

**Open Minutes of the Harborne Academy  
Finance & Resources Committee  
held on Wednesday 21<sup>st</sup> November 2018  
at 5.00pm in Room 141**

Present:	Apologies:
Michelle Cradock (Sponsor Governor) (MC) (Items 1 and 2 only)	
Anthony Dennant (Chairman)	
Jessie Elbaz (Head Teacher)	
Kamran Hashmi (Parent Governor) (KH)	
Jeanette Prole (Sponsor Governor) (JP)	
Zakia Shah (Sponsor Governor) (ZS)	
In Attendance:	
Catherine Bennett (Company Secretary)	
David Powell (Estates Manager)	

Key: Ch = Challenge SP = Support FI = Further Information Im = Impact

### Declarations of Interest

There were none save for those already declared in the Register of Interests.

### Item 1 – Open and Confidential Minutes of the Meeting held on 20<sup>th</sup> June 2018

- 1.1 The Chairman led the Committee through the above minutes. It was agreed that they were a true and accurate record of the meeting and could be signed by the Chairman.

### Matters Arising – Actions Log

The Chairman led the Committee through the actions log which was updated accordingly.

### Item 2 – Estates Update

- 2.1 The Chairman welcomed and introduced to all present to the new Estates Manager. The Estates Manager presented this item and led the Committee through the accompanying report which he assumed had been read by all Committee members.
- 2.2 The Estates Manager indicated to the Committee that since his appointment and the departure of the previous Estates Manager, he has “hit the ground running” on a number of areas.
- 2.3 He provided the Committee with an update on Site Team staffing, Air Handling Units, the Site Team Maintenance Programme, Planned Preventative Maintenance and School Lettings, further details of which were provided in the accompanying report.

- 2.4 Committee members discussed each area in detail and the Estates Manager provided responses to Committee members' questions. The Chairman thanked Estates Manager for the update.

*MC left the meeting at this stage.*

### **Item 3 - Health & Safety Update**

- 3.1 The Estates Manager presented this item and led the Committee through the accompanying report that set out details relating to changes to Health & Safety regulations and associated policies and procedures, reported on any formal assessments undertaken, with associated action plans, confirmation of any accidents / incidents / evacuations and the details of any training sessions carried out.

*The next section of this item has been recorded as a separate confidential minute.*

- 3.6 The Estates Manager provided further information on general risk assessments, COSHH records, off-site visits, training (safeguarding, safer recruitment, health & safety and fire training) and the work of the Health & Safety Committee, details of which were set out in more detail in the accompanying report.

*The Estates Manager left the meeting at this stage.*

### **Item 4 - Staffing Update**

- 4.1 The Head Teacher presented this item and led the Committee through the accompanying report that provided detail on new starters, leavers, resignations, current vacancies, attendance (short and long term including costs and lost days) and CIPD and wellbeing at work.
- 4.2 The Head Teacher reported that where staff have left, in the main it has been for a positive reason (eg. promotion) rather than a desire to leave the Academy.
- 4.3 In addition, the Head Teacher reported that two key appointments had taken place in Science and that the Academy had been able to appoint a physicist and a biologist.
- 4.4 The Head Teacher stated that there was some concern around the area of sickness absence and the increase in cost compared to the same point in the previous year. Committee members discussed lost time analysis and the Head Teacher had confirmed that an average percentage cannot be found for the secondary sector. She reported that the Academy's lost time is currently 5.4% and JP reported that in FE it is 3%. It was agreed that this area needed to be closely monitored going forward in terms of financial management.
- 4.5 The Chairman thanked the Head Teacher for the update.

## **5. Finance Update**

### ***(i) Draft Members' Report and Financial Statements for Year Ending 31 August 2018***

- 5.1 The Chairman led the Committee through the above draft Members' Report and Financial Statements and reported that they would be presented to the FGB for final

approval on 12 December 2018. He reported that there was still a little work to do. However, all material points had been addressed. Further, he stated that Crow had carried out some excellent work on the accounts while the Academy has been without a Business Manager. The Chairman confirmed that the new Business Manager (Debbie Smyth) would be commencing her role in early December 2018 and the Academy looks forward to welcoming her.

- 5.2 The Chairman reported a very positive outcome from the governors' perspective in that it was anticipated that there was going to be a deficit by the end of 2017-18. However, he stated that a "break even" position was looking more likely. He added that the final outcome will be presented to the FGB in December.

#### **RESOLVED:**

The Committee resolved to recommend the Members Report and Financial Statements to the FGB for final approval (subject to any final substantive amendments).

#### ***(ii) Management Accounts***

- 5.3 **Ch** – the Chairman reported that it had been disappointing for Committee members to not be in receipt of Management Accounts, although it was accepted that this was due to the change in Business Manager and finance system. He reported that going forward, members of this Committee should receive monthly management accounts two weeks after month end starting with November management accounts being brought to the FGB in December 2018.

#### **Action:**

***Monthly Management Accounts to be available to Committee members two weeks after month end with effect from December 2018 (November accounts to be available) – Business Manager and Company Secretary.***

#### ***(iii) Academy Budget 2018/19***

- 5.4 The Head Teacher reported that a lot of work has been taking place to transfer financial data from the old system to the new system and once that exercise is complete, the 2018-19 budget will be re-visited again.
- 5.5 The Chairman reported that in terms of the new Business Manager appointment, there were three applicants that stood out in particular and, as stated, the appointment was made to an individual who had multi-academy trust experience and was due to commence her appointment at the Academy in early December. All thanked the Chairman and Head Teacher for the update.

#### **6. Financial Implications of Admissions**

- 6.1 The Head Teacher presented this item and led the Committee through the accompanying report on the financial implications of admissions. The update was positive due to an increase in growth over recent years. However, there would be a delay due to the lagged funding process.

6.2 The Head Teacher reported that the Academy is looking to see if any additional funding streams are available due to the significant increase in student numbers and added that she would update the Committee and wider governing body accordingly.

6.3 The Chairman thanked the Head Teacher for the update.

**Item 7 – Update on Academies Financial Handbook (September 2018)**

7.1 The Company Secretary presented this item and led the Committee through the key changes to the Academies Financial Handbook and provided each Committee with a copy.

7.2 The Chairman thanked the Company Secretary for the update.

**Item 8 – Any Other Business**

Signed.....*A Demard*.....Date *3/4/19*.....

**Chairman of the Finance and Resources Committee**

**Date of Next Meeting: Thursday 21<sup>st</sup> March 2018**