

Company registration number 09334026

**Business Committee Meeting**  
**The Radcliffe Academy, Harlow Centre, Oxford**  
**Monday, 25<sup>th</sup> June 2018**

**Amended Minutes**

<b>Present:</b> <b>Emma Canter (EC)</b> <b>Gloria Walker (GW)</b> <b>Jessie Dobson (JD)</b> <b>Nicola Partridge (NP)</b> <b>David Mitchell (DM)</b> <b>Brenda Mundy (BM)</b> <b>Catherine Routledge (CR)</b> <b>Anne Wolton (Clerk)</b>	<b>Apologies:</b> <b>Jason Pereira (JP)</b>
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#	Details	By whom	By when
1d 4	Update on RAG rated programme review	NP	Next meeting
1d4	Claim new build expenses from Located	BM & GW	Next meeting
7	Finalise GDPR policies and circulate internally and to the Clerk	BM	25 <sup>th</sup> July
7	Request GDPR policies upload to website	Clerk	25 <sup>th</sup> July
10	Circulate 2018/19 meeting dates	Clerk	25 <sup>th</sup> July

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<b>1. Introductory items</b>		
<b>1.a</b>	EC opened the meeting by welcoming Trustees	
<b>1b</b>	Apologies were received from JP	
<b>1c</b>	The meeting was quorate	
<b>1d</b>	<p><b>The minutes from the previous meeting held on 5<sup>th</sup> March 2018 were agreed and signed by the chair.</b></p> <p><b>4. List of courses with RAG rating to inform Trust Board discussion:</b> NP advised Trustees that work on this information was on-going. Budget related discussions may influence the outcome and progress would be reported back to the next meeting of this group.</p> <p><b>4. Report on projected extra costs pending completion of the new build:</b> BM reported that at the time of this meeting no extra costs had been identified. Minor work on the boiler may be needed but is not yet confirmed. BM also reported that Brown Jacobson and Carter Jonas have submitted charges to RAT totaling £9k to date in respect of new build legal work that was re-claimable from Located. GW requested full details and will support the Business Manager is arranging for these costs to be reimbursed to RAT.</p>	<p><b>NP</b></p> <p><b>BM &amp; GW</b></p>
<b>2. 2017/18 budget review:</b>		
	<p>EC introduced this agenda item and set the scene for the review. BM and CR produced the following papers:</p> <ul style="list-style-type: none"> <li>• Cash flow forecast report to August 2018</li> <li>• Management accounts summary report to May 2018</li> <li>• Budget monitoring report for Trustees May 2018</li> </ul> <p>BM and CR jointly reported the in year deficit as £234k, a reduction of £138k from the forecasted figure in January 2018. Pupil Premium funding is £13k lower than expected and the LA's decision not to support the PAN increase resulted in an additional loss of £360k. Other pressures on the budget have resulted in the deficit and work has been carried out to minimise the impact. NP commented that the current staffing levels limit the amount of outside work which would bring in funds. The budget does not allow for additional staffing.</p> <p>Reserves will cover the expected deficit. Whilst reserves are helpful Trustees recognised this was not a desirable situation and continued vigilance will be needed to ensure the position does not worsen.</p>	

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	<p>An investigation into how income due from the LA is managed has identified a delay in receipt of funds due to the county's purchase order system. Delayed payment by the LA is a countywide problem and MBC are actively taking steps to ensure these funds are received.</p> <p>NP will meet with OCC's Deputy Director of Education later this month to discuss MBC's range of provision as an alternative provider. This meeting follows on from discussions with previous holders of this post.</p> <p>Trustees recommended NP should seek to establish the LA's agenda for alternative provision and consider what MBC may need to do to meet these needs and those of the college. As a separate issue NP will discuss with the Director LA's decision not to support MBC's PAN increase to 142 and the associated funding.</p>
<b>3.</b>	<b>Recruitment and Staffing</b>
<b>3.1</b>	<p>NP updated Trustees on recruitment and staffing changes since the last meeting:</p> <ul style="list-style-type: none"> <li>• <b>Finance Manager:</b> Applications for the post have been received with interviews taking place in early July. The current manager has offered time during the summer break to support budget closedown.</li> <li>• <b>Vocational Studies and Work Related Learning Manager's resignation:</b> The post holder is a member of the SLT and NP is currently considering how best to recruit to the post.</li> <li>• <b>English post:</b> this post remains unfilled</li> <li>• <b>Primary teacher:</b> recruited</li> <li>• <b>Maternity leave:</b> Two members of staff have returned to work</li> <li>• <b>Next step and Construction:</b> Successful recruitment to both programmes</li> <li>• <b>Redeployment:</b> two staff have been redeployed to make best use of their specialisms.</li> <li>• <b>Trainee teachers:</b> Three trainee teachers have been based at MBC this year on various programmes. This has been a new and valuable experience for all.</li> </ul> <p>NP also reported that some re-organisation of the staffing structure has taken place which has been a positive move.</p>

