



CAPA COLLEGE PRODUCTION COMMITTEE MEETING

Minutes of the meeting held on Friday 29th March 2021 via video conference.

PRESENT	Poonam Kaur (Chair)	Claire Nicholson (Principal)
	Stephen Fealey	Lou O'Brien
	Adam Sheard	Jemma O'Neill

IN ATTENDANCE Rachael Hughes – Clerk (Enhance Academy Trust)
 Lynn Watson (CAPA College)
 Mark Randall (Enhance Academy Trust)
 Lisa Hutton (Enhance Academy Trust)

APOLOGIES None.

1.00 APOLOGIES FOR ABSENCE & CONSENT

1.01 None.

2.00 DECLARATION OF INTERESTS

2.01 None.

3.00 MINUTES OF THE LAST MEETING

3.01 None.

4.00 FINANCIAL MATTERS

4.01 PK informed attendees that today's meeting is place today as the 5 year budget plan was not finalised in time for the last Production Committee Meeting on 26th February 2021.

4.02 The budget has been revised and finalised during a meeting between CN, LW, MR and LH. We have an in year deficit of £49,633, which can be covered by the surplus brought forward from the 2020-21 budget of £88,977.

4.03 **Governor Question** – Why do we have a lower in year surplus in Year 5? Why does it go down in Years 4 and 5?
Answer – This is due to staffing pay changes. In Year 5 approximately 7 staff will go through the pay threshold to UPS1. In addition, a singing teacher will move from 0.5FTE to 1FTE.

4.04 **Governor Question** – Referring to the Staffing section of the Finance Report to Governors document, it reads "The Trust

are supporting CAPA College to recruit additional staff from December”, which December?

Answer – It should say September 2021.

- 4.05 **Governor Question** – What is WEF?
Answer – With effect from.
- 4.06 **Governor Question** – Are both Enhance Academy Trust and CAPA College in agreement with what has been done in terms of this budget? Is it workable, is Enhance happy with the lower limit that the budget has been set at?
Answer – MR and LH had a meeting with the Trustees this morning and they are satisfied with the budget that has been set and accept the CAPA Colleges position. The Trust will continue to work with LW and CN to maintain this position. The Trust is still chasing the DfE with regards to funding.
- 4.07 **Governor Question** – Is there any further news regarding this?
Answer – MR has received an email from Rachel Peterson, who has emailed Neil Stamp and his manager at the DfE. No response has been received yet. Governors are to be aware that the amount received last time was £27,000. Whatever funding CAPA College does receive, it will not be a significant amount going forwards, but it will add to the capacity of the staffing team.
- 4.08 **Governor Question** – With regards to staffing, there is no leadership provision in the budget.
Answer – We have had to make some compromises to the increasing in staff numbers. We have prioritised in terms of the Student Welfare Officer and compromised in other areas.
- 4.09 **Governor Question** – Will the Student Welfare Officer take quite a lot of work from the Senior Leaders?
Answer – Yes.
- 4.10 LW presented 2 documents to Governors, separating out the refreshed 2020-21 Budget from the 5 Year Budget, so that the reshaped 2020-21 Budget into context against the actual budget, and what CAPA College is projecting with the additional income it has received.
- 4.11 LW asked if all Governors were satisfied to note the changes to the refreshed budget and approve the virements. The 2020 budget would then have an in year surplus of £30,580 and a cumulative surplus of £88,977 at the end of 2021. All agreed.
- 4.12 LW asked if all Governors would approve the 5 Year Budget including the new staffing posts identified as necessary from September 2021. All approved.
- 4.13 All Production Committee Governors agreed to recommend to the Full Governing body the approval of the 5 Year Budget

including 2021-22 deficit spend of £49,633, covered by the surplus which would lead to a final surplus of £39,344, and a cumulative surplus in 2025-26 of £263,400

4.14 CAPA College thanked Enhance Academy Trust for working with them to enable the College to grow the staff team and manage it in Year's 1 and 2.

5.00 RISK REGISTER

5.01 SF reported to Governors that he met with LW last week to review the Risk Register. SF reported that Every database, which is new to the Trust, will capture the Risk Register and all the issues that we will have as a trust.

5.02 In summary, each element has its own allocated number and associated hazards.

5.03 Some of the control measures have been strengthened and by introducing investigations and actions on any recommendations necessary. There was no investigation element included previously, to reduce the likelihood of similar incidents occurring again.

5.04 The highest risk area is linked to the new build and its funding. The control measures are specific to that and refer to additional meetings that E Copp will attend with the Project Managers to eradicate this risk.

5.05 PK thanked SF and LW for their exceptional work.

5.06 **Governor Question** – Is there anything missing off of the Risk Register that the Trust has identified.
Answer – Nothing, it is a strong document that identifies the risks and the controls that mitigate those risks.

5.07 All Governors approved the updated Risk Register.

5.08 Although this is SF's last Governor meeting, he is happy to assist CAPA College in the future with this item.

6.00 AOB

6.01

7.00 NEXT MEETING DATES

7.01

Meeting	Date
Performance	Friday 30 th April 2021
Full LGB	Friday 14 th May 2021
Production	Friday 11 th June 2021?
Full LGB	Friday 25 th June 2021

8.00 DBS AND CHANGES IN CIRCUMSTANCES

8.01 None.

9.00 AGENDA, MINUTES & RELATED PAPERS – SCHOOL COPY

9.01 **Resolved:** That minutes 6.01 are to be excluded from the copy to be made available at the school in accordance with the Freedom of Information Act.