

Minutes			
<b>Title:</b>	Life Multi Academy Trust Finance and Infrastructure Meeting		
<b>Date:</b>	31 <sup>st</sup> January 2018	<b>Time:</b>	5.30pm
<b>Chair:</b>	Andrew Smith	<b>Location:</b>	Compass

MEMBERS					
Name	Present	Name	Present	Name	Apologies
Andrew Smith	Present	Oliver Walmsley (6.30)	Present		
Geoff Hurst (6.30)	Present				
Sarah Mayes (minutes)	Present				

NOTES	
#	Agenda Item
1.	<b>Welcome and Apologies</b>
	1.1 All members were present at the meeting
2.	<b>Declarations of Interest</b>
	2.1 None declared
3.	<b>Minutes and Matters Arising</b>
	The minutes of the previous meeting were agreed as an accurate record of the previous Bosworth Academy Finance meeting
4.	<b>Capital Bids</b>
	<p><b>Winstanley</b></p> <p>The windows project is due to be completed in the next few weeks.</p> <p>The academy has submitted bids for a roof replacement and a complete refurbishment of the kitchen.</p> <p><b>Bosworth Academy</b></p> <p>The window project has almost been completed with some snagging work to be completed during half term.</p> <p>The roof is on schedule and due to be completed by the end of March.</p> <p>The academy has submitted bids to continue with the roof and window replacement.</p>
5.	<b>Funding</b>

	SMA gave an update regarding the request for fair funding for Bosworth Academy. The academy, ESFA and the RSC are yet to find an acceptable solution for all parties.
<b>6.</b>	<b>Score + Update</b>
	<p><b>6.1 Winstanley</b></p> <ul style="list-style-type: none"> <li>• All LED lighting due for replacement has been replaced.</li> <li>• Solar panels have been installed</li> <li>• Solar thermal panels have been installed to assist heating the pool water.</li> <li>• The heating Management System has been installed. This is now a digital system that can be monitored and changed from a PC.</li> <li>• The pool cover is likely to be installed after Easter this year.</li> <li>• The heating zonal system is still being investigated to give us more control over the heating needs.</li> </ul> <p><b>6.2 Bosworth</b></p> <p>The academy continues to have issues with the heating system. Although there is heat across the school, the system is not working fully due to a ‘supposed’ leak. We have exhausted all avenues searching for the leak which we calculate to be 1 litre a minute – but spread across the whole site is very difficult to find. The system has a ‘Microfill’ system which has also sprung a leak and we are waiting for a replacement to be fitted. The Microfill system measures the mains water pressure coming in and the heating system pressure. The pressure keeps fluctuating on both sides of the system and we are not sure why. We have a new circulation pump being fitted over half term which we hope will help with some of the leakage.</p> <p>The thermostats have provided us with a few problems mainly around their locations, being set at the wrong temperatures and some were missing.</p> <p>The site manager accompanied a representative from Bouygues to change the thermostat timings and found, that despite reassurances that this had been done, 24 thermostats still require moving to their correct positions.</p>
<b>7.</b>	<b>Disposals</b>
	No items were brought to meeting for disposal
<b>8.</b>	<b>Safeguarding and Health &amp; Safety Issues</b>
	<p>8.1 It was reported to the committee that an accident had occurred with a student who had a finger trapped in a door. An investigation had taken place involving our H &amp; S adviser had taken place.</p> <p>8.2 ASM to arrange with MMI a date for the next H &amp; S meeting at Bosworth Academy.</p> <p>8.3 SMA to find out what arrangements are in place at Winstanley and Kingsway.</p>
<b>9.</b>	<b>Brief Budget Update</b>
	9.1 SMA presented the budget updates from Winstanley, Bosworth and Kingsway. The committee discussed the layout of future budgets and how they would be presented in the future, as they would all need to be presented in a common format. After discussion it was agreed that directors would receive budget updates using the Orovia software package.

