



Company number 8098956

<p style="text-align: center;">MINUTES</p> <p style="text-align: center;">BRIDGWATER & TAUNTON COLLEGE TRUST</p> <p style="text-align: center;">EXTRAORDINARY BOARD MEETING</p> <p style="text-align: center;">30TH SEPTEMBER 2021</p>

Actions from BTCT Board Meeting on 30th September 2021

Item reference	Action	Person responsible	Date Due
4.1	Full procurement process for Managed Payroll process. (to F&R)	NM	11/11/21
4.1	Check on availability of personal data from SCC when there is no contractual relationship. (to F&R)	NM	11/11/21



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MINUTES
BRIDGWATER & TAUNTON COLLEGE TRUST
EXTRAORDINARY BOARD MEETING
30TH SEPTEMBER 2021

Meeting held via Microsoft Teams and started at 6.00pm

Members:

✓	Andy Berry	(AB)	Chair	<i>Bridgwater College</i>
✓	Bob Brown	(BB)		<i>Independent Trustee</i>
✓	Carole Chevalley	(CC)		<i>Independent Trustee</i>
✓	Peter Elliott	(PLE)		<i>Trust Leader</i>
✓	Sid Gibson	(SG)		<i>Independent Trustee</i>
✓	Jane Gillespie	(JG)		<i>Independent Trustee</i>
✓	Marie Goddard	(MG)		<i>Independent Trustee</i>
✓	Richard Hawkins	(RH)		<i>Independent Trustee</i>
✓	Denys Rayner	(DR)	Vice Chair	<i>Independent Trustee</i>

In Attendance:

✓	Nicola Mould	(NM)		<i>Chief Finance Officer</i>
✓	Lynne Stanbury	(LS)		<i>Head of HR Services</i>
✓	Greg Jones	(GJ)		<i>Company Secretary</i>
✓	Mark Thomas	(MT)		<i>Brymore Academy</i>
✓	Fran Davis	(FD)		<i>MBA Nursery</i>

(✓ In attendance)

The chair welcomed everybody to this virtual meeting.

Item	Description	Action
1	<u>Procedural matters</u>	
1.1	Apologies None The Clerk confirmed that with 9 of the 9 Trustees present that the meeting was quorate (30%).	
1.2	Declarations of Interest None	
2	<u>Confidential Item</u> The following item was deemed confidential and is contained in a separate minute. End of Confidential Item	

Item	Description	Action
3.	<u>Pay Award</u>	
3.1	<p>Staff pay award for 2021-22 The Trust Leader (Peter Elliott) noted that the remuneration committee are recommending that Trustees approve the awards detailed in the proposal circulated with the papers for this meeting.</p> <p>Teaching Staff 1% increase for Main, Upper, and Leadership scales was included in the budget approved in July 2021. The National recommendation by the government is for no pay arise.</p> <p>Bob Brown proposed that Trustees approve a 1% pay increase for all Teaching Staff. Seconded by Jane Gillespie and approved by all present.</p> <p>Support Staff It was noted that this is the second year of a 6% pay award agreed in 2020 comprising of a 2% uplift this year.</p> <p>Covid-19 Recognition Payment. The Trust Leader introduced his reasoning for this payment to recognize the “over and above” work undertaken by staff during the Covid-19 pandemic.</p> <p>This will be a one-off non-consolidated payment from the surplus generated in the 2020-21 financial year.</p> <p>Carole Chevalley proposed that Trustees approved the Covid-19 Recognition Payment of up to £250. Seconded by Richard Hawkins and approved by all present.</p>	
4	<u>Proposals to the Board</u>	
4.1	<p>I-Trent payroll proposal The Chief Financial Officer (Nic Mould) gave an overview of the proposal circulated with the papers for this meeting and noted the high risk of bringing the payroll process back in-house.</p> <p>Options</p> <ol style="list-style-type: none"> 1. Continue with SCC and Edupay – noting the issues mentioned above • Cost £49k pa to include provision of employment contracts/sickness absence support in addition to monthly payroll 2. Recruit a Payroll Manager to manage payroll on the purchased i-trent package • Est cost £50k including on-costs 3. Commission MHR to provide a managed payroll service – utilising our own i-trent system • £37k pa fixed 4 yrs, Set up costs £35k (Pay back 3 yrs compared to SCC pa) <p>It was noted that the preferred option is to bring the payroll into one system with MHR providing a managed solution. The aim is to run the 2 systems in parallel in January 2022 and then switch across with SCC providing assurance in February 2022.</p>	

Item	Description	Action
	<p>A Trustees asked if this was a complex piece of work and would it have a separate project manager? The Human Resources team have already done a lot of the work to import the core data into I-Trent. The work required is just to add the Pensions and Expenses information to allow the payroll info to be exported to MHR. The timing of the work is to take place after the annual audit has been completed. Therefore, it does not need a dedicated Project Manager.</p>	
	<p>A Trustee asked if there was a way of ending the proposed 4 year relationship if it does not work out? Yes – This is an add-on to the existing contract with I-Trent. There is a break clause.</p>	
	<p>It was noted that Somerset County Council will retain the historical records so there is an option to change back to them.</p>	
	<p>A Trustee asked if the Trust has explored alternatives in line with Best Value and Financial Regulations? The procurement of I-tent was carried out under the existing regulations, and this will be an add-on to that contract.</p>	
	<p>As the value of this contract will be at £160k over 4 years it will have to go through the full procurement process.</p>	
	<p>Action – Full procurement process for Managed Payroll process. (to F&R)</p>	NM
	<p>Action – Check on availability of personal data from SCC when there is no contractual relationship. (to F&R)</p>	NM
4.2	<p>BCA EYFS development proposal The Trust Leader (Peter Elliott) highlighted the main points of the proposal circulated with the papers for this meeting.</p> <p>It will use the remainder of the proceeds from the land sale at BCA to invest in the outside area at the Early Years provision to reflect the strands of the EYFS curriculum.</p> <p>It was noted that the option for a second sports hall was too expensive.</p> <p>The Local Governing Body are keen that the money benefits all ages, and as the other project was for floodlit Netball courts this project fits this desire.</p> <p>Richard Hawkins proposed that Trustees approved the expenditure of the BCA Land Sale proceeds on the EYFS development proposal. Seconded by Sid Gibson and approved by all present.</p>	
4.3	<p>Nursery Development at Maiden Beech Academy The Trust Leader (Peter Elliott) reported that he had met with the Local Authority (LA) about the remodeling of the Maiden Beech campus to include a Nursery when the school changes to a Primary School in September 2022.</p> <p>The LA have £140k of Section 106 money that can be invested in this project.</p>	

Item	Description	Action
	<p>The draft Heads of Terms agreement were received this morning and need to be reviewed.</p> <p>It was noted that there is £450k available in February 2022 but that SCC may insist on 12 baby places being available for the next 6 years.</p> <p>The Trust Leader will keep Trustees up-to-date on progress at future Board meetings.</p>	
5.	<u>Any Other Business</u>	
	<p>Next Board Meeting</p> <p>The next scheduled Board meeting on Thursday 14th October will be held in the Taunton Conference Centre to provide ample space for all attending in person with an option to join via Zoom.</p>	
6	<u>Next meeting</u>	
	<p>Thursday 14th October 2021</p> <p><u>5.00pm</u></p> <p>Via Microsoft Teams</p>	
	<i>The meeting finished at 6.56pm.</i>	



Signed.....
 Authorised Signatory for and on behalf of **Bridgwater College Trust