

**RADCLIFFE ACADEMY**  
Company registration number 09334026

**AGENDA ITEM 2 PAPER 1**

**Meeting of Trustees Business Committee  
The Radcliffe Academy, The Harlow Centre, Oxford  
Monday 6<sup>th</sup> March 2017  
Minutes**

<p><b>Present:</b> Jolie Kirby (JK)                      Gloria Walker (GW) Emma Canter (EC)                      Tony Scott (TS) Debra Leeves (DL)                      Jason Pereira (JP) Nicola Partridge (NP)                      Brenda Mundy (BM) Catherine Routledge (CR)                      Anne Wolton (Clerk)</p>	<p><b>Apologies:</b> Lucy Mettyear (LM) Peter Evans (PE)</p>
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#	Details	By whom	By when
2.2	LA contract enquiry with Browne Jacobson	NP	Next meeting
2.2	Follow-up on higher needs funding discussion at Schools Forum	NP	Next meeting
2.2	Outstanding funds from LA follow-up	NP	By next meeting
3.1	Deed of Variance application	NP	Next meeting
3.1	Update on procurement exercise	BM	Next meeting
3.2	Update on level of insurance cover	BM	By next meeting
3.5	Investigate further the availability of seconded staff	NP	By next meeting
3.6	Amend partnership agreement	NP	Next meeting
3.8	Amend Admission and Services document	NP	Next meeting
5.1	Upload RAT minutes and other relevant documents to the MBC website	Clerk	By next meeting

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1. Introductory items		
1.1.	<p><b>Welcome :</b> JK opened the meeting by welcoming new Trustees to the Business Committee meeting. The meeting was quorate</p>	
1.2	Apologies were received from LM and PE	
1.3	There were no new declarations of interest	
2.	<b>Minutes from the previous meeting held on 7<sup>th</sup> November 2016 and matters arising not covered in subsequent agenda items</b>	
2.1	The minutes from the previous meeting held on 7 <sup>th</sup> November 2016 were reviewed, agreed and signed by the Chair.	
2.2	<p><b>3.1 Update on LA Contract/SLA:</b> NP reported this matter is still outstanding despite attempts to resolve the situation with the LA. NP has established that the Schools Forum agreed a higher needs budget of £1.6m for 2015/16 which the LA would use to buy 106 places at MBC. To date only £1.4m have been transferred to MBC and NP has made enquiries with the LA as to why the remaining £200K has not been received by MBC.</p> <p>JK stressed the need for a contract which should be written by the LA. NP has offered a draft to aid this process without response. After discussion it was proposed the NP should contact Browne Jacobson to request advice about the lack of contract and seek support. This was proposed by EC and seconded by JK.</p> <p>NP will continue to discuss higher needs funding with Schools Forum.</p> <p><b>4.4 Report back on Headteacher's performance management</b> GW reported that the Headteacher's performance management had taken place with recommendation made.</p> <p><b>4.6 Blue Sky costs:</b> BM advised Trustees that the annual cost for Blue Sky subscription is £1,500. This equates to a charge of £20 per member of staff which was considered to be value for money.</p>	<p>NP</p> <p>NP</p> <p>NP</p>

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<b>3.</b>	<b>Main agenda items</b>	
<b>3.1</b>	<b>Budget review – papers 1 – 4 refer:</b>	
	<p>BM and CR reported on the budget monitoring report to January 2017 and the related cash flow. BM reported the carry forward for 2016/17 was higher than expected. The expected figure was £484,924 against the actual figure of £565,644; an increase of £80,720. BM and CR reported that the increase carry forward figure will support costs for this year but there was a concern about funding levels for 2017/18. JP enquired about how a predicted shortfall would be managed. NP reassured Trustees that she was working towards a structure which related to the budget.</p> <p>In addition NP felt there was a shortfall in Government funding for students and requested advice on submitting a Deed of Variance to increase the Pupil Admission Number (PAN) by 36 students. Trustees felt this was appropriate action but questioned the situation if actual numbers were lower than expected. NP felt the worst case scenario would be funding claw back. Trustees understands the SLT are aware of costs. It was agreed that NP will investigate the Deed of Variance and report back to Trustees at the next FGB meeting. This was proposed by GW and seconded by JK.</p> <p><b>Procurement Exercise:</b> BM reported on a procurement exercise to reduce costs, particularly in relation to printing costs. Trustees requested the exercise be completed by 5<sup>th</sup> April 2017 and results reported back to the Business Committee at the June 2017 meeting.</p>	<p><b>NP</b></p> <p><b>BM</b></p>
<b>3.2</b>	<b>Financial Regulations Manual – paper 5 refers</b>	
	<p>Trustees agreed the recommended changes to the Financial Regulations Manual in the following sections:</p> <p><b>5.19: Signature on mileage or expenses claim</b> – authorising signature by email is acceptable if physical signature is not available.</p> <p><b>6.12 – 6.16: BACS payments</b> – update information on process</p> <p><b>6.33 – Charge card amount increase</b> – update information on spend limits</p> <p><b>7.11 – Change of frequency of banking</b> – update information on frequency of banking</p> <p>JP recommended section 10 – insurance - be further investigated to ensure the level of cover is appropriate and covers CCTV. This is particularly important with the proposed move to temporary premises. JK offered Chris Honey, site manager at Cheney School and the school’s Business Manager as useful contacts for advice on this topic.</p> <p>Trustees approved the changes to the Financial Regulations Manual.</p>	<p><b>BM</b></p>