	9.2 SMA raised a concern around future budgets at Kingsway as they were forecasting a deficit in future years. SMA to meet with the Executive Headteacher to discuss. Kingsway budget to be added to the risk register.
10.	<b>Internal Audit Responses</b>
	10.1 Following the Responsible Officer Audit in the summer term each school and the MAT received a report with actions to be implemented via an action plan. 10.2 <b>Winstanley</b> – no action points were identified 10.3 <b>Bosworth</b> - a number of actions points had been identified with some actions being completed. Directors agreed that it would keep the action plan as a standing agenda item until all actions had been closed. 10.4 <b>LiFE MAT</b> – action points were raised and as with Bosworth it was agreed that the action plan would remain an agenda item until all actions had been closed.
11.	<b>Insurance</b>
	11.1 Directors agreed to continue with the LAIS insurance scheme across the MAT for a further 12 months. The renewal date for all schools is September 2018. 11.2 Kingsway were included on the insurance policy from 1 <sup>st</sup> January 2018
12.	<b>Bank Accounts</b>
	12.1 A new bank account had been opened for Kingsway with the Yorkshire Bank.  <b>SPEAK TO ANDY ABOUT THE BACS FORM AND REQUEST FOR ONLINE ACCESS</b>
13.	<b>Risk Register</b>
	13.1 Following a discussion it was agreed that ASM would discuss the MAT risk register and SMA would look at the risk register proforma GHU had shared with the trust. 13.2 SMA informed the meeting that there had been some structural damage to the roof in the Compass (library) due to a water leak. We are awaiting a written report from a structural engineer. The offices and rooms at the back of the Compass have been closed until the repairs have been undertaken. 13.3 Additions from this meeting for the risk register were <ul style="list-style-type: none"> <li>• Kingsway budget</li> <li>• Compass roof repairs at Bosworth</li> </ul>
14.	<b>Policies</b>
	14.1 The RO audit action plan had identified that a MAT Finance Policy needed to be written and shared with the schools across the MAT. Work had commenced and it was agreed to bring all finance related policies into the new Finance Policy (Investments, Governors expenses etc).
15.	<b>Remit and Scheme of Delegation</b>
	15.1 At the last Steering Meeting the remits for all committees were discussed and agreed. SMA to speak to the clerk for a copy of the agreed remit for this committee.
16.	<b>AOB</b>
	No items were presented for discussion.

14	<b>Impact Statement</b>
	<b>Date of next meeting</b>
	5 <sup>th</sup> March 2018 @ 5.30pm 21 <sup>st</sup> May 2018 @ 5.30pm

#	Action Item	Owner	Due Date	Status	Notes / Update
	<b>Minutes of the 13.3.17</b>				
3 (4.2)	Directors, governors and school based staff to continue to develop back office functions.	SMA to have oversight	ASAP	Ongoing	Finance, ICT & Data teams have been created
4 (4.3.1)	SMA to ensure that all budget holders are aware of their budgets prior to any purchases are made	SMA	Autumn term	Closed	New procedures are now in place to ensure that staff are unable to order goods unless there are sufficient funds to cover costs.
4 (4.4)	SMA to look at catering	SMA	End of summer term	Open	
4 (4.5)	SMA to discuss at SAGE installation	SMA	During SAGE implementation	Closed	
4 (4.8)	SMA to discuss Work Experience with BWH and LHO	SMA	End of Summer Term	Closed	Work experience not to be offered in 17/18
4 (4.9)	HC to take to FGB meeting	HC	Summer term	Closed	
4 (4.10)	SMA to contact utilities broker	SMA	Summer term	Open	Still to be completed
5 (5.1)	AS to present draft budget to FGB in June	AS	Summer term	Closed	
6 (6.1)	SMA to gather references for RPA scheme. AS to take proposal to move to RPA scheme to FGB in June	SMA/AS	Summer term	Closed	
10 (10.1 & 2)	Minor changes to be made to the policies	AS	Summer term	Closed	
13 (13.1)	Data Protection – SMA to meet with MAT Network Manager	SMA	Summer term	Ongoing	
13 (13.2)	SMA to contact ESFA	SMA	Summer term	Ongoing	
	<b>Minutes of the 30.10.17</b>				
3.1	Discuss new budget layout with budget holders	SMA	Autumn term	Closed	
5.4	Condition of Dome roof	SMA	Autumn term	Ongoing	Still to be completed
10.1	Internal Audit responses	All	Spring term	Ongoing	Discussed 31.1.18 – open until all action points completed
14.2	Web filtering	SMA	Autumn term	Closed	

#	Action Item	Owner	Due Date	Status	Notes / Update
16.2	H & S policy – fit for purpose	ASM	Autumn term	Open	ASM to arrange a visit
16.3	L & T to look at support for the nursery	ASM	Autumn term	Open	ASM to confirm arrangements
	Minutes 31.1.18				
8.3	SMA to ascertain the arrangements for staff H & S meetings at Kingsway and Winstanley	SMA	Spring term	Open	
9.1	Budget reporting layout	SMA	Spring term	Open	
9.2	Update of risk register	SMA	Spring term	Open	
10.3 & 4	Internal audit report actions	SMA	Spring term	Open	
13.1	MAT risk register – ASM to discuss with CPA	ASM	Spring term	Open	
14.1	Completion of new MAT finance policy	ASM/SMA	Spring term	Open	
15.1	Remit – SMA to speak to clerk	SMA	Spring term	Open	

**MINUTES AGREED & SIGNED**

**Chair:**

**Date:**