



A family of schools
with shared values

**Minutes of the Board of Trustees Meeting
VIRTUAL MEETING
held on Thursday 24 September 2020 at 6.00pm**

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Present		In Attendance	
Alan Shadrack	(Chair)	Gary Sheen	Chief Financial Officer (CFO)
Stephen Burley		Sallyanne Pearson	Clerk (Clerk)
John Sinclair			
Julia Thomson			
Graham Cook			
Adam Marham			

AFH	Academies Financial Handbook	PJS	Pocklington Junior School
the Board	Board of Trustees	SBM	School Business Manager
DfE	Department for Education	SBPS	Stamford Bridge Primary School
DYET	York Diocesan Board of Education	SoD	Scheme of Delegation
FARC	Finance Audit and Risk Committee	SRMA	School Resource Management Advisor
Longcroft	Longcroft School	TMWS	The Market Weighton School
MPS	Melbourne Primary School	Woldgate	Woldgate School and Sixth Form College
NLE	National Leaders of Education		

		Actions
	PART A	
1	Welcome, Apologies for Absence/Consent	
	The Chair welcomed everyone to the Meeting. Apologies were received, with consent , from Jonathan Britton (Trustee/CEO) The Chair explained that the evening's business would be curtailed to one item being the Budget Forecast Return (BFR) and noted his apologies for the change in proceedings. It was proposed that the remaining items, as detailed on the Agenda previously circulated, would be addressed at a Board of Trustees Meeting to take place on Thursday 1 October 2020 at 6:00pm. The Board acknowledged and APPROVED the same.	
2	Confirmation of Items under Any Other Urgent Business	
	Nothing raised	
3	Declaration of Interests	
	Declaration of Interest to the Evening's Business	

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	Nothing raised	
	Changes/amendments to completed annual Pecuniary Interest Form	
	Nothing raised	
4	Finance Update	
	The following items were made available to the Board, as part of the Agenda Pack, for their prior review and scrutiny: (1) Medium Term Financial Plan 2020-25 and BFR Submission (2) BFR Submission Appendix 1 (3) BFR Submission Appendix 2 (4) BFR Template Appendix 3	
	Update on completion and submission 2020 Budget Forecast Return Three Year (BFR3Y) : Deadline : 29 September 2020	
	<p>The CFO, by way of summary, noted that the Board had previously APPROVED a Medium Term Financial Plan and Consolidated Budget Forecast Return at a duly convened Meeting held in July 2020. The CFO explained that, at that point in time, the release of the ESFA's BFR Template had been delayed and it had not been possible for the CFO to complete it for the Board to review prior to the end of the academic term.</p> <p>The CFO reported that the ESFA had subsequently released the BFR Template which detailed only one year budget forecast was required. The CFO confirmed this had been completed for the 2020/2021 period and was available to view as part of the Agenda Pack.</p> <p>The CFO reported that the BFR Template had been largely completed in accordance with the detail previously APPROVED in the Medium Term Financial Plan and BFR but went on to explain that some necessary adjustment had been required as a result of the formalisation of the Pay Award for Teachers which had been granted, at a slightly higher value than predicted, over the summer holiday period.</p> <p>The CFO provided detail surrounding adjustments made and explained a slight adverse impact to financial projections as a result. It was confirmed that the BFR template reflected this position.</p> <p>The CFO provided a summary overview of the details required on the BFR Template to the Board including reference to devolved capital and the repayment of the ESFA conversion loan. The CFO noted the submission deadline was 29 October 2020.</p> <p>The CFO invited questions</p> <p>The Board challenged for an understanding as to why SBPS was incurring comparatively greater expenditure especially in respect of Agency Staff. The CFO explained this was owing, in part, to the level of EHCP support required at the school - some of which was matched from respective funding but not all. It was put forward that agency staff costs were comparatively higher but these were to be addressed going forward. SRMA scrutiny was noted with it being put forward that although a deficit was noted in the 2019/2020 period a balanced budget was demonstrable going forward.</p> <p>The Board challenged whether the circa -£500k carry forward incorporated carry forward from all of</p>	

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the Academies within the WLP MAT The CFO confirmed that it did with both positive and negative balances being calculated within the same.

The Board challenged why the funding for Pupil Premium Pupils reduced from 2021 onwards. The CFO noted this was based on detail provided from the census - which indicated the number of pupils requiring Pupil Premium Funding was reducing. It was put forward that the figures could increase if and when funding was applied for.

The Board noted the increase in the Pay Award for Teachers and challenged whether pay increments for support staff had been including within the financial projections The CFO confirmed they had.

The Board APPROVED the BFR (one year template) as provided and requested it be submitted.

The Chair made reference to concerns raised about the lack of availability and expediency in the return of results of COVID19 testing. Reference was made to the resulting impact on the availability of teachers and the possible exposure to increasing cover/supply teacher costs.

The CFO reported that the DfE had not released any specific information/guidance relating to expenditure incurred to ensure cover/supply teachers for those teachers which were self-isolating whilst awaiting COVID19 test results or self-isolating upon receipt of COVID19 test results.

The CFO noted a cover/supply teacher provision was included within the consolidated WLP MAT Budget as was a general contingency provision - which could be utilised in extreme circumstances. The CFO reported that no immediate concern surrounding the cover/supply teacher budget was being put forward but noted that if the situation continued, for a sustained period of time, the WLP MAT would need to address this.

The Chair requested that the CFO collate the costs of cover/supply teachers across the WLP MAT and present the results at the next FARC Meeting. The CFO confirmed he would do this

The Board challenged whether the budget line for cover/supply teachers would be used for personnel within the MAT Central Team, if required. The CFO reported that it would not but the contingency provision could be utilised if required. It was clarified that the 2020/2021 budget did account for the cost of one acting position to cover an absence within MAT Central.

It was requested that capacity at MAT Central be added to the Agenda of the next FARC Meeting

TS***

CFO / FARC

FARC

5	Any Other Urgent Business	
	Nothing raised.	
6	Date of Next Meeting	
	Board of Trustees Meeting: Thursday 1 October 2020	

The Meeting close at 6:26pm

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Signed: Alan Shadrack (Chair)

Date

Action points from the Board of Trustees Meeting

VIRTUAL MEETING held on Thursday 24 September 2020 at 6:00pm

	Action	Item	Person(s) Responsible	Timescale
1.	CFO collate the cover/supply costs across the WLP MAT	4	CFO	FARC

Items to be based at the next FARC Meeting

1	Cost of supply cover to date for COVID10
2	MAT Central Capacity

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