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<b>3.3</b>	<b>Risk Register – paper 6 refers</b>	
	BM reported on the new style Risk Register report updated in February 2017. BM reported that this was a useful working document and welcomed the new style. BM commented on the changes between the pre-mitigation score and the residential risk score, particularly for areas highlighted in red. Trustees also found this a useful report and BM agreed to produce a Risk Register report showing only red areas for review at future Business Committee meetings.	
<b>3.4</b>	<b>Support staff pay increase:</b>	
	Trustees approved a 1% pay increase for support staff with effect from 1 <sup>st</sup> April 2017.	
<b>3.5</b>	<b>Staff update:</b>	
	<p>NP reported on current staffing levels. There have been 3 resignations and successful recruitment has been secured for two of these posts. There are 3 colleagues on maternity leave, two of which have requested to return on a part-time basis.</p> <p>Current staff are offering additional support where possible but this is at an additional cost to MBC. It was acknowledged that teacher recruitment in Oxfordshire and nationally was an increasing problem.</p> <p>GW recommended a request for secondments from other schools to resolve short-term staffing levels. NP commented that although this request had been made on other occasions there were little support from schools.</p>	<b>NP</b>
<b>3.6</b>	<b>SLA for schools – Paper 7 refers</b>	
	<p>NP reported on the SLA for dual roll students which will be agreed with schools requesting places at MBC. The paper offered quoted one of the Oxfordshire Schools as an example and Trustees were asked to review the document as a template for use with all schools.</p> <p>After discussion the following amendments were recommended:</p> <ul style="list-style-type: none"> <li>• Amend title of document to Partnership Agreement to better reflect the purpose</li> <li>• Add agreement on exam entry arrangements</li> <li>• Add a termination clause – eg 4 weeks unless there is a H&amp;S risk</li> <li>• Add agreement on safeguarding lead – eg school main lead with MBC supporting</li> <li>• Add request for schools to attend re-intervention meetings</li> </ul>	<b>NP</b>

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<b>3.7</b>	<b>Pension Policy – Paper 8 refers:</b>	
	<p>BM recommended adoption of the LGPS Pension Discretion Policy. This document has been prepared by BM following discussions with the LA and other academies. BM advised Trustees that the policy had been reviewed by Unions and accepted. Trustees agreed to adopt the policy.</p>	
<b>3.8</b>	<b>Admissions Policy – Paper 9 refers:</b>	
	<p>NP outlined proposed changes to the document entitled Accessing Meadowbrook Provision 2016/17. After discussion Trustees agreed to the following amendments:</p> <ul style="list-style-type: none"> <li>• Amend title to Admissions and Services, Meadowbrook Provision</li> <li>• Change date of document to March 2017</li> <li>• Add an appendix showing student place costs</li> <li>• Amend final paragraph on last page to read ‘A student will only be placed on roll with Meadowbrook College, and given a start date, following a referral (including PEX students) when the following is received.....’</li> </ul> <p>NP will make the agreed changes. A review of this document will be a standing agenda items at Business Committee meetings.</p>	<b>NP</b>
<b>3.9</b>	<b>Contracts:</b>	
	<p><b>Cleaning contract:</b> BM reported that the cleaning contract with Carillion at MBC was cancelled and that Regency Cleaners had been secured as replacement cleaners. To date BM was very satisfied with their level of service. Carillion still hold the contract at the Abingdon and West Bar sites and it was expected the Regency would also take over these sites from Easter 2017.</p> <p><b>ICT support contract:</b> BM reported that the ICT support contract had been moved from 123 to Koala which offered an annual saving of £2,500.</p>	
<b>3.10</b>	<b>Accounting Officer role – paper 10 refers:</b>	
	Trustees reviewed the Accounting Officer checklist prepared by Critchleys. It was agreed that this was a useful document for NP to use as Accounting Officer.	
<b>4.</b>	<b>A confidential items was discussed which is recorded separately</b>	

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<b>5.</b>	<b>Trust Board information on website</b>	
<b>5.1</b>	The Clerk requested an update on the new RAT website, particularly in relation to uploading Trust Board information in line with OfSTED regulations. NP reported that the new website had not yet been approved by Trustees. After discussion it was agreed that the Clerk would arrange for Trust Board information from September 2016 be upload to the existing MBC site, under the section entitled RAT, will continue to keep the section updated until the new site was operational and then transfer information.	<b>Clerk</b>
<b>6.</b>	<b>Date of next meeting:</b> Monday, 26 <sup>th</sup> June 2017 from 10am – 12 noon at The Harlow Centre.  A review of the Admissions and Services, Meadowbrook College document will be a standing agenda item.	