

RADCLIFFE ACADEMY

Company registration number 09334026

Trust Board Business Committee meeting held at The Harlow Centre, Oxford on Monday 26th June 2017

Minutes

<p>Present: Gloria Walker (GW) Lucy Mettyear (LM) Brenda Mundy (BM) Anne Wolton (Clerk)</p>	<p>Emma Canter (EC) Nicola Partridge (NP) Catherine Routledge (CR)</p>	<p>Apologies: Jolie Kirby (JK) Debra Leeves (DL) Jason Pereira (JP) Tony Scott (TS)</p>
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#	Details	By whom	By when
2.1	Amend minutes from previous meeting	Clerk	30 th June 17
2.1	Discuss LA funding with Roy Leach	NP	On-going
2.1	Complete procurement exercise	BM	By next meeting
3.2	Amend 2017/18 budget presentation	BM	For Trust Board on 10 th July
3.2	Send paper copy of 2017/18 budget to Trustees	Clerk	For Trust Board meeting on 10 th July
6.	Confirm 2017/18 meeting dates	Clerk	After Trust Board meeting

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1. Introductory items		
1.1.	Welcome : EC chaired the meeting in the absence of the Chair and Vice Chair. The meeting was quorate	
1.2	Apologies were received from JK, DL, JP and TS	
1.3	There were no new declarations of interest	
2.	Minutes from the previous meeting held on 6th March 2017 and matters arising not covered in subsequent agenda items	
2.1	<p>The minutes from the previous meeting were agreed with the following amendment:</p> <p>3.6 SLA for Schools – the final bullet point should read ‘add request for schools to attend re-integration meetings’. The amended minutes will be signed by EC on behalf the Chair.</p> <p>Matters arising/action points:</p> <p>2.2 LA contract and higher needs funding:</p> <p>NP has received the following advice from Browne Jacobson regarding the LA contract:</p> <p><i>‘For the LA and schools who may wish to commission places, guidance sets out that agreement needs to be reached between commissioner and provider about the level of funding each student will attract over and above the place funding to deliver the services required for that student. AP guidance does not require a commissioning agreement for each individual student be entered into but does suggest that it is necessary to have commissioning discussions to ensure that there is transparency in the funding arrangements as well as a degree of certainty for the AP academy over levels of funding, A contract would be useful to set out the respective responsibilities and processes in operation between the LA and the AP Academy and the LA should provide the first draft of such an agreement. However, the AP funding guidance does not require them to do so.’</i></p> <p>A discussion followed regarding the funding agreement for 106 places with EFSA funding of £10k per student, which is topped up by the LA, thereby totalling £1.67m.</p> <p>NP advised Trustees that the LA have so far only transferred £1.49m to MBC which is the figure they believe to be correct. NP has been in discussion with the LA and in the absence of a contract the LA have agreed for this year to fund MBC £1.67m, which is the actual figure shown on the Schools Forum funding paper. The reason for the difference is the funding figure is unclear. However for next year the LA will only fund £1.49m for the 106 places.</p>	Clerk

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	<p>LM recommended that NP sends Roy Leach, OCC's school organisation and planning officer, a copy of the Schools Forum paper, which was provided by the LA in the first place. LM advised Trustees that in the future the LA were considering a funding formula based on outcomes, instead of student numbers. LM added that the LA may consider a model where they are buying provision and not actual student places.</p> <p>NP commented that this would result in a reduction in demand for preventative places and that schools were likely to PEX (permanently exclude) a student instead, resulting in the LA having to find an alternative setting with attached funding.</p> <p>Trustees discussed this further and a summary of the main points raised are shown below:</p> <p>Q. Does the LA want preventative provision?</p> <p>A. The LA have a responsibility to provide for PEX, Looked After Children (LAC) and most vulnerable students returning to the county.</p> <p>Q. Does MBC want the LA to be their main client?</p> <p>A. No, NP feels there are opportunities for MBC to trade with others, eg Buckinghamshire.</p> <p>Q. Does the master funding agreement require MBC to trade only with the LA for their main provision?</p> <p>A. Guidance will be shown in the master and supplementary funding agreements. The Clerk will make enquiries and report back to GW and NP.</p> <p>Trustees recommended that NP discusses this matter further with Roy Leach and also Lucy Butler, Director of Children's Services, in a bid to reach agreement and that the Trust Board should fully discuss funding arrangements at their next meeting.</p> <p>3.1 Deed of Variance:</p> <p>NP has received agreement in principal to increase the Pupil Admission Number (PAN) by 36 students.</p> <p>3.1 Procurement exercise:</p> <p>BM plans to carry out a procurement exercise, particularly in relation to photocopiers, during the summer break. The EFSA have recently published details of a recommended supplier which may have a cost benefit to MBC. BM will update Trustees at the next Business Committee meeting.</p>	<p>NP</p> <p>NP</p> <p>BM</p>
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	<p>3.6 & 3.8 Partnership Agreement and Admissions and Services documents:</p> <p>NP confirmed that both documents had been amended in line with earlier Trustee recommendations. GW enquired about the suitability of these documents for marketing purposes and whether more marketing could be done to raise the profile of MBC.</p> <p>NP felt that schools would continue to buy MBC's services with the current level of marketing and acknowledged that some improvements could be made to future publications. NP will look at this further and report back to Trustees at the next Business Committee meeting.</p> <p>It was agreed that NP would bring requests for changes to the Partnership Agreement and Admissions and Services documents when required and that this did not need to be a standing agenda item at Business Committee meetings.</p>	
3.	Budget 2016/17 and 2017/18	
3.1	Budget review 2016/17 – papers 2 & 4	
	<p>Trustees reviewed the budget information for 2016/17. Paper 4 shows an expected budget surplus of £3,978, as opposed to a forecasted figure of £8,666. The final expected surplus funds are in addition to the contingency and general reserves funds held. BM & CR reported that no further spends were expected.</p> <p>Trustees requested an explanation for the lower surplus figure. BM & CR offered the following by way of explanation:</p> <ul style="list-style-type: none"> • Reduced income due to unsold students places. • Un-forecasted building repairs • Overspend on ICT and printing costs • A one-off payment for new student monitoring software • Final balance payments for closed N Power accounts. • Balanced by the underspend on staffing due to three members of staff on maternity leave and two education support vacancies. 	

