

**Diocese of Gloucester Academies Trust
Estates and Free School Committee**



Minutes of the Diocese of Gloucester Academies Trust (DGAT) Estates and Free School Committee meeting held on Tuesday 30 April 2019 at 10:00am, 3 College Green, Gloucester GL1 2LR

Present: Cmdr M. Cowdrey (Chair - MC)
The Venerable P. Andrew (PA)
Mr R. Stokes (RS)

Apologies: None

In attendance: Mrs R. Howie, Chief Executive Officer (CEO)
Mr R. Jones, Head of Business and Operations (HBO)
Mrs E. Hully, Company Secretary (Clerk)
Mrs R. Scott-Berry, Executive Officer (Clerk)

<i>Item</i>	<i>Topic</i>	<i>Action Item</i>
1	<p>Welcome</p> <p>The Chair welcomed Trustees and Officers to the meeting and welcomed Ellie Hully back from maternity leave.</p>	
2	<p>Apologies and Declarations of Interest</p> <p>No apologies were noted. There were no new declarations of interest.</p>	
3	<p>Minutes of Meeting held on 26 February 2019</p> <p>a) Accuracy</p> <p>Minutes from the meeting held on 26 February 2019 were reviewed and agreed as an accurate record of the meeting.</p> <p>b) Matters Arising</p> <p>The HBO reported that logins from the portal have been distributed to all schools as well as E&FS Committee members. Trustees informed the HBO logins had not been received and requested replacements. The CEO noted that portal emails may have gone straight to the junk email file.</p> <p>All other Matters Arising to be covered in today's meeting agenda.</p>	<p><i>HBO to re-send portal logins to Trustees.</i></p>
4	<p>Estates Strategy</p> <p>a) SCA Update / Estates Strategy Implementation Update</p> <p>The HBO reported the Trust has been granted £372,000 as this year's School Condition Allocations (SCA) and shared a dashboard of funding against estates strategy (see attached). This year's funding is solely based on core condition funding (£115.15 per pupil for the</p>	

	<p>3,240 pupils within the Trust). The HBO confirmed very little high condition or floor protection funding (as outlined in the Estates Report) had been provided across MATs generally.</p> <p>The Chair asked how the funding received compares to the Trust’s estates strategy. The HBO confirmed the Trust’s strategy was based purely upon receiving the minimum condition per pupil funding.</p> <p>The HBO noted that, as previously agreed, £35,000 of the funding has been allocated to undertaking condition surveys at each school and ~£40,000 (constituting 10% of funding received) would be set aside as contingency funds for an emergency situation; to be released if not used as per the Trust’s policy.</p> <p>The HBO confirmed surveys had been distributed to individual schools. Follow up meetings will take place between the HBO, Headteacher, SBM (School Business Manager) and a Governor to discuss survey findings in depth against each school’s priorities and ongoing estates strategy.</p> <p>Trustees questioned whether schools would be investing in projects. Schools are expected to manage their own spend and show transparency in how their budget, including Devolved Formula Capital (DFC), is being spent. Therefore urgent/important projects would be factored into these discussions. Trustees briefly discussed the use of Trust reserves, agreeing this would be a discussion for the future. The HBO noted that one school is planning to use their reserves for a priority project without use of SCA funding.</p> <p>The CEO reminded Trustees the Trust Board had designated allocation of the SCA fund to this Committee.</p> <p>Trustees noted the dashboard clearly shows the Trust is unable to maintain its estate over the next 5 years based upon the minimum condition per pupil funding and asked whether this data had been shared with the Regional Schools Commissioner (RSC). The CEO agreed it would be helpful to share this information. The HBO informed Trustees that a new position is being appointed at the ESFA around Capital needs.</p> <p>Trustees questioned how the schools have reacted to the survey findings. The HBO confirmed both the surveys and use of the portal have been very well received by the schools. Previously unknown data and a few significant findings of immediate concern, such as Dursley’s exterior walls, have been flagged. Trustees agreed the context of the data is good with priorities clearly stated. It also clearly shows evidence the Trust doesn’t have enough funding to fund all items submitted to the portal.</p>	<p><i>CEO to share DGAT estates overview with the RSC at their next meeting.</i></p>
5	<p>Estates And Project Management</p> <p>a) SCA Survey Data Analysis and Project Prioritisation</p> <p>The HBO presented a list of projects to be funded by the SCA based upon prioritisation (see attached) for discussion and approval; noting prioritisation is based upon a combination of data and narrative from an independent surveyor.</p> <p>Trustees agreed for the HBO to bring forward recommendations to this Committee for approval.</p>	

