

Company registration number 09334026

Business Committee Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 21st June 2019
Minutes

Present:	Apologies:
EC (Chair) GW NP BM JD AS Clerk	

#	Details	By whom	By when
1c	Replacement venue for Ambrose House update	BM	End of school year
1c	Finalise lock down policies	HT	End of school year
2	Resume monthly budget notifications to Chair of Trust and cc Chair of Business Committee	BM/AS	On-going
2.	Send Chair of Trust and Chair of Business Committee schedule detailing schools use of MBC and the related annual spend	BM/AS	By the of school year
2	Add traded places update as a standing item on Business Committee agendas	Clerk	On-going
3	Explore further Trustee recruitment leads	JD	For Trust Board meeting on 5 th July
8.	Confirm date of next meeting and circulate meeting schedule to Trustees	Clerk	After Trust Board meeting on 5 th July

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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 of the previous meeting held on 8th March 2019 were agreed and signed by the Chair.</p> <p>Matters arising and action points:</p> <p>a) Ambrose House – alternative venue: BM advised Trustees that a replacement venue had not been found and MBC must leave the premises by 28th June 2019. As a temporary measure MBC will have use the South Oxford Community Centre. Enquiries about use of space are currently being made with the Ministry of Defense and the Bicester Heritage Centre. BM reported that whilst premises may be found the annual budget for rental is £10k which may be limiting. GW reported a letter had been sent to the Chair of the Bicester Trust expressing concern about the loss of MBC’s use of Ambrose House. A reply has been received but it did not offer a solution to the problem. BM will continue with venue enquiries and report back to Trustees.</p> <p>b) Lock down policy update: A generic policy is currently being finalised, alongside individual policies for each MBC site. The Headteacher reported a lock down exercise had not been carried out since the move to temporary buildings. The Headteacher will offer an update on these policies at the next meeting of the Business Committee.</p>	<p>BM</p> <p>HT</p>
2. Budget review 2018/19 and budget setting 2019/20		
	<p>a) Budget review 2018/19: Papers 3 - 5</p> <p>BM and AS reported a reduction in MBC’s reserves of £49,205 as a result of in year activity, against a budgeted increase of £10,871. This was due to reduced income of £200k offset by lower staff expenditure and other costs of £140k.</p> <p>A full explanation of the 2018/19 budget forecast can be found in paper 3 and the traded places paper to term 2b. BM and AS explained that the shortfall was the worst case scenario and may be reduced when final accounts for 2018/19 are calculated.</p> <p>Q. Was MBC overzealous from a budget perspective when predicting income? A. No, but there is a need to look closely about how places are sold and be more market aware. Q. This is a challenge. A financial swing of £60k is not a good story. What can MBC do to avoid this in the future?</p>	

