



Whinless Down Academy Trust

Board Meeting and FSARC Meeting

Thursday 14th December 2023

Executive Headteacher: Mrs Anne Siggins

Minutes of the Trust Board Meeting

Held at Trust Office at St Martin's School at 3:30pm.

Board Trustees Present: Anne Siggins (EHT), Alison Mackintosh (CoTB), Tricia Sherling (vice chair), Sandie Butcher, Pam Brivio (attending virtually).

Others Present: Michelle Noden (Academy Business Manager), Kelly Brown (Executive Lead), Kimberley Foulkes (Kreston Reeves Accountants 3:30pm-4:05pm)

Governance Professional: Claudia Sawyers

		<u>Actions</u>
1.	<u>Welcome, Introduction and Apologies</u>	
1.1	All Trustees were welcomed to the meeting. Kimberley from Kreston Reeves was present for the beginning of the meeting to give a presentation on the end of year accounts and audit. It was acknowledged that this is the last Trust Board meeting with Anne Siggins as CEO due to her forthcoming retirement from her position at the end of this term. The Trust Board thanked AS for her dedication to WDAT and invited AS to remain on the Trust Board as a Trustee, which AS accepted.	
1.2	Resignations There are no resignations to report.	
2.	<u>Minutes from Meeting 2nd November 2023</u>	
2.1	Approval of Minutes The minutes for the meeting held on 2 nd November 2023 were approved as a true and accurate record of the meeting. The minutes were signed by the Chair of the Trust.	
2.2	Matters Arising A code of conduct for governors has been drafted and was sent to Trustees prior to the meeting to review. Trustees agreed the governor code of conduct, which Gov. Prof. will share with LGB's Gov. Prof. to add to next agenda.	

	<p>A letter has been written to former trustee MA to thank him for his service to WDAT and Gov. Prof. has updated the website to reflect his resignation. TBM to update GIAS.</p> <p>Child Protection and Safeguarding Policy has been updated with correct names and uploaded to school websites.</p>	
3.	<p><u>Register of Business and Pecuniary Interests</u></p> <p>All trustees were given the opportunity to make annual updates to business interest forms which were completed. There were no interests declared against this agenda.</p>	
4. 4.1 4.2	<p><u>Presentation from Kreston Reeves</u></p> <p>KF from Kreston Reeves presented the end of year accounts and annual report, followed by the key audit findings, for year ending 31st August 2023.</p> <p>The Trustees report incorporates all the information required for the financial statement. Kreston Reeves have confirmed the Trustees Report is compliant with what is required by the Academy Accounts Direction to be disclosed. There has been no irregularity or impropriety found.</p> <p>KF highlighted good stability in the Trust as a whole, accurate management account information showing good financial management and in keeping with the reserves policy.</p> <p><u>Key Audit Findings</u></p> <p>The Key Audit Findings report was circulated to the board prior to the meeting. The report outlines how the audit was conducted and this year includes new analytics software to conduct in depth analysis using risk based approach to looking for irregularities in transactions. The report shows good controls and no concerns in transactions.</p> <p>There were three low risk actions highlighted from the audit.</p> <ol style="list-style-type: none"> 1. Error in invoice preparation- There had been an error made in an invoice in lettings income. This will be resolved by ensuring that all invoices are moved on to SIMS Finance. 2. Number of Members- it is recommended that there are 5 members in the Trust and there are currently 4. The Trust Board are aware of the need to recruit another member and recruitment has been a priority however is proving difficult, it remains a priority this year. 3. Purchase orders not obtained for some transactions on purchase cards- The Financial Regulations Policy now reflects the powers of the Headteachers to use their purchase cards within delegated limits and purchase orders are not necessary for them, so this action is now complete. <p>Trustees thanked and commended TBM and the finance team for their hard work towards good audit outcomes.</p> <p><i>KF left the meeting at 4:05pm.</i></p>	
5.	<p><u>Roles and Responsibilities</u></p> <p>The roles and responsibilities document has been reviewed by EHT in line with delegation of function and terms of reference and further to the discussion at the last meeting with regards to financial reporting to the LGBs. It was discussed that it is very difficult to give good financial insight on a regular basis and as the LGBs are a committee, they do not have a responsibility</p>	

