



THE CHALLENGE ACADEMY TRUST

Minutes of the Finance, HR and Operations Committee meeting held on Thursday the 13th of October 2022

Time: 18:03 – 18:55

Venue: TCAT Personal Development Centre, Bridgewater High School

Chair: Stuart Titchard

Clerk: Katie Whitmore katie.whitmore@entrustclerk.com

Trustees attending			End of Term
AM	Andrew Moorcroft	CEO, Trustee	N/A
HP	Howard Platt	Trustee	01.07.2023
ST	Stuart Titchard	Chair, Trustee	31.08.2025
LW	Linda Waterson	Trustee	01.07.2025
SW	Stephen Whatmore	Trustee	01.07.2025
In attendance			
GB	Graham Bratley	Associate	
AL	Adrienne Laing	Operations Director	
BL	Ben Logan	Head of HR	
DM	Damian McGuire	Director of Finance	
AP	Anita Pailing	Associate	
KW	Katie Whitmore	Entrust Clerk	

Documents Circulated Prior to the Meeting
Item 1 FINAL Agenda TCAT Finance HR Operation 13.10.2022
Item 6 DRAFT Minutes Finance HR and Operations 30.06.2022
Item 7 October 22 Monthly Report
Item 8 – HR Report (narrated)
Item 8 – HR Report (slides)
Item 9 BUSINESS AND OPERATIONS Monthly Report October 2022
Item 9 Business Support Scorecard TEMPLATE Final
Item 9 H&S Audit Report RAG rating form 11.1 2022 Sept 22
Item 9 H&S Trustee Report September 2022
Item 10 Trust Policy Schedule

Part one – non-confidential business

The meeting was quorate, with five Trustees attending (quorum is two Trustees on this Committee)

Part one of the meeting opened at 18:03

There was no confidential part two to the meeting

1	<p>Welcome</p> <p>The Chair opened the meeting and welcomed everyone in attendance.</p>
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2	Any items for AOB / Part Two – Confidential There were no confidential items that would be discussed in part two of the meeting. There were no items for AOB.														
3	Absence / Apologies / Non-Attendance The Chair had spoken with John Monaghan (JM), Trustee, in advance of the meeting and he had advised that he would be standing down as a member of the Finance, HR and Operations Committee. JM would continue as Trustee on TCAT Trust Board and Chair Priestley Local Governing Board (LGB). There were no other apologies or absences.														
4	Declarations of personal interests The Operations Director had requested Trustees confirm Register of Interests on Governor Hub. Action: Trustees will action confirmation within Governor Hub relating to Register of Interests.														
5	Membership a) Election of the Chair of the Finance, HR, and Operations Committee No nominations or self-nominations had been received ahead of the meeting. SW nominated ST to continue as Chair, which was seconded by LW and agreed by Trustees. ST agreed to continue the position of Chair for 2022-2023. Resolved: ST was elected as Chair of the Finance, HR, and Operations Committee for 2022-2023.														
6	Minutes of the Finance, HR, and Operations Committee on Thursday 30th June 2022 a) Matters arising There were no matters arising from the minutes. Resolved: The minutes were accepted as a true and accurate record of the Finance, HR and Operations Committee held on 30.06.2022. b) Action log: <table border="1" data-bbox="236 1713 1433 1966"> <thead> <tr> <th>Item</th><th>Action</th><th>Owner</th><th>Due Date</th></tr> </thead> <tbody> <tr> <td>4 a</td><td>ST to email JM and clarify his membership of the committee; membership of the committee to be established by the next meeting.</td><td>ST</td><td>COMPLETE</td></tr> <tr> <td>4 a</td><td>To invite non-trustee LGB representatives to join committees as observers <i>This would be an ongoing open invitation</i></td><td>Trustees</td><td>ONGOING</td></tr> </tbody> </table>			Item	Action	Owner	Due Date	4 a	ST to email JM and clarify his membership of the committee; membership of the committee to be established by the next meeting.	ST	COMPLETE	4 a	To invite non-trustee LGB representatives to join committees as observers <i>This would be an ongoing open invitation</i>	Trustees	ONGOING
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7	Finance Report <ul style="list-style-type: none"> Period 12 management accounts 														



	<ul style="list-style-type: none"> • Forecast Outturn 2021 – 2022 • 2022 – 2023 Update <p>The Director of Finance referred to the report shared with Trustees on Governor Hub earlier that day, and the following was noted:</p> <ul style="list-style-type: none"> • The report had been refined following discussion at Trust Board • Finances were positive • Revenue and Capital Expenditure would need to be finalised; however, this would not affect what was showing as surplus. • Considering current pay negotiations of support staff; a 2% pay increase had been included in the budget, should this increase surplus would be reduced for pay provision. This adjustment would be made once pay increases were known. • The Government had confirmed that there would be no extra funding for potential teaching staff pay increases. 5% had been deemed as affordable to schools, and any further increase would be funded from surplus. • An issue with lag-funding was highlighted: <ul style="list-style-type: none"> ○ Penketh High School had been asked by the Department for Education (DfE) to take on more students, but any growth would need to be funded by Penketh High, TCAT or the LA. The Local Authority (LA) could apply for funding for any children with refugee status, this analysis would be completed. ○ Priestley College had seen a growth in the number of students and may be eligible for in-year funding. • Attendance at a recent webinar at Crown Commercial Services (CCS), supplier of energy solutions at TCAT showed that CCS could offer longer term deals; this would be explored. • Overall, the Trust was in a healthy position this year. <p>Trustees questioned the protocol and guidance relating to Revenue and Capital Expenditure. Financial Reporting Standards (FRS) accounting policies would be followed.</p> <p>Trustees sought clarification of any potential impact of pay increases for support staff on academies. A potential increase would not take any academy into deficit.</p> <p>Trustees queried the impact of the lag-funding issues. DM confirmed the impact was solely on cashflow.</p> <p>Trustees considered the risk of locking in high prices in longer term deals with CCS. The Director of Finance would explore the impact of any potential deals.</p>
8	<p>HR Report</p> <ul style="list-style-type: none"> • General Update • Pay – Teaching and Support • Legislation Update <p>The Head of HR referred to the report shared with Trustees on Governor Hub in advance of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> • National Education Union (NEU) will ballot support staff on 18.10.2022, sixth form teachers on 11.11.2022, and results would be shared w/c 24.11.2022. • This was also expected to happen for teachers