	<p>The HBO reminded Trustees that the threshold for funded projects is £5,000. Anything below this is to be funded by the school's DFC. The HBO explained the classification of ratings ranging from 1 to 4 and A to D; with D1 projects being end of life, priority year 1; C1 poor condition, priority year 1 and C2 poor condition, priority year 2. This year's funding will be focused on D1 (of which there are none) and C1 projects; with enough funding available to complete all C1 works and potentially accelerate some C2 projects.</p> <p>The HBO highlighted one C1 project for a new boiler (costing ~£50,000) at Bibury is not on the list due to discussions around the potential for a new build school. Projects 7 and 8 sit outside the survey data as safeguarding priorities.</p> <p>The HBO asked Trustees to review, challenge and agree the recommended projects in the first instance. He would then get more accurate costings with any surplus funds going towards the next priority project.</p> <p>Trustees questioned the use of the bonus Councillor funding. The HBO confirmed this funding has been paid directly to schools, similar to DFC. Trustees felt funding should be used towards the list of priority projects. To be included in the HBO's conversations with individual schools.</p> <p>Trustees appraised the priority list. Trustees challenged why the two kitchen health and safety projects had not been flagged by GCC.</p> <p>Trustees discussed the old canteen block at Dursley agreeing to demolish the building, dependent upon cost.</p> <p>The HBO noted the asbestos exposure risk at Dursley, costing ~£150,000, is currently funded by the Trust's reserves. Trustees agreed to continue to leave the project out of the SCA priority list as discussed previously by the Trust Board and Auditors.</p> <p>Trustees discussed priority C2 (year 2) projects agreeing to accelerate project 13 to this year.</p> <p>Trustees approved the list of SCA projects presented for 2019/20 agreeing for Officers to proceed without further approval from the Committee.</p> <p>Trustees and the CEO fully endorse and support the data provided and commended the HBO for this piece of work.</p> <p>b) PS Assets Update</p> <p>The HBO confirmed PS Financials completed testing over Easter and the Compliance Dashboard is now ready to roll out to schools. Training for SBMs is booked for 23 May 2019, after which it will become live. The central office will be able to oversee the dashboard centrally with a bespoke section built for the Trust. It also incorporates a safeguarding element, for example the Single Central Record. The system is intuitive and easy to use, with engagement from the schools.</p> <p>Trustees questioned how training will be provided to new schools. The CEO confirmed training champions would be used for new schools.</p>	<p><i>HBO to include use of Councillor funding in discussions with schools.</i></p> <p><i>The HBO to contact GCC regarding the Health and Safety kitchen projects.</i></p> <p><i>HBO to circulate a summary report of SCA projects to be undertaken this year.</i></p>
6	Free School Update	

	<p>a) Clearwater Permanent Build</p> <p>The CEO confirmed fencing will go up tomorrow around the perimeter of the Clearwater permanent site. The school has a page on their website designated to informing the local community of updates. Once the fence is up the children will visit and take photos. The CEO is having weekly email correspondence with Councillor Hawthorne and monthly meetings with planners. Ecology mitigation will start in due course. There will be lots of positive press and information.</p> <p>b) Clearwater Temporary Accommodation 2019-20</p> <p>An update on Clearwater's temporary accommodation can be found in the Estates Report. The HBO informed Trustees that change of use planning for Olympus Park has now been issued and the current project timeline is intact. ICT removal is all in hand and furniture removal set up.</p> <p>Trustees asked for confirmation funding is provided by the ESFA. The HBO confirmed this.</p> <p>The current Portakabins will be returned and the Hardwicke site made good as per the reinstatement survey undertaken before the cabins were put in. The CEO highlighted Hardwicke has benefited from a new pedestrian entrance and updated electrical supply in addition to annual rent.</p> <p>c) GAIA / ICT</p> <p>The HBO confirmed GAIA will be moving the ICT servers to the new site themselves to ensure smooth transition.</p>	
7	<p>Any Questions on the Report</p> <p>Trustees confirmed they were happy with the Estates Report.</p>	
8	<p>AOB</p> <p>a) Additional meeting 25 June</p> <p>The Clerk reminded Trustees of the additional Estates and Free School Committee meeting taking place on 25 June 2019.</p> <p>b) Set 2019-20 Committee Dates</p> <p>Trustees discussed meeting dates for 2019-20; agreeing to hold three meetings a year plus one if needed. Timings of meetings will be dependent upon HBO priorities and the SCA timescale.</p> <p>Trustees agreed to trial holding meetings at 8:30am on a Tuesday; noting the next meeting on 25 June will be changed to 8:30am.</p> <p>The meeting ended at 11:30am</p> <p>Minutes signed by:</p> <p>Commander Mervyn Cowdrey Chair</p>	<p><i>The Clerk and HBO to discuss and circulate suggested E&FS meeting dates for 2019-20.</i></p>

Actions from previous meeting	Responsibility	RAG Rated Status
1/260219: Clerk to update December minutes, page 2, two items.	Clerk	Completed
2/260219: E&FS committee members to be provided a login to the new survey program.	HBO	Completed (see action 1/300419 below)
3/260219: The HBO to report back with results from the surveys for committee member to review and make recommendations to the Board.	HBO	Completed

Actions from this meeting	Responsibility	RAG Rated Status
1/300419: HBO to re-send portal logins to Trustees.	HBO	Completed
2/300419: CEO to share DGAT estates overview with the RSC at their next meeting.	CEO	Completed
3/300419: HBO to include use of Councillor funding in discussions with schools.	HBO	Completed
4/300419: The HBO to contact GCC regarding the Health and Safety kitchen projects.	HBO	Completed
5/300419: HBO to circulate a summary report of SCA projects to be undertaken this year.	HBO	Completed – attached to minutes
6/300419: The Clerk and HBO to discuss and circulate suggested E&FS meeting dates for 2019-20.	Clerk / HBO	Completed