

**PRESENT:**

Anne Middle AM  
Jo Perry JP  
Leanne Symonds LS

**IN ATTENDANCE:**

Emma Rose, Your Clerk™ ER  
Jennifer Clifford JC  
Rachel Rous RR

ITEM	ACTION
<b>1.0 WELCOME &amp; APOLOGIES</b>	
<p><b><u>APOLOGIES (accepted)</u></b>  Gary Clark  Nigel Soloman</p>	
<b>2.0 DECLARATIONS OF INTEREST</b>	
No updates to the forms submitted at the start of the academic year are required.	
<b>3.0 MINUTES OF THE PREVIOUS MEETING</b>	
The minutes were agreed as an accurate record of the meeting.	
<b>4.0 MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)</b>	
<p>JC advised trustees that the Financial Procedures Academy Handbook had been updated, and will be reviewed by the Audit Committee and recommended for adoption by the Board.</p> <p>JP gave an update on staffing at Coppice Spring School, advising Directors of staff resignations, absences, appointments and vacancies; including:</p> <ul style="list-style-type: none"> <li>• a new appointment for Art, Nurture Group and SENCO (training required) has given a £12,000 cost saving</li> <li>• an NQT will assume responsibilities for PE, Nurture Group and ASD. This role is bearing an additional cost of £8,000 as it is now a full time position</li> <li>• another NQT, with two years' experience with working with adults with ASD, has been appointed on the same pay scale</li> <li>• a new Maths specialist appointment has made a £2,500 saving</li> <li>• a Learning Mentor has been appointed, along with an existing Higher Level Teaching Assistant (HLTA) to support two children with specific high level needs. After negotiation, Hampshire County Council has agreed to pay the Base Step funding, plus £25,000 per pupil. This new staff member has a diverse skill set which includes: Outdoor Instructor, Canoe Instructor, Qualified Careers Advisor, Mountain Leader, as well as owning a small holding and has recently constructed an eco-home. All those present agreed that this skill set fully complimented the Development Plan. JP confirmed that the staff member will work the remaining two terms at a Learning Mentor pay grade, but they will be looking to move them onto</li> </ul>	

	the Unqualified Teaching scale, if there is a commitment to undertake CPD training to justify the move.	
<b>5.0</b>	<b>NOTIFICATION OF AOB</b>	
	None	
<b>6.0</b>	<b>FINANCE UPDATE &amp; EFA UPDATE</b>	
	<p>Hampshire County Council (HCC) has agreed to increase the PAN of Coppice Spring School from fifty to sixty. Unfortunately, the funding for the additional ten spaces requires direct approval from the EfA. HCC has agreed to pay for the place funding, plus top-up funding, until this has been reviewed.</p> <p>Overall, relationships with the SEND team at HCC have improved and more referrals are coming through to Delta Education Trust (DET).</p> <p>JC presented the consolidated budget to the committee. The new reporting presentation was explained, making it easier to comprehend. The report reflects the position of the Trust against the actual Trust budget. The Local Governing Bodies have received individual reports for their schools.</p> <p>JC advised the Trustees of the account audit cycle at Board level. The Local Governing Body (LGB) will follow a slightly revised cycle. The Capital Improvement Fund bid will be submitted by RR on 16 December 2015. This funding will pay for the following improvements:</p> <ol style="list-style-type: none"> <li>1. £670,000 to fund improvements to the exterior curtain walling at Coppice Spring School, renewal of external doors at The Quay School and fencing improvement on both sites. These improvements will significantly improve safeguarding of pupils and improve Health &amp; Safety.</li> <li>2. £460,000 to fund improvements on water safety at Coppice Spring School, plus, the renewal of heating system, improvements to hot and cold water supply and refurbishment of toilet facilities.</li> </ol> <p>A decision is expected in March 2016, and completion of priority works is expected during the summer holidays.</p> <p><b>DIR Q (AM): QUESTION: Does this leave enough time for contract tendering?</b></p> <p>It was confirmed that pre-tendering surveys and costings were part of the bid process. Work will be prioritised in order of urgency with the remaining works being scheduled for half term holidays. The bid funds must be spent a year after being awarded and the Trust will be required to complete a project review once complete.</p> <p>An EfA loan was received in November 2015. The EfA has declared that they were confused by the funding arrangements and financial instability of DET. They would like to use the Trust as an internal case study on the impact of a small Trust within a large local authority.</p>	
<b>7.0</b>	<b>AUDITED ANNUAL FINANCIAL ACCOUNTS</b>	
	The audit was completed by Clifford Fry. JC advised Trustees that they had underestimated the time required to scrutinise the accounts, given the complicated	

	<p>funding arrangements. For this reason the accounts have only recently been received back by the Trust. The accounts will be sent to Clifford Fry during the first week in October 2016 to allow proper time for scrutiny by the Board.</p> <p>JC to circulate accounts by email two weeks prior to the meeting in December 2016. The Finance committee is in receipt of the auditors' accounts prepared by Clifford Fry.</p> <p><b>DECISION: AM proposed that the Finance Committee of the Delta Education Trust recommend that the Delta Education Trust Board approve the auditors' accounts prepared by Clifford Fry. This was unanimously agreed.</b></p>	JC
<b>8.0</b>	<b>EFA UPDATE</b>	
	Please refer to item 6.0. AM requested consolidation of information for the minutes.	
<b>9.0</b>	<b>ANY OTHER BUSINESS (AOB)</b>	
	None	
<b>10.0</b>	<b>DATE OF NEXT MEETING</b>	
	16:00 Wednesday 16 March 2016	
	<b>CLOSE: 16:50</b>	

Prepared by Emma Rose  
 Tuesday 15 December 2015

Approved \_\_\_\_\_

Date \_\_\_\_\_

**SUMMARY OF ACTIONS**

**Jennifer Clifford**

- circulate accounts by email two weeks prior to the meeting in December 2016