

**THE FINANCE, RESOURCES, AND REMUNERATION COMMITTEE OF THE BOARD OF TRUSTEES**

**PUBLIC MINUTES**

<b>Date</b>	:	Thursday, 24 June 2021	
<b>Time</b>	:	16:00	
<b>Venue</b>	:	Virtual via Zoom	
<b>Present</b>	:	Clive-Anthony Douglas	Trustees
		Mohammed Mamun	Trustee
		Phillip Minns	Trustee / Chair
		Nina Panayis	Trustee
		Asha Choolhun	Trustee
<b>In attendance</b>	:	Tom Canning OBE	Chief Executive Officer
		Sarah Lack	Deputy CEO
		Steven Lock	Chief Finance and Operating Officer
		Rose Nelson	Finance Specialist
		Stacey Fountain	Clerk

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The Code of Conduct for Trustees requires Trustees to be honest and open with regard to conflicts of interest (either real or perceived). Trustees must not use their position for personal gain in business, political or social relationships. Therefore, a Trustee who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked \* are those in which a majority of Trustees may have an interest because of some shared attribute. When considering these items, Trustees should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as Trustees and to act in the public interest.

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**1. MEETING OPENING**

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 None received.
- 1.3 The Clerk noted that the meeting was quorate.

**2. DECLARATION OF INTERESTS, PECUNIARY OR OTHERWISE IN RESPECT OF ITEMS ON THE AGENDA**

- 2.1 There were no declarations of interest on any item on the agenda.



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**3. CONSTITUTION AND MEMBERSHIP LIST**

3.1 No item to report on.

**4. PUBLIC MINUTES OF THE PREVIOUS BOARD MEETING AND ACTIONS ARISING**

4.1 There are no previous minutes for approval.

**5. MAIN BUSINESS**

**To receive the following Tender Evaluation Reports for identified works to be carried out over the summer recess 2021.**

- 5.1.1 Cleves, Lantern Works. [appendix 1]
- 5.1.2 Cleves, New City, Ravenscroft, Rosetta, Shaftesbury, and Tollgate – Mechanical and Electrical Works. [appendix 2]
- 5.1.3 Ravenscroft, Rosetta, and Tollgate – Roofing Works. [appendix 3]
- 5.1.4 Tollgate – Flooring Works. [appendix 4]

The CFOO presented his report on the above to the Committee. The above work was agreed to be completed before Covid-19. The work was placed on hold due to Covid-19.

The Trustees had no questions on the scheme or works to be completed.

To recommend to the Board of Trustees that:

- 5.2.1 the scheme of works as outlined in 5.1.1 – 5.1.4 be authorised and proceed over the summer recess.
- 5.2.2 that the cost of said works come from the following sources:
  - 5.2.2.1 Cleves' Lantern and Mechanical and Electrical Works - £113,883.30 from their reserves.
  - 5.2.2.2 New City Mechanical and Electrical Works - £163,312.60 from their reserves.
  - 5.2.2.3 Ravenscroft's Roofing Works and Mechanical and Electrical Works - £473,769.00 from their reserves.
  - 5.2.2.4 Rosetta's Roofing and Mechanical and Electrical Works - £279,830.45 from their reserves.
  - 5.2.2.5 Shaftesbury's Mechanical and Electrical Works - £43,765.05 from their reserves.
  - 5.2.2.6 Tollgate's Roofing, Flooring and Mechanical and Electrical Works - £350,508.40 from their SCA allocation.

All works to be completed for 5.2.2.1 to 5.2.2.5 will be taken from the school reserves. 5.2.2.6 will be taken from the SCA allocation.

**Q:** The Chair asked if the works will cost more than pre-Covid-19?



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**A:** The CFOO confirmed that there has been an increase in costing partly due to the delay due to COVID and BREXIT and the ability to get materials.

**Q:** Asha asked if the increase in costing is affordable without affecting any other areas of the schools?

**A:** The CFOO highlighted that all schools have healthy reserves to fund these works. Tollgate will be funded from the School Condition Allocation funded by the DfE.

**5.2.3 To give the CEO and CFOO delegated authority to sign contracts for works to be carried out.**

**The works were APPROVED by the Trustees.**

**To receive the Tender Evaluation Reports for a new cleaning contract to commence 1 September 2021. [appendix 5]**

This was an OJEU contract. A consultation has taken place for the cleaning contract commencing 1<sup>st</sup> September 2021 following the financial handbook to ensure it was robust and compliant.

6 expression of interest were received. Following an initial scoring exercise, this was whittled down to three suppliers who were then invited to meet with the CFOO, DCEO, FS, Estate Manager and Headteacher's where they presented their financials.

The 3 companies were scored accordingly in line with the tender requirements and KGB Limited was the preferred supplier. It was agreed that KGB South West Ltd offered the best service for the schools including more hours, a better cost structure and the best value for money.

**Q:** The Chair asked how long the new contract will be in place?

**A:** The CFOO confirmed that the contract will be in place for 3 years.

**Q:** Asha asked if this includes appliances and existing staff being TUPE?

**A:** The CFOO confirmed these would be included.

**To recommend to the Board of Trustees that the Trust engage KGB Southwest Ltd and for the CEO and CFOO to have delegated authority to sign such contracts**

The new cleaning contract was APPROVED by the Trustees.

## **6. STANDING ITEMS**

6.1 No Item to report.



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**7. ANY OTHER URGENT BUSINESS**

7.1 No urgent business was tabled or discussed.

**8. DATE, TIME, AND VENUE OF NEXT MEETING**

8.1 The date of the next Finance, Resources and Remuneration Committee will be communicated to Trustees.

8.2 There being no further business, the Chair thanked everyone for attending and the meeting closed at 17:25pm



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