	for finance. It was agreed to update the roles and responsibilities to remove financial reporting.	
6.	<p><u>Safeguarding Update</u></p> <p>The termly report written by CEO has been updated to reflect actions taken in term 2 and actions due in term 3. There were some new actions that took place this term which were not carried forward from term 1, such as the development and publication of the Low Level Concerns Policy, updates to job adverts to include online checks of candidates and the implementation of the online checks guidance.</p>	
7.	<p><u>Minutes from LGBs</u></p> <p>Minutes from the Term 1 LGB meetings was shared with the Trust Board. It was noted that there are two new members of the Priory Fields LGB which is positive and should aid the separation of monitoring areas.</p>	
8	<p><u>Policies</u></p>	
8.1	<p>Lettings Policy</p> <p>The Lettings Policy has been reviewed by TBM and has been updated with minor amendments. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
8.2	<p>Premises Management & Security Policy</p> <p>The Premises Management and Security has been reviewed by CEO and there are no material changes to the Policy. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
8.3	<p>Pay & Reward Policy</p> <p>The Pay and Reward Policy has been updated based on the School Teachers Pay and Conditions Document, otherwise there have been no material changes to the policy. <i>The Policy was agreed and approved by the Trust Board.</i></p>	
8.4	<p>Admissions Policy 2025/2026</p> <p>The Admissions policies for each school for 2025-2026 have been updated. There were no changes to the policy. <i>The Policies were agreed and approved by the Trust Board.</i></p>	
9.	<p>GDPR Update</p> <p>No breaches.</p>	
10.	<p>Confidentiality of Proceedings</p> <p>None</p>	
11.	<p>AOB</p> <p>None</p>	
12.	<p>Dates</p> <p>The date of the next Trust Board meeting has been changed to Tuesday 26th March at 4pm.</p> <p>Term Dates 2024-2025</p> <p>The term dates for the next academic year have been devised and put to the Trust Board for approval. The term dates were agreed.</p>	

FSARC Meeting

13.	Minutes of last meeting – 19th October 2023	
13.1	<p>Approval of Minutes</p> <p>The minutes for the meeting held on 19th October 2023 were approved as a true and accurate record of the meeting.</p> <p>The minutes were signed by the Chair of the committee.</p>	
13.2	<p>Matters Arising</p> <p>TBM gave a verbal update on the RAAC investigation at Vale View. Some further holes have been made in the ceilings to do further investigation. TBM is waiting on an email from DfE regarding the funding for the investigative works.</p> <p>CIF Applications have been made; firstly for the mobile unit at Vale View and a new approach is being attempted in a refurbished unit as a permanent structure as well as a CIF loan for £30,000. This should hopefully give the best chance of a successful bid. The second CIF application has been made for portions of the roof at St Martin's. This is for the areas of roof where there are channels and heavy rainfall has led to water ingress and flooding in some classrooms.</p>	
14.	<p>Asset Disposal</p> <p>Asset disposal logs have been compiled at Priory Fields and St Martin's, the log for Vale View was not able to be completed due to time constraints. All equipment to be recycled is obsolete or faulty and replaced. Trustees agreed the asset disposal logs and chair has signed the logs.</p>	
15.	<p>Approved Supplier List</p> <p>The Approved Supplier List has been updated and shared with the committee. A Trustee asked whether any of the contracts due to end before the end of the academic year need to be reviewed for best value/better service. TBM explained contract renewals are always reviewed to check for best value and there are not currently any contracts that are felt to be not providing good enough service. The Approved Supplier List was agreed.</p>	
16.	<p>Finance Monitoring – October Management Accounts</p> <p>Management Accounts for October monitoring was shared with the committee prior to the meeting to review.</p>	
16.1	<p>Priory Fields</p> <p>October Rollover: £148,735</p> <p>Variance to previous month: reduction of £3403</p> <p>This is a minor change and is mainly contributed by some larger balance movement; a transfer has been made to devolved of £23,000 for a new shelter in the Key Stage 1 outdoor area and an accrual of £19,700 has been transferred back in to the budget, which had been put aside for the last 5 years for water and gas charges that had been expected to be paid but has not been required.</p>	

16.2	<p>St Martin's October Rollover: £41,505 Variance to previous month: reduction of £1705 This reduction is mainly contributed by National Tutoring Funding, it had not originally been budgeted for as there was some uncertainty as to whether it was possible to continue with the provision. Tutoring has now been re-established therefore the costs are now budgeted.</p>	
16.3	<p>Vale View October Rollover: £148,123 Variance to previous month: reduction of £1143 This reduction is mainly contributed by National Tutoring Funding, it had not originally been budgeted for as there was some uncertainty as to whether it was possible to continue with the provision. Tutoring has now been re-established therefore the costs are now budgeted.</p>	
16.4	<p>Trust October Rollover: £150,199 No variance to previous month.</p> <p>There was a discussion regarding the allocation of time of Trust Staff and whether it is proportionate to what is budgeted from each school. CEO and KB commented that it is not reasonable to keep a log of how much time is spent on work for each school, especially when Trust staff are often undertaking whole-Trust work, not school-specific work. It was acknowledged that at some points, it is natural that Trust staff may be more heavily required in one specific school but generally, there is a balance.</p>	
17.	<p>Risk Management Policy The Risk Management Policy has been reviewed by CEO and the only change was the removal of 'Brexit' as a potential risk. <i>The Policy was agreed and approved by the Trust Board and has been signed by Chair and CEO.</i></p>	
18.	<p>Confidentiality of Proceedings None</p>	
19.	<p>AOB None</p>	
20.	<p>Date of Next Meeting The date of the next FSARC meeting have been changed to 22nd February at 10am.</p>	

Minutes taken by Governance Professional Claudia Sawyers

Signed by Chair of Whinless Down Academy Trust:
Alison Mackintosh



Date: 26/03/24

