



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 16 May 2024, 9.15am  
Lancaster, Harington School

### Present

Mark Tinkler (Vice Chair), Andrew Cross, Andrew Holt, Alex Mould, Stuart Williams (Executive Principal), Clive Norgaard Morton, Rob Guthrie.

### In Attendance

Oliver Teasel (Head of Harington School), Chris Wilson (Chief Finance Officer), Sara Kane (Governance Professional).

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

Mark Tinkler welcomed everyone to the meeting. Apologies for absence were received and accepted from Guy Magrath (Chair), Martyn Rhowbotham and Kelly Jackson (Head of School, Catmose Primary).

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

There was a declaration of personal interest from Clive Norgaard Morton in the salary offer for Teaching Assistants (ELSA) and therefore he agreed to leave the meeting when this was discussed.

#### 3. Minutes of the meeting held on Thursday 21 March 2024

The minutes were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

##### Nominal Codes

It was explained that the Federation's nominal budget codes are different from those used by the DfE, the DfE are increasingly keen that academies use the DfE nominal codes. The transition is a large piece of work and work is being done to ensure these will be in place for the new academic year.

##### Curriculum costings

The curriculum costings have been updated and reflected in the budget forecasts for the next 3 years. Estimated costings in all subject areas have been included. It is estimated that 4/5 teachers will need to be recruited during the next three academic years due to the increase in numbers on roll at the College.

##### Staff consultation re salary deduction and overtime payments

The deadline for the consultation has now passed and no objections have been received.

##### Ownership of the auxiliary sports hall

It was reported that this item had been discussed at the Trust meeting.

### Net capacity survey

The net capacity survey will be discussed at the Trust meeting in July.

## 5. Financial Reports

### Variance Report

The variance report showed a forecast deficit of £98,000 in March, this has decreased to £78,000 at the end of April. It was highlighted that the increase in teachers' pension costs have not been incorporated in the variance report, however, a grant should be received to offset this cost. The main amendment this month is due to the increase in SEN funding received. It is hoped the budget will break even by the end of the year due to the increase in funding received.

The Chief Finance Officer agreed to identify the Key Performance Indicators in the variance reports for the next academic year.

### Question: Will the appointment of an additional Deputy Head of School at Harington lead to a deficit?

Yes, the position will lead to an increase in costs for Harington which may result in a deficit projection. However, Harington finances remain robust with the school being oversubscribed.

### Approval of CEO credit card

There were no transactions.

### BACS over £30K

Mark Tinkler signed the BACS over £30,000.

### Transport costs

Following the financial guidelines, the tender for the school transport for both Catmose and Harington buses from Melton Mowbray and Uppingham and surrounding villages have been sought. Trustees approved the procurement of Nesbit Bros. coach hire at a cost of £136,900 due to best value for money. The school transport has no budgetary costs to the Federation unless the spaces are not filled.

## 6. HR Scorecard

### Confidential 1\*

The following vacancies have been appointed to:

- Teacher of Design Technology
- Teacher of Science
- Deputy Head of School – Harington (internal)
- Assistant Principal – Data (internal)
- Assistant Principal – SEN
- Teaching Assistant Apprentice
- Exam Invigilators x5

Current vacancies include:

- Teacher of Geography
- Teacher of Psychology
- Cleaner
- Apprenticeships: teaching assistant, art and design technician, food technician, science technician
- Designated Safeguarding Lead

It was agreed that the Designated Safeguarding Lead position would be advertised as an all year-round position externally to build capacity within the team.

## 7. Policies

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

- Federation Menopause Policy - new policy
- Federation Academy Pay Policy
- Federation Leave of Absence Policy
- Federation Supporting Students with Medical Conditions

## 8. A.O.B

- Confidential 2\*

**Question: Does the Federation maximise the revenue opportunities available?**

The main building is used all year round for educational purposes with intervention sessions taking place during the holidays. The potential for solar panels to be installed on the roof would be explored, however the Federation is not aware of any government grants to support the installation. It was agreed that this item would be added to the Federation's Transformation Plan. There is also the potential opportunity for a mobile phone mast to be installed which will be explored.

## Diary Dates

Resources meeting – Thursday 4 July 2024, 9.15am.

Audit and Scrutiny Risk Assessment Committee – Thursday 4 July 2024, 11am