



## MINUTES OF THE FEDERATION RESOURCES TRUST MEETING

Thursday 4 July 2024, 9.15am  
The Gallery

### Present

Mark Tinkler (Vice Chair, via Teams), Andrew Cross, Andrew Holt, Guy Magrath (Chair, via Teams), Stuart Williams (Executive Principal), Clive Norgaard Morton, Rob Guthrie.

### In Attendance

Kelly Jackson (Head of Catmose Primary), 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 Oliver Teasel, Martyn Rhowbotham and Alex Mould.

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

There were no declarations of interest.

#### 3. Minutes of the meeting held on Thursday 16 May 2024

The minutes were signed as a true and accurate record.

#### 4. Matters arising from previous minutes

There were no matters arising from the previous minutes. Andrew Holt signed a physical copy of the minutes on Guy Magrath's behalf due to him attending via Teams.

#### 5. Financial reports

An in-year deficit of £47,836 is currently forecasted, although budget lines have been identified which may not be fully utilised during the year, which could save a further £64,500 and result in a small net surplus. The Federation is in the process of changing all the accounting codes in line with the Department for Education's nominal codes. There will be a freeze on orders next term and all teams have been granted a 20% uplift to submit purchase orders before the end of the academic year.

#### Budget setting for the next 3 years

The Budget Forecast Return (BFR) was shared with trustees. The budget setting process began in March and the first draft was presented at the last Resources meeting. The Audit and Scrutiny Risk Assessment Committee analysed the income and expenses lines. A more detailed paper was presented to trustees on the portal. Trustees agreed for the BFR to be submitted before 31 August to the ESFA.

#### Potential Risks

##### 1) Pupil numbers

Pupil numbers are expected to fall in primary school aged children over the next 5 years, and numbers for secondary are expected to stay similar over the period. Catmose Primary is a feeder school for the College and so demand for places does not appear to

be an issue. Other primaries in the area that feed into the College are seeing declining numbers and therefore this should continue to be monitored, however, with the College awarded an Outstanding Ofsted rating recently, it is expected demand for places will remain strong. The primary is currently full and projected to be full next year also.

## 2) Sports Hall – refer to Trust meeting notes

## 3) Buses

Although the majority of pupils live close to Catmose and Harington, a Federation bus service is provided for students who are travelling from the Uppingham, Stamford and Melton Mowbray areas. Bus prices have increased over the last few years and the cost is £1,100 per student. It is becoming increasingly difficult to fill the buses and this year the Federation will make a loss of circa £22k, as parents find other ways to transport children to school. The increase in bus prices also impacts on the cost of school trips, and therefore care is taken to ensure that trips are priced affordably so that as many children as possible can take part.

Trustees commented that the catering line looks as though it is about breaking even. Chris Wilson advised that the catering manager and finance director have worked hard at getting the best price from suppliers and cutting down on wastage, which is making a difference.

Action: A draft finance scorecard will be submitted at the next Resources meeting for trustees to feedback on what would be useful to include. (CWI)

## Approval of CEO credit card

There were no transactions.

## BACS over £30K

These were signed by Andrew Holt.

## Responsible Officer Report

The recent RO report was shared with trustees which recommended the use of KPIs in the management accounts or the budget setting process.

## 6. HR Scorecard

Staffing is in a good place. Recent appointments include:

- Deputy Head of School (internal)
- Client Services Advisor (Internal)
- Teacher of Psychology
- Designated Safeguarding Lead
- Teacher of Humanities

Current vacancies include teaching assistants and senior teaching assistants.

Confidential\*

## 7. A.O.B

Question: Is the expansion of Harington School on the agenda?

It is the intent in the next 12 months to submit a capital bid, or find sponsors. It was suggested that this is an item on the Harington Local Governing Body and will form part of the transformation plan to work on the marketing for the bid.