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<b>4.</b>	<b>Scheme of delegation</b>	
	BM presented an interim scheme of delegation to cover tasks assigned to the finance manager. The Business Manager will carry out these tasks until the finance manager's post is filled.	
<b>5.</b>	<b>Risk Register</b>	
<b>5.1</b>	This matter was deferred to the next meeting of the Business Committee.	
<b>6.</b>	<b>Internal Audit</b>	
<b>6.1</b>	<p>BM presented a project scope paper compiled by a representative of Critchley Accountant. The scope paper had been prepared at the request of the Business Manager to support compilation of the annual budget.</p> <p>Trustees approved this work at a cost of £1,200 and recommended future project work should include traded places and budget control.</p>	
<b>7.</b>	<b>Update on GDPR and Data Protection Officer (DPO)</b>	
<b>7.1</b>	BM confirmed a representative of Koala IT will provide DPO services initially for one year. Koala IT have confirmed MBC's GDPR policies are fit for purpose. BM will finalise the documents, circulate the policies to MBC staff and ask the Clerk to arrange for upload to the website.	<b>BM &amp; Clerk</b>
<b>8.</b>	<b>Budget setting for 2018/19</b>	
<b>8.1</b>	<p>BM and CR produced three papers:</p> <ul style="list-style-type: none"> <li>• 2018/19 budget forecast</li> <li>• Budget forecast to 2021</li> <li>• Projected programme costs against income analysis</li> </ul> <p>Trustees reviewed the 2018/19 budget forecast and the following is a summary of their recommendations/comments with responses from the Business and Finance Managers:</p> <p><b>Q.</b> What is the financial forecast for the next three years?  <b>A.</b> The three year budget forecast shows the predicated reserve figure as £319k in 2018/19, reducing to £129k in 2020/21. This reducing figure is a concern and steps need to be taken to bring the reserve funds back to an acceptable level. MBC must hold £250k in reserve for salary costs and the prediction will not cover this amount by 2020 unless additional income streams are secured or costs reduced.</p>	

	<p><b>Q.</b> Can MBC submit an in-year deficit budget?  <b>A.</b> Yes due to reserve funds.</p> <p><b>Q.</b> What is the percentage cost of staffing?  <b>A.</b> In 2018/19 the percentage figure is 88%, compared to 85% in 2017/18.</p> <p><b>Q.</b> How have salary costs been budgeted for? Have national pay awards been taken into account?  <b>A.</b> The Green Book pay award has been agreed for the next two years at 2% per year and is included in the budget. Teacher pay awards are not yet known and a figure of 2% has been included in the budget. Overall an 8% increase in teacher salary costs has been included to allow for increments etc. This percentage is a worst case scenario.</p> <p>Trustees reviewed the project programme costs papers. The information was well received and supported a good discussion on how best to plan for the future. Below is a summary of the discussion and recommended action:</p> <ul style="list-style-type: none"> <li>• GAG and LA funding is guaranteed based on 106 students.</li> <li>• The predicted annual income over expenditure profit of £60k. This profit is based on the assumption that the projected additional income for traded places is achieved.</li> <li>• Vocational courses and On Course were identified as programmes where costs were significantly greater than income.</li> </ul> <p><b>Q.</b> On Course shows a high deficit. Should we consider closing this programme?  <b>A.</b> NP felt this was a difficult question to answer at this time. There are on-going discussions with Cheney School about MBC's use of their premises which may result in a reduction in the cost of running On Course. In addition this would free up a venue for another programme.</p> <p><b>Q.</b> What if we decide to close On Course anyway?  <b>A.</b> NP felt this may be an option that would free up 4/5 members of staff for other projects – eg mentoring which would bring in additional funds. However the LA want MBC to offer the programme but it can't run at a loss.</p> <p><b>Q.</b> Where are the 18/19 risks  <b>A.</b> Presumed income. Traded places are essential.</p> <p><b>Q.</b> How are MBC managing this situation? Are SLT involved?  <b>A.</b> Procedures at MBC have been tidied up. There is a new system in place to manage income from student places, with the Business Manager as gatekeeper and an Assistant Head managing the capacity grid. This would ensure all income streams are identified.</p> <p><b>Q.</b> What other measures have been introduced?  <b>A.</b> Daily charges per student will increase by £10 to £85 per day.</p> <p><b>Q.</b> Could the daily charge be increased further to £90?  <b>A.</b> Possibly, but schools may not purchase traded places if costs rise to this extent. An increase to £90 could be considered for 2019/20.</p>	
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	<p><b>Summary and recommendation:</b></p> <p>The projected programme cost schedule was considered to be a valuable document which will support discussions at all levels and help with decision making. The schedule will be regularly updated internally at MBC and reviewed at each Business Committee meeting during 2018/19.</p> <p>The Business Committee recommend the 2018/19 budget be approved. This matter is on the agenda at the Trust Board meeting on 6<sup>th</sup> July 2018.</p>	
<b>9.</b>	<b>Health and Safety</b>	
<b>9.1</b>	BM reported on OCC's health and safety annual visit in June. The full report will be available in September. Initial indications suggest the visit went well and only two minor issues were identified which will be remedied.	
<b>10.</b>	<b>Date of next meeting</b>	
<b>10.1</b>	Meeting dates for 2018/19 will be agreed alongside those of the Trust Board. The confirmed calendar will be circulated to Trustees in mid-July.	<b>Clerk</b>

Minute 2.1, 6.1 and 8.1 amended by Clerk following review at the Business Committee meeting on 14<sup>th</sup> September 2018

Revised minutes approved by Chair of Business Committee. The signed copy of these minutes is held on file at Meadowbrook College.

Date 14<sup>th</sup> September 2018