the focus for internal audits in 2019/20 and 2020/21:</p> <p>2019/20: Payroll - Critchleys will choose a month and follow all the processes for the month from start to finish to ensure everything is on track and compliant.</p> <p>2020/21: Income - The processes around this would be agreed nearer the time.</p> <p>Trustees approved these proposals and BM will make arrangements with Critchleys Accountants.</p>	BM

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5.	Risk Register	
	<p>A review of the risk register is a standing agenda item at Business Committee meetings. The risk topic for this meeting are the risks associated with a new build and the impact of running MBC on a day to day basis.</p> <p>NP explained that site preparation work had commenced and that MBC were expected to move into temporary accommodation on the Harlow Centre site during the school Easter holidays. Trustees approved NP's request for students to return two days late from the Easter holidays to facilitate the accommodation move. A planned 'kick-off' meeting will take place shortly attended by a representative from the Swan School, NP, BM and the contractors.</p> <p>The students appears to be coping well with the disruption and the contractors were considerate in terms of noise levels etc. All staff have been issued with PPE equipment which must be worn when entering the building site area.</p> <p>BM explained that procedures are in place to identify who is on the Harlow Centre site at any one time and that badges were worn by all to ensure security. Entry is monitored at the front main entrance to the Harlow Centre site by a member of staff from the contractors. To date there have been no incidents but Trustees were keen to ensure that protocols were in place in the event of an emergency situation and that the protocol was reviewed as building work progresses.</p> <p>Following the recent 'lock down' exercise an overall policy is currently being written with protocols identified for each site. EC requested this policy included procedures for advising parents of a 'lock down' situation and how parental communication will be managed.</p> <p>Risk to all during building work will be a standing agenda item at Business Committee meetings until further notice.</p>	<p>NP</p> <p>Clerk</p>
6.	Confidential item	
	A confidential discussion took place which is recorded separately	
7.	Date of next meeting	
	Friday, 21 st June 2019 at 0930 at The Harlow Centre	