



**Minutes of the Manchester Creative Studio Committee Meeting
2nd July 2015**

Location of Meeting: Collective Spirit Oldham, Butterworth Lane, Chadderton Oldham.

Committee Members Present: Ben Barsky, Elizabeth Whitehead and James Spencer

Attendance:- Debbie Knox

Meeting Convened: 5.30pm

Item 1.	Welcome and Introductions
Discussion	<p>All committee members are welcomed to the meeting and introduce themselves to the committee.</p> <p>It is noted that due to the change in leadership at Manchester Creative Studio Elizabeth Whitehead has joined the Committee from Collective Spirit as a short term measure to ensure the group has appropriate levels of senior leadership.</p> <p>Also in Liz role as Accounting Officer for Collective Spirit her insight is invaluable.</p> <p>It should be noted as a interim measure the meeting has been held at Collective Spirit Oldham to reduce the traveling time and burden on LW.</p>
Action	N/A

Item 2.	Minutes from last meeting
Discussion	Minutes confirmed to be true and accurate.
Action	N/A

Item 3.	Matter Arising
Discussion	<p>Item 2:-</p> <p>James Spencer confirms that he has chased up the SEN funding contributions and these should be credited in the next month to the school.</p> <p>James Spencer confirm that changes have been made within the management accounts to show budget tracking. BB confirms he is happy with the documentations details.</p>

	<p>Item 3:-</p> <p>Meeting not held due to requirement for additional funding. Meeting scheduled with EFA around building improvement.</p> <p>CCTV installed on site and working well. Building improvement plan being developed in tandem with site team. Plan to share this by end of year once all challenges have been resolved with ISG.</p> <p>Item 4:-</p> <p>Confirmation that pupil premium funding will be ½ of estimated amount due to reduction in student numbers. Charges will be levied on school meal next year.</p> <p>Item 5:-</p> <p>James Spencer confirms audit dates with update in previous minutes. Audit reports for previous year circulated. Key issue is establishment of new bank account with dual authorisation, which is underway with Santander. It is confirmed to the Committee that there is extensive detail required to formalise the accounts. JS confirms that responsibilities in relation to bank set up and sign off.</p> <p>Item 6:-</p> <p>It is confirmed that forecast has been developed for coming year and is awaiting to be signed off by the directors of the Trust once completed it will be circulated.</p> <p>Item 7:-</p> <p>Asset register being updated following purchase of further furniture sent to school before end of August 2015. LW queries process of furniture being order and timeframe for delivery.</p> <p>Item 8:-</p> <p>To be discussed on agenda, procured process progressing as per legal guidance.</p> <p>Items 9:-</p> <p>Charging policy updated and agreed by Committee.</p>
Actions	Item 7:- Asset register to be sent to school

Item 4.	Budget Review
Discussion	<p>The budget is presented to the committee and it is discussed in detail.</p> <p>It is noted that there are some overspend in areas due to failings of contractors to provide suitable solutions to works committed to.</p> <p>It is confirmed that the following works have taken place:-</p> <ul style="list-style-type: none"> • Installation of a CCTV system. • Completion of 4th floor. • Updating of the access control system. • Purchase of tables to fit furniture provided. • Purchase of new desks on sit. • Exam desks and chairs • Purchase of hand dryers • Fitting of locks on doors where contractors omitted installation. <p>It is confirmed to the committee that a snagging list is in place but the unresponsive of the contractors has caused considerable concern given the safeguarding responsibilities and teaching of the school.</p> <p>It is commented on that there still is no clarity around the lockers and exam desks that were provided that were not fit for purpose.</p> <p>BB states that he understands and agrees with the above commitments but could there not be more challenge to the contractors. JS confirms that this is being done by Alun Morgan in tandem with the EFA but the process is very slow.</p> <p>The committee discuss the Pupil Premium reduction in funding and the consequences of the reduction in students.</p> <p>It is stated that this is in many ways linked to the building and the uncertainty that this brings for parents and students alike.</p> <p>BB asks has this challenge been factored in to the overall picture. JS confirms that this has and it is hoped that the satiability that will be in place for the coming year will ensure there will be much less fluctuation.</p> <p>The claw back position is discussed and it is confirmed that this figure stands at £149k, which has been put into the budgets for the coming year. JS states it is felt given now the steady development of the offer and the school that these monies will be able to be repaid successfully.</p> <p>Spend around the marketing and the utilities is discussed due to the overspend. JS confirms that the Utilities are an issue that relates to the set up of the initial contract which to some extent was done as a quick fix due to the lateness of the build. JS states to the committee that he hopes that these will be able to be reduced considerable in the next few months following negotiation.</p>

	<p>JS comments that the marketing spend was higher than predicted due to the amounts that had to be committed to ensure that activity was successful given that the school was behind the natural recruitment cycle.</p> <p>The committee agree that there should be more planning and focused placed on the next phase of recruitment and this will ensure a more sustainable financial outcome.</p>
Key Note	End of year budget review to take place once overall commitment is known.

