

THE HARMONY TRUST



BOARD OF TRUSTEES MEETING

MONDAY 23RD NOVEMBER 2015

MINUTES

Started at: 18.00

Present:	Antony Hughes	Chair, Trustee, Member	AH
	Sajen Bakht	Vice Chair, Trustee	SB
	Sandy Dixie	Chief Executive, Trustee	SD
	Tracey Mellor	Business Strategy Director, Trustee	TM
	Riaz Ahmad	Member, Trustee	RA
	Kevin McCormick	Trustee	KM
	Steve Smith	Trustee	SS
Guest(s):	David Fish	PriceWaterhouse Cooper Auditor	DF
Also Present:	Suzanne Thompson	Finance Director	ST
	Maggie Williams	Strategic Adviser to the Board	MW
	Andrew Jones	Head of Governance & Infrastructure	AJ
	Kim Callaghan	Clerk	KC

	Agenda Item	Action/Decision
1.	Apologies	
	1.1 Apologies for absence were received and accepted from Mike Parker.	
	1.2 The Board gave consent to the apologies received.	
2.	Declarations of Interest & Register of Business Interests	
	2.1 No declarations of interest received.	
	David Fish from PriceWaterhouse Cooper was due to attend the Finance, Audit & Risk Committee on Monday 23 rd November at 17.00 but was unable to attend that meeting however he was able to attend the Board of Trustees meeting to present the external audit and opinion. AH explained that as a result of the above there would be a change to the agenda and the next item would be PriceWaterhouse Cooper's external audit report & opinion.	
5.	Price Waterhouse Coopers external audit report & opinion	
	5.1 The external audit report and management letter was sent to the Board of Trustees and Finance Committee on Wednesday 18 th November 2015 in advance of the meeting so that the Trustees were able to fully read the report and provide any questions prior to the meeting. No questions were received prior to the meeting.	
	5.2 David Fish from PriceWaterhouse Cooper presented this item to the Board of Trustees highlighting the following areas of the report.	

	<p>5.3 DF explained that they was a key outstanding item to be completed which was a letter from Lloyds bank confirming the bank balances as of the 31st August 2015. Once this has been received the audit report can be signed off. ST added that she is working with Lloyds to get this matter addressed as soon as possible.</p> <p>5.3 The report asks the Trustees to:</p> <ul style="list-style-type: none"> 5.3.1 consider the issues raise in the management letter before approving the financial statements and 5.3.2 consider the management representation letter and confirm they are comfortable with the representations proposed 5.3.3 that The Harmony Trust is required to submit this report to the Education Funding Agency (EFA). <p>5.4 DF explained that it is important to note that there no fraud has been found and that the report is not based on searching for fraud.</p> <p>5.5 DF explained that the issues found are what he would regard as teething issues and he is confident that they will be resolved in time. AH added that it should be noted the Trust has gone from one to four academies since the previous report.</p> <p>5.6 DF referred the Trustees to page 23 of the report and explained that this outlines the new project plan in line with the new release of the Statement of Recommended Practice.</p> <p>5.7 DF referred the Trustees to page 24 and explained that this details there approach to how they have carried out there audit.</p> <p>5.8 AH invited the Trustees for any questions.</p> <p>5.9 RA referred to page 12 and asked if there was a reason why item three listed on the report had not been actioned. ST advised that this was due the trust not having the capacity to implemented these checks, however since 1st September 2015 extra support has been commissioned and the Finance and Administrative Officer inputs payroll data into monitoring reports, which is reviewed and approved by the Finance Director.</p> <p>5.10 The Board was asked to approve the audit report and the management letter. The Board gave their approval and noted the actions to be taken.</p>	
4.	Annual Report & Financial Statements	
	4.3 The Board of Trustees approved the Annual Report and Financial Statements.	
6.	CEO Report	
	<p><u>Governance</u></p> <p>6.5 AJ and MW to report back at the next Board of Trustees meeting with a paper on Governance</p> <p>6.9 ST to chase Unity for an overpayment debt as the Board requested.</p>	

	<p><u>Standards</u></p> <p>6.14 SD to provide data for review at the next Board meeting to note the progress made.</p> <p>6.15 Pupil outcomes to be provided to Debbie Abrahams MP.</p> <p>6.16 KC to add item on the January Board meeting agenda regarding Early Years across the trust and the current capacity levels.</p>	
7.	Under 3's Provision at Richmond	
	<p>7.3 Board agreed to proceed with taking on the provision as it would be of educational benefit to Richmond Academy on the basis that the Local Authority fund the cost of the restructure and assurance that the numbers will be filled.</p>	
8.	New School Update	
	<p><u>Admissions Policy</u></p> <p>8.12 The Board gave their approval for the admissions policy which is in line with the Local Authority and the DFE and the implementation of the policy.</p> <p><u>Naming of the Academy</u></p> <p>8.16 The Board gave their approval to proceed with the name of the new academy to be Northmoor Academy.</p> <p><u>Marketing</u></p> <p>8.17 AJ advised that there has been no marketing carried out due to the lack of funding available to carry out this work and will report back at the Board in January 2016.</p> <p><u>Impact on Richmond</u></p> <p>8.21 AJ to circulate to the Board details of the costs incurred for the building to date.</p>	
9.	CIF Bid Update	
	<p>9.1 AJ updated the Board on the CIF bids submission for 2015/16.</p> <p>9.2 AJ explained that he had met with two companies regarding the bids, AA Projects and Lancaster Maloney. AA projects work on a basis of charging for writing the bids and submission however Lancaster Maloney operate on a no win no fee model which means that the academies would only pay for the work should the bids be successful and the work carried out by Lancaster Maloney, would be done so at their own risk of not being paid for the work carried out should the bid be unsuccessful. If the bids were successful the costs for Lancaster Maloney will come from the CIF funding budget and this fee is set by the DFE.</p>	

	9.3 The Board gave their approval to this approach on the CIF bids for 2015/16.	
10.	Update on Infrastructure Review Process	
	10.4 KC to add an agenda item at the next Board meeting on Governance and the Scheme of Delegation.	
11.	Secondary Schools Admissions Policy	
	11.5 TM to establish what the pattern of where the children from our academies go to once leaving primary education and to feed back to the Trustees.	
13.	Policy Approval	
	13.2 The Board approved the policy approval process.	
14.	Cleaning Contracts	
	14.3 The Board approved the recommendation to award Enivroserve the cleaning contract for the Trust's current 4 academies following a competitive process.	
15.	Alt Improvement Plan	
	15.3 This item be deferred until the January Board meeting to enable the Trustees to review the document provided at the meeting and allocate further time to assess the progress made and next steps.	
16.	Trust Development Plan	
	16.2 This item be deferred until the January Board meeting to enable the Trustees to review TDP provided at the meeting and allocate further time to assess the progress made and next steps.	
3.	Minutes and Matters arising from previous Board of Trustees meeting	
	3.3 The Early Years focus across the Trust agenda item to be moved from the March agenda to the January agenda.	
17.	AOB	
	No further business. AH thanked all for their attendance and the meeting closed 20.05.	