

Company registration number 09334026

Business Committee Meeting
The Radcliffe Academy, Harlow Centre, Oxford
Friday, 6th March 2020
Minutes

| | | | |
|----------------------------------------------|----------|----------|-------------------|
| Present: EC (Chair) BM Clerk | GW AS | NP EA | Apologies: |
|----------------------------------------------|----------|----------|-------------------|

| # | Details | By whom | By when |
|-----|--------------------------------------------------------------------------|---------|--------------|
| 3.2 | Include self-assessment dashboard as standing agenda item at BC meetings | Clerk | Next meeting |
| 3.4 | Green Book pay award update | BM | Next meeting |
| 3.6 | Amend policies as requested by Trustees and upload to Google drive | BM | Next meeting |
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| 1. Introductory items | |
| 1a | The Chair opened the meeting by welcoming attendees. |
| 1b | There were no apologies |
| 1c | There were no new declarations of interest |
| 1d | The meeting was quorate |
| 2. Minutes of the previous meeting held on 22nd November 2019 | |
| | The minutes from the previous meeting were reviewed and agreed and signed by the Chair. |
| 3. Business report | |
| 3.1 | <p>Budget report: BM and AS presented the budget monitoring report at January 2020, focusing on the following main points:</p> <ul style="list-style-type: none"> - - Forecasting income to be below budget by £116,631, due to lower than expected income in some areas, particularly a traded income shortfall of £131k to date. - Expenditure is forecast to be under budget by £110k due to lower teaching and education support staff costs. <p>AS tabled a graph recording traded income since the beginning of the academic year. Traded income was below budget for the first two months and is showing a steady increase to 22nd January which was close to the budget income. Trustees were pleased to see the increase but recognised the below budget cumulative income since September 2019 needed to be addressed. BM and AS commented that the upwards trend was expected to continue and alongside other savings it was predicted the in-year budget would balance by the end of the year.</p> <p>Trustees showed confidence in the budget information received. The need for continued transparency was essential to ensure the Trust Board is always kept fully informed and allow action to be taken at the earliest point.</p> |

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| <p>3.2</p> | <p>Self- assessment dashboard:</p> <p>BM presented the updated self-assessment dashboard which is proving to be a useful benchmarking tool for Trustees. MBC are currently showing a RAG rating of green in most areas as a percentage of the overall budget when compared nationally, with the exception of the areas listed below. The dashboard is not monitored by the DfE and used internally to support budget and structure planning. It is possible the School Management Resource Advisor (SMRA) will refer back to the dashboard when visiting MBC but there are no penalties for showing high risk categories.</p> <ul style="list-style-type: none"> - Red (high risk) Education support staff - Amber (medium risk) Admin and clerical staff - Amber (medium risk) Reserves <p>The HT explained an SLT member of staff costs are included in the education support staff costs as they are not a qualified teacher and that generally MBC requires staffing at these levels due to the nature of AP. The medium risk to the reserves/budget was explained in the earlier agenda item.</p> <p>The Headteacher is working closely with the Business Manager to understand the dashboard and will use this knowledge to support Trustee discussions and understanding. The self-assessment dashboard will be regularly updated and be a standing agenda item at Business Committee meetings.</p> | <p>BM & Clerk</p> |
| <p>3.3</p> | <p>Internal audit:</p> <p>The internal audit project scope for procedure and purchasing was approved by Trustees. BM advised Trustees that under new guidelines for the next academic year it was no longer permitted for the same accountancy company to carry out internal and external audits. BM will investigate an alternative provider for the internal audit.</p> | |
| <p>3.4</p> | <p>Green Pay Award:</p> <p>The pay award for Green Book employees from April 2020 has not yet been agreed. MBC have budgeted for a 3% increase and the current offer of 2% has been rejected by unions. BM will advise Trustees of the increase when agreed and also seek approval if the figure exceeds the budgeted figure.</p> | <p>BM</p> |

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| <p>3.5</p> | <p>CIF bid update:</p> <p>BM updated Trustees on work carried out from successful CIF bids as follows:</p> <ul style="list-style-type: none"> • Replacement fencing at West Bar has been completed • Work at The Orchard begins in April and expected to take two weeks. All contractors have been DBS checked. • Work on the car park at West Bar will commence in the summer and be completed by September 2020 <p>The CIF bid for work on the roof at West Bar is pending approval.</p> <p>Trustees welcomed improvements to premises. GW was mindful of the working environment for staff working at The Orchard and West Bar when compared to the facilities in the new build at the Harlow Centre and recommended funds should be made available to make reasonable improvements to these bases. BM is currently obtaining quotes for work and will keep Trustees informed.</p> | |
| <p>3.6</p> | <p>Policies:</p> <p>BM presented the following policies for approval by Trustees:</p> <ul style="list-style-type: none"> - GDRP policy: Updated and approved by Trustees - Participating employer personal data retention policy: This is a new policy. Approved by Trustees with the following amendments - change 'ahs' to 'has' on page 3 and change 'updated' to 'written' thorough the policy. - Long Service Award policy: This is a new policy. Approved by Trustees with the following amendments - change 'updated' to 'written' thorough the policy and add 'awarded at the Trustees' discretion' to the policy. - Smoking Policy – This is a new policy. Approved by Trustees with the following amendment - change 'updated' to 'written' thorough the policy. <p>BM will make the above changes to policies listed and up to Google drive.</p> | <p>BM</p> |
| <p>4</p> | <p>Date of next meeting</p> | |
| | <p>Friday, 19th June 2020 at 0930 at The Harlow Centre.</p> | |

Approved at the Business Committee meting held on 19th June 2020

A signed copy of these minutes are held securely in the Headteacher's office