Item 5.	Review of Procurement Documentation
Discussion	<p>JS takes the Committee through the procurement documentation and the detail within.</p> <p>JS explains the IIT and the specification that has been developed and signed off as being compliant by Sweeny and Scofield.</p> <p>JS confirms that the IIT has been published on the European Journal website site and there has been considerable interest in the services so far.</p> <p>The specification is discussed in detail by the committee and the also the process behind the development of the specification.</p> <p>LW discusses how the contract would be awarded. JS confirms that the process would be to set up a panel to evaluate the bids and then award the contract.</p> <p>JS comments that this panel would potentially be the Principal from the school, Ben Barsky as Finance Governor and the probably a Director for the Board with Legal Experience.</p> <p>LW asks what would happen with the current relationships that have been establish should the contract be award to a different body.</p> <p>JS confirms that all relationships would end and there would be a transition period to the new contract.</p> <p>JS stated that the process of procurement should drive value for money and better performance.</p> <p>JS confirmed that it was envisaged that there would be one point of contact from the contracted company which should enable better and quicker outcomes for the school.</p>
Actions	Once tender documentation has been received the panel would be set up to review the submissions.

Item 6.	Confirm financial arrangement for coming year and delegated budgets.
Discussion	<p>Budgets for coming year are discussed and the increases that are within the school remit relating to directly to the schools operational management are highlighted</p> <p>It is confirmed that all monies within the allocated budget lines will be accessible to the school and veriments within agreed parameters can be managed by the Principal and the Committee.</p> <p>JS confirms any verimenet outside the agreed amount as noted within the scheme of delegation will need to be reviewed by the Board or the Directors depending on the levels.</p>
Action	JS to share with Committee 5 year forecast based on current postion.

Item 7.	Review EFA forecast submission
Discussion	<p>The committee discusses EFA forecast and what the potential information will be that will be presented.</p> <p>JS confirms that the 5-year forecast has taken place and that there is a clear strategic plan to move the school forward.</p> <p>JS comments that this plan has included the Claw back element to ensure the school can manage the functionalities of this.</p>
Action	Committee to be updates on any Claw back discussions.

Item 8.	Policy Review (Procurement Policy and Scheme of Delegation)
Discussion	<p>JS explains the policies to the board and how they fit into the greater school operational scheme.</p> <p>It is agreed that polices would be reviewed by the Committee over the next few weeks and any changes would be made following panel agreement.</p>
Action	Committee to review the documentation and agree any changes that are required.

Item 9.	Any other business.
Discussion	No further business to discuss.
Action	N/A

Item 10.	Date of Next Meeting
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Discussion	<p>Meeting to be held at Manchester Creative Studio 16 Blossom Street, Manchester, M4 5AW</p> <p>Date proposed to be September / November 2015</p>
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Meeting closed 7.30pm

Projected Income		
Capital Income not included in forecast		
Total Income		
Staffing Expenditure		
Premises Expenditure		
Educational Resources Expenditure		
Outsourced Services Expenditure		
Other Expenditure		
EFA VAT reclaim and spend carried forward		
Projected end of Year Balance		
Total currently held		
Variance		

Income	Forecast Income	Budget Prediction	Tracking	Actual Income	Variance
EFA					
Pupil Premium					
Business Rates					
Other income					
SEN Funding					
School Meals					
VAT Reclaim retained by school					
Opening Balance 31st August					
Total Income					
Capital Payments from Construction project					
Capital Monies held to pay ISG on opening (1st Sep 2014)					
VAT Reclaim pending payment to EFA					
Staffing Expenditure					
Total Staff Payroll Costs					
Supply Costs					
Employee Expenses					
Development & Training					
Governance Training					
In House Employer Modules					
Total Staffing Cost					
Premises Expenditure					
Building maintenance & improvement					
Grounds maintenance & improvement					
Work to renovate basement					
Water & sewerage					
Energy (Gas and Electric)					
Business Rates (Manchester Council)					
Insurance (Procured from EFA December 2014)					
Utilities (Telephone and Internet)					
Induction costs (Building Delay)					
Total Premises Cost					
Educational Resources Expenditure					
Learning Resources (not ICT)					
ICT Learning Resources					
Exam Fees					
Administrative Supplies					
IST Memberships					
ICT Licences					
Contingency					
Marketing					
Work Placement Costs					
Uniform					
Noise					
Total Educational Resource Expenditure					
Outsourced Services Expenditure					
Total Outsourced Expenditure					
Other Expenditure (Related to School Operations)					
Adjustment for 10 Year 13+ offers					
Art Secondment					
Other Expenditure linked to building (Science and Transport)					
Bursary					
Other Expenditure					

