

**SHARE MAT COPY**  
**THE BOARD OF DIRECTORS OF SHARE MULTI ACADEMY TRUST**  
**Minutes of the extra Meeting of the Board of Directors of SHARE Multi Academy Trust held at 9:15am at Shelley College on Monday 19<sup>th</sup> June 2017.**

PRESENT

Mr N Wilson (Chair), Mrs A A Cooper, Mr M Day, Ms M Guest, Ms M Lee, Mr J McNally, Mr V White

In Attendance

Mrs H Tones, (Minute Clerk)  
Ms Su Aaron-Abel, Headteacher, Millbridge J,I &N School  
Mrs C Potterton, Director of Finance, SHARE Multi Academy Trust  
Mr D Wadsworth, Associate Principal, Shelley College

Meeting commenced at 9:20am.

The meeting had been called for a single item agenda of the central charge and the central services fund.

Brief introductions were held.

150. APOLOGIES

Mr Kitching had submitted apologies (consent)

151. CENTRAL CHARGE

Mrs C Potterton circulated hard copies of

- Finance Director's report to Headteachers,
- SHARE Central fund 2017-18 budget plan incorporating 5 year Medium plan and
- Comparing Topslice to actual costs pre-conversion

Mrs C Potterton spoke to her reports. Highlights included:

- (a) 2016-17 MAT Central services budget – spending review May 17(period 9)
- a. An in year deficit of £18k is probable.
  - b. One off savings of slippage of the Director of Operations vacancy will be achieved but this will not realise significant savings on the central fund.
  - c. The small surplus accumulated since the fund was set up has been spent.
  - d. The current situation was unsustainable and it was needed to bring the central services budget into a breakeven / small surplus position.

**Q: Why had the trust gone from a small surplus to deficit?**

**A: Staffing has been reviewed staffing and SELIMA costs had not been budgeted at start of year, though have transferred some SELIMA costs to future years.**



(b) 2017-18 MAT Central Services Budget – current position

- a. Mrs C Potterton said that the shared services are cost effective and save schools money.
- b. Analysis of the Budget plan 2017-18 top slice of 4.2% showed that Heaton Avenue get 5.2%, Millbridge 5.5%, Cowlersley 6% and Shelley College 3.1% of services.
- c. The current charging system cannot continue and future charging system needs reviewing to meet the needs of the trust. Mrs C Potterton spoke about various top slice options. There were 4 proposed Models:
  - i. Model 1 - revise top slice to 5% retaining all services provided in 2016-17
  - ii. Model 2 - identifying a range of central services that are sustainable with a top slice at current 4.2%
  - iii. Model 3 - revising the top slice to 5% based on temporary removal of Director of Operations role, ICT support and Staff Absence Insurance
  - iv. Model 4 - as model 3 but enhancing the educational improvement pot to include a central fund to undertake Peer reviews, and excellent practitioner support.

Mrs C Potterton spoke to the SHARE Central Fund 2017-18 Budget plan incorporating the 5 year medium term. Mrs C Potterton had modelled for future trust growth any associated increase in staffing. She spoke in detail to the various options presented.

The role of Operations Director and impact on schools in the trust was discussed.

**Q: Is the Director of Education a new position or would it be someone already in the trust?**

**A: Directors have discussed this role in the context of drawing together improvement in services across the MAT and the teaching school. Its expansion may be needed if more schools join the MAT but this is open to discussion.**

**Q: Any indication of other schools joining the trust?**

**A: One secondary school was meeting with the trust today and another school was a possibility. Current indications were a possibility of one secondary school by the end of the year.**

**Q: Could the trust use the LA's staff absence insurance?**

**A: Yes, but the LA had advised this was not possible for this coming year.**

**Q: Has Mrs C Potterton looked at what the impact of 4.2% charge is?**

**A: This had not been looked at as comparison with what other trusts are charging, which are typically 6%. It was felt that 5% was realistic.**

**Q: Have any additional costs for IT been budgeted for?**

**A: Not in primary schools.**

**Q: Have you looked at budget if GAG will vary from 5% over 5 years?**

**A: This could be done.**

The CEO advised that if the Director of Operations role is not replaced there is a responsibility for Risk and Health & Safety that the trust needs to cover due to legal

liabilities. It was envisaged that this cost would be 20-30% of staff member salary which equated to about £5k on-cost. Directors need to assure themselves these vitally important areas are being addressed. Currently the trust buys in an annual review of Health & Safety.

**Q: Is someone in the trust being paid the Director of Education role?**

**A: Currently in the teaching school.**

Directors discussed the Director of Education role. It was noted balanced score card had been reviewed and a gap had been identified for teaching and learning.

Mrs C Potterton advised that a review of the impact on Primary Business Managers if Directors of Operations role was not replaced may be needed.

It was reported that currently schools have budgeted 5% for top slice in their 2017-18 budgets.

Ms S Aaron-Abel asked what the top slice would need to be if schools wished to retain ICT support, staff absence insurance, educational support and to also reduce the 2017/18 deficit. Mrs C Potterton advised that at the current trust size and structure, in order to meet 100% of central staff costs, the top slice would need to be circa 7%.

A discussion on amount of top slice and how this would be implemented, such as a phased approach, was held.

The CEO advised that contractual matters can be managed by him and Mrs C Potterton on the short term basis but the operational delivery including Health & Safety needed to be covered. Temporary roles were being put in place.

**RESOLVED: That the 2017/18 SHARE MAT top slice be 5.5%. (Unanimous)**

It was noted that this could be revisited in the future.

**ACTION: Mrs C Potterton to review agreed top slice impact on 2017-18 budgets and advise schools.**

152. ANY OTHER URGENT BUSINESS

(a) CCOOSC

The CEO reported that Cowlersley Community Out of School Club were using facilities on the Cowlersley site. No charge was currently being made to CCOOSC but they have complained about facilities. The CEO was meeting with CCOOSC Manager on 23<sup>rd</sup> June 2017. Directors said that the trust needed to cover costs.

153. DATE OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

**RESOLVED: That the next meeting of the Board of Directors be held at 8am at Shelley College on Thursday 6<sup>th</sup> July 2017.**

Agenda Items to include:


Approval of SHARE MAT 2017-18 Budget



154. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That the copies of the associated Finance papers of the agenda be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

Meeting closed at 10.43am

<u>N. WILSON</u>	<u></u>	<u>6<sup>th</sup> July 2017</u>
Name	Signature	Date