<p>A. MBC are talking to schools and IYFAP to ensure schools needs are met. In 2019/20 the emphasis will be on core places as opposed to vocational places.</p> <p>Q. Are MBC operating at full student capacity?</p> <p>A. There is full capacity across all courses with the exception of On Course with 21 fte student against a target of 28 fte which was due to lower numbers in terms 1 – 3. The On Course programme has been full since term 4 to date and restructured to facilitate full capacity in the future.</p> <p>Q. There is a need to raise the level and quality of marketing of MBC to avoid missed targets. How does MBC market their offer at present?</p> <p>A. This is a moral situation and there is a need to serve the needs of the community whilst balancing the budget.</p> <p>Q. Does MBC know which schools use provision and what their annual spend is? This information would support marketing.</p> <p>A. Yes, MBC do hold this information.</p> <p>It was agreed that monthly budget reports would be resumed and sent to the Chair of the Trust and copied to the Chair of the Business Committee. In addition, provision use by schools in 2018/19, in terms of student numbers and spend, would be provided to both Chairs to aid future discussions on marketing.</p> <p>Budget setting 2019/20 – papers 6 – 10:</p> <p>BM and AS presented the budget for 2019/20, forecasting a surplus of £5,254 if traded place targets are met. The predicted carry forward into 2020/2021, including reserves, is £335,830. Three year predictions show a steady increase in reserve funds to £341,368 by the end of the 2021/2022 academic year.</p> <p>Q. What percentage of the budget is allocated to staffing costs and how does this compare nationally with other APs?</p> <p>A. 90% of the budget is allocated. This is considered to be an acceptable level and is not questioned by the ESFA. There is little information available on staffing costs nationally when comparing like with like</p> <p>Q. What are the staffing cost implications if more student places than predicted are sold?</p> <p>A. There would be no additional staffing needs due to recruitment when the PAN increase to 142 was initially agreed by the DfE. Funding did not follow as the LA did not supporting the PAN request.</p> <p>Q. The traded places budget schedule for 2019/20 has a different format and there are revised costings? What changes have been made and what are the budge implications?</p> <p>A. KS3 and KS4 are now grouped together for budget purposes. School can buy KS3/KS4 places at £95 per day or for an annual cost of £16,340 which offers a slightly more favorable rate. The On-Course revised programme is considered to be a good income generator as well as the Pioneers programme which is a possible growth area.</p>	<p>BM/ AS</p>
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	<p>Q. Does MBC have a bank of associate tutors and could these tutors be offered to schools for 1:1 sessions with students at their home school? Trustees felt this resource could be a good funding stream</p> <p>A. Yes, there are associate tutors who could be used for this purpose.</p> <p>It was agreed that an updated traded places schedule would be a standing agenda item at Business Committee meetings. This information would inform budget reviews at the same meetings. The Business Committee recommend the 2019/20 budget for approval at the next meeting of the Trust Board on 5th July 2010.</p>	Clerk
3.	Risk Register	
	<p>The leadership and management of Radcliffe Academy – open discussion:</p> <p>Trustees discussed the need for succession planning to address any changes in key staff at MBC, related marketing needs and Trustee recruitment. The following is a summary of the discussion:</p> <ul style="list-style-type: none"> • The Headteacher is currently reviewing the work of the SLT going forward. • Reviewing the Ofsted guidance on governance. • Address preconceptions of AP to encourage trustee recruitment. • The need for trustee recruitment with knowledge of SEN, mental health, work related learning and crime, alongside recruitment from companies and agencies MBC already work with. • The value of student and parent voice • Increased marketing including Image branding, use of social media and identifying the website target audience. <p>Succession planning will be an agenda item at the Trust Board meeting on 5th July 2019. The recent Trustees skill audit will inform the discussion. JD agreed to follow-up on leads addressing some of the issues discussed above.</p> <p>Risks associated to new build: The Headteacher reported risks were minimal due to effective management of the site. The build is slightly behind schedule, mainly due to poor weather, but is expected to regain time lost.</p> <p>Trustees offered thanks to the Headteacher and BM for their work in ensuring safety of staff and students is maintained on the site.</p>	JD

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4.	CIF bid	
	<p>BM reported on a recent meeting with Ridge following the successful CIF bid. Work is expected to be completed at the Banbury and Abingdon sites by late September 2019 and the buildings can still be used whilst the work is undertaken.</p> <p>BM reported that it may be possible to work with Ridge to re-submit the bid to gain additional funding for both sites next year. In addition, future bids will focus on temporary buildings at the Banbury site.</p>	
5.	Recruitment and staffing update:	
	<p>The Headteacher tabled a recruitment and staffing update to June 2019. The update included successful recruitment to team leader, learning mentor, assistant head and deputy head posts. There are vacancies or pending interviews for two Maths posts and a pioneer teacher post.</p> <p>In addition, other staffing changes include:</p> <ul style="list-style-type: none"> • PE Teacher – not replacing as full-time post. Using temporary appointment and other ways of sport delivery • Next Steps – post dependent on LA’s commissioning decision for 9th place. • Learning Mentor, Ambrose House – not replacing in the short term, will review at a later date • Primary Teacher, Education Worker and Learning Mentor – these posts are dependent on the LA’s decision about costings provided for primary places. 	
6.	Health & Safety visit report	
	<p>Trustees reviewed the recommendations/actions points from the recent Health and Safety monitoring report. BM advised Trustees that all recommendations were dealt with promptly and completion reported back to OCC.</p> <p>Q. Has safety of staff improved? A. Yes, but it does still depend on the situation. There are new procedures for all three sites which has improved staff safety.</p> <p>BM and JD will meet in September 2019 to review Health and Safety and report back to Trustees as necessary.</p>	

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7.	Internal audit	
	The planned internal audit project focusing on the payroll process begins in early July. BM will report back on progress at the next meeting of the Business Committee.	BM
8.	Date of next meeting	
	<p>It was agreed the September meeting of the Business Committee would not take place due to its proximity to the start of the academic year. The first meeting for 2019/20 is therefore provisionally scheduled for Friday, 22nd November 2019 at 0930. The Clerk will amend the calendar to ensure all agenda items are correctly scheduled as a result of this decision.</p> <p>The Trust Board will discuss meeting arrangements on 5th July 2019 when all dates will be agreed. The calendar of meetings will then be circulated to Trustees.</p>	

Approved by the Business Committee meeting on 22nd November 2019 and signed by the Chair.

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Date