



RUTLAND AND DISTRICT  
SCHOOLS' FEDERATION

## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 21 March 2024, 8.15am  
The Gallery

### Present

Andrew Cross, Andrew Holt, Alex Mould, Stuart Williams (Executive Principal), Guy Magrath (Chair), Martyn Rhowbotham, Clive Norgaard Morton, Mark Tinkler.

### In Attendance

Kelly Jackson (Head of School, Catmose Primary), Oliver Teasel (Head of Harington School), Chris Wilson (Chief Finance Officer), Sheryl Wilson (Governance Professional).

#### 1. Welcome introductions and apologies for absence

Guy Magrath welcomed everyone to the meeting. Apologies for absence were received and accepted from Rob Guthrie.

#### 2. Declarations of Personal Interest and Pecuniary Interest

There were no declarations of personal or pecuniary interest.

#### 3. Minutes of the meeting held on Thursday 8 February 2024

The minutes were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

For the present time, there is no plan to sell the Central Services building. At the next meeting an agenda item will be the net capacity survey.

#### Confidential minutes (1)\*

#### 5. Clerk's Business

Trustees' attention was brought to the updated Academy Trust Governance Guide, which has replaced the Governance Handbook 2019 [www.gov.uk/guidance/-governance-in-academy-trusts](http://www.gov.uk/guidance/-governance-in-academy-trusts) along with an update to [Internal scrutiny in academy trusts - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/internal-scrutiny-in-academy-trusts) All were encouraged to read.

#### 6. Financial Reports

##### Variance Report

The variance report has been completed until the end of February 2024, this is month 6, therefore, a clearer picture is being presented as to where the budget will be at the year end. In the February Resources meeting, an in-year recurrent deficit of £106,000 was forecasted, this deficit is now expected to decrease to £98,000.

The main amendment this month is due to how the central services costs have been apportioned across the 3 schools. The existing method of calculating was out of date and this has been updated to reflect various changes across the schools. This has resulted in Catmose Primary paying £35,000 per annum less than previously and Harington paying

£92,000 more. The salary costs have been apportioned based on student numbers for each school. This amendment has helped to even up the costs and a recurrent deficit is forecast as below:

Catmose Primary	£19,804
Catmose College	-£132,265
Harington School	£13,537
Total Recurrent deficit	-£98,924

There are budgets that are not normally used to the maximum set, and therefore, the planned expenditure could be reduced by a further £92,500 which would see a break-even position. For example, we have a budget for £6,500 for work experience, which is not used.

There remains a risk with the salary estimates, as the employer contribution for the Teachers' Pension Scheme are due to rise from 23.68% to 28.68% with effect from 1 April 2024. No details have been issued as to how this will be funded.

Catmose Primary has a budget for SEN income of £26,000, which has been achieved in the first 6 months. The primary forecast that they will receive a total of £66,000 in the year (confirmation will be sought before including this in the budget forecast).

SEN income for the College is also likely to be higher than budgeted, with £262,000 having been received in the first half of the year, where there is £465,000 in the budget.

The variance report has now been RAGED (red, Amber, Green) which indicates the below areas on the budget. Trustees agreed this was very useful.

RED	11% over original budget
AMBER	6% - 10% over original budget
GREEN	Up to 105% of original budget

Action: The Chief Finance Officer will update the nominal codes for each academy and this will be an agenda item at the next meeting.

#### Approval of CEO credit card

There were no transactions.

#### BACS over £30K

Guy Magrath signed the BACS over £30,000.

#### 3-year budget projection

The Chief Finance Officer is currently working on the 3-year budget projection ready for submission to the ESFA in July. Following the Resources meeting, the Audit and Scrutiny Risk Assessment committee were meeting to look at the 3-year budget projection in further detail. Details from this meeting will be reported back to the Trust.

Question: What are the significant changes to the budget that was previously forecasted?

The utility costs have been capped, which makes a saving of £65,000 per year. An additional 30 students will join the College in the next 3 years, which therefore brings in more income. However, any pay awards that are not yet known will make a considerable difference to the 3-year budget projections.

Action: There will be an update at the next meeting on the curriculum costings for the next 3 years.

Question: Is there a budget for repairs on fixtures and fittings?

Yes, along with a budget to replace IT equipment.

## 7. Proposal to salary deduction and overtime payments

The Academy Pay Policy had been updated to reflect the current calculations made for deducting salaries for; a leave of absence, sick leave and a voluntary 1-week annual leave buy-back scheme, or, for salary overtime calculations. There had previously been some ambiguity as to how the calculations had been derived.

Separately, there was a proposal to amend the salary deduction calculations for daily unpaid leave of absence and daily unpaid sick leave, as detailed below. A separate paper was presented to Trustees. The next stage will be for staff to be consulted. Trustees agreed that the proposal was logical and rational.

	CURRENT	PROPOSED	CURRENT	PROPOSED
	Teacher	Teacher	Support staff	Support staff
Daily unpaid LOA	Pro-rata salary/186 (186 are counted as days worked for full-time teachers, 149 for teachers working 80% etc)	FTE annual salary/260	Pro-rata salary/days worked e.g. if FT TTO it would be 186 or if FT AYR it is 221.	FTE annual salary/260
Hourly unpaid LOA (if LOA for less than 1 day)	FTE salary / 1232 (nominal annual hours) = hourly rate. Calculates as 33.30hpw.	No changes.	FTE salary / 52.167 / 37	No changes.
Daily unpaid sick leave	Monthly pay (annual salary / 12) / number of days that month	FTE annual salary/260	Monthly pay (annual salary / 12) / number of days that month	FTE annual salary/260
Hourly unpaid sick leave	FTE salary / 1232 (nominal annual hours) = hourly rate. Calculates as 33.30hpw.	No changes.	FTE salary / 52.167 / 37	No changes.

Voluntary 1-week annual leave buy-back scheme	Annual salary – (annual salary / 52)	No changes.	AYR: Annual salary – (annual salary / 52) TTO: Annual salary – (annual salary / 37)	No changes.
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Action: An update from the staff consultation will be presented to Trustees at the next meeting.

## 8. Staffing Update

### Confidential\* (2)

The following vacancies have been appointed to:

- Teaching Assistant
- Teacher – RS
- Teacher – English
- Exam Invigilators
- TA Apprentice
- Teacher of DT

Current vacancies include:

- Teacher of Science
- Teacher of maths
- Exams Invigilator
- Apprenticeships
- Assistant Principal – SEN

## 9. Policies

The policies below were ratified by Trustees, details of amends were shared with Trustees prior to the meeting.

- Federation Emergency Closure
- Federation Academy Pay Policy

## 10.A.O.B

Trustees were alerted to a recent newspaper article regarding the future of the Catmose Sports Centre. Further updates regarding the decision will be made after the council meeting held on Monday 25 March.

[oakham.nub.news/news/local-news/future-of-catmose-sports-centre-once-again-hangs-in-the-balance-224185](https://oakham.nub.news/news/local-news/future-of-catmose-sports-centre-once-again-hangs-in-the-balance-224185)

### Diary Dates

Resources meeting – Thursday 16 May 2024, 9.15am. Apologies for absence were received by Guy Magrath for this meeting, Mark Tinkler will chair.