	<p>Governors asked about the process should union members agree to a much higher pay increase. Unions would first look to the Government to fund this, then would come to Trust. LA and Academy schools would seek to agree on similar pay increases.</p> <p>Trustees suggested a Remuneration Committee should be held further to results of the union ballot w/c 24.11.2022. Trust Board was due to meet 08.12.2022 and the Finance, HR an Operations Committee was due to meet next on 01.12.2022.</p> <p>Trustees queried the uptake of TCAT Plus (employee reward programme) among staff. The uptake had been really encouraging and the programme would continue to be pushed out to staff.</p>
9	<p>Buildings & Operations Report (inc. H&S)</p> <ul style="list-style-type: none"> • General Update • Health and Safety • Business Support Scorecard • Central Trust Staff Update <p>The Operations Director referred to reports shared with Trustees on Governor Hub in advance of the meeting, and the following was noted:</p> <ul style="list-style-type: none"> • Accident data was pleasing, reporting and investigations were prompt and correct. <ul style="list-style-type: none"> ○ There had been three separate incidents within the play area at Penketh South Primary. Trustees were assured that Risk Assessments had been reviewed and midday supervision training had taken place to prevent similar incidents occurring in the future. ○ The incident at Great Sankey Primary related to a member of staff. The member of staff was not back at work and the incident had been investigated. • H&S audit: Lockdown systems had been put in place but not yet practiced • Estate management capital projects: <ul style="list-style-type: none"> ○ Projects had been shared with the Trust Board ○ Submitted decarbonisation application, with Bridgewater lower school now included, success of application would be confirmed in January 2023. • Salix loans (Government funding to the public sector to improve energy efficiency) had been agreed for LED lighting for Padgate High and Penketh South Primary. • Smart metering was in the pipeline • DfE had met with Penketh High regarding the build: <ul style="list-style-type: none"> ○ Feasibility report had begun and would be completed by February. This would determine if some, or all the school would be replaced, and therefore would confirm Trust spend. ○ A PAN (published admission number) of 240 at Penketh High had been agreed. ○ £2.4m capital funding provided by WBC had been ringfenced. ○ In a few years, more Section 106 capital funding should be coming to Penketh due to planned housing development in the area <p>Trustees challenged the number of accidents at Meadowside Primary. This had been reviewed and it had been found that Meadowside had not been reporting correctly, and that this was now rectified.</p> <p>Trustees questioned why Bridgewater High had performed poorly in the Health and Safety Audit. Due to a combination of staffing issues, incorrect reporting, and the new build, Bridgewater had not</p>

	<p>made as much progress as they should have done. Trustees should expect significant progress by the Spring term.</p> <p>Trustees sought clarification of why some academies had an action on COSHH (care of substances hazardous to health). Some academies had work to do on the COSHH Risk Assessment, the paperwork had not been quite right to prove the correct process was in place.</p> <p>Trustees explored the timescale for critical areas being resolved. Individual academies had specific timescales. Planned business support meetings would take place with all academies, where support and ongoing monitoring around actions would be discussed.</p> <p>Trustees queried if the Health and Safety Audit would be a topic at the Trust Central Executive Team (CET) and would LGBs see this. It would be a topic at CET, and that the next step would be to produce a business support scorecard with each academy during the planned business support meetings with Trust, Head and Chair of Governors starting w/c 17.10.2022. Actions would be put in place and reporting would be expected in April 2023.</p> <p>Trustees considered the decarbonisation project, and that gas would be reduced but electricity would be increased. The next stage would be to look at solar for all schools. Part of the bid for the decarbonisation project was to make the fabric of the buildings of the schools more efficient, therefore would use less electricity.</p> <p>Trustees questioned had invoices been claimed for the Bridgewater build. £3.9m had already been claimed and paid, and there was just under £900k left the claim.</p> <p>Trustees asked about the £1.7m ringfenced for the decarbonisation project. This would need to be spent by March 2024. Timescales of work within this were feasible but would be but tight. Work would be ready to commence once confirmation of funding was received.</p>
10	<p>Policies</p> <p>There were no policies to ratify.</p>
11	<p>AOB</p> <p>There was no other business discussed.</p>
12	<p>Time and date of next meeting</p> <p>Thursday 1st December at 6pm, TCAT Centre at Bridgewater High School</p>

Part one of the meeting closed at 18:55

Action Log

Minute Reference	Action to be taken	By Whom	Completion Date
4	Trustees will action confirmation within Governor Hub relating to Register of Interests.	Trustees	ASAP



6	Ongoing open invitation to invite non-trustee LGB representatives to join committees as observers	Trustees	Ongoing
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Signed:	
Chair:	