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3.2	Budget 2017/18 – papers 3 & 5	
	<p>Trustees reviewed the 2017/18 budget papers. BM commented that this was a draft budget prepared in advance of the meeting and that additional costs of £17,000 had been identified thereby reducing the expected end of year surplus to £13,000.</p> <p>Trustees expressed concerns that the expected surplus level at the end of the 2017/18 financial year was lower than in previous years and the impact of this trend in future years, particularly when taking into account the current LA funding to MBC. Trustees commented that strategically MBC are making the funding work and that there was no compelling reason for the LA to provide funding at the appropriate level.</p> <p>Trustees requested a more detailed budget schedule showing year on year comparisons to allow them to challenge budget information when reviewing papers. It was agreed that an additional column showing year on year comparisons would be added to paper 5 and that the budget would be updated by BM and CR in readiness for the Trust Board meeting.</p> <p>In addition, Trustees requested that paper copies of budget papers be posted to them in advance of the meeting.</p> <p>Trustees recommended the 17/18 budget to the Trust Board, taking into account the requests made and acknowledging the risks.</p>	<p>BM</p> <p>Clerk</p>
4.	Staff update – resignations and new appointments	
	<p>NP tabled a list of resignations, new appointments and vacancies. There are four resignations with effect from the end of this academic year, seven new appointments starting at the beginning of the next academic year and three unfilled vacancies.</p> <p>NP identified the need for a qualified English teacher post which was supported by Trustees. BM confirmed funds were available for this post. In addition, NP has initial ideas for other posts but this is dependent on student numbers and course demands.</p> <p>GW recommended MBC offer more vocational courses which may be attractive to schools and EC recommended contingency funds be used to support this development. A further discussion will take place at the Trust Board meeting.</p>	

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5.	Swan School update	
	<p>GW updated Trustees on site developments at The Harlow Centre. GW offered thanks to NP for her thorough work in ensuring that the new build for MBC would be fit for purpose.</p> <ul style="list-style-type: none"> a) The DfE has secured two major developers for building work b) Meetings take place in July and August with both MBC and the Swan School about priorities. NP is clear about MBC's needs and expectations. c) In addition, meetings take place in July, August and September about ICT specifications. GW understands that the first meeting will confirm the range of decisions to be made. The budget for ICT is currently unclear. d) MBC will not move into temporary accommodation during the build process. The school will stay in the existing buildings until the new school is ready for occupation which is expected to be in September 2019. e) Planning permission for the site is not yet agreed. <p>GW felt positive about discussions and agreements to date. Outcomes from summer meetings will hopefully confirm matters are in hand.</p>	
6.	Meetings dates for 2017/18	
	<p>The meetings calendar for 2017/18 was reviewed and provisional dates for Business Committee meetings offered to Trustees. Dates will be confirmed at the Trust Board meeting on 10th July 2017</p>	Clerk
7.	Meeting closed	
	<p>EC closed the meeting and thanked NP for dealing well with the challenges faced. It was agreed that Trustees would continue to support NP by offering direction.</p>	

Approved by the Business Committee and signed by the Chair on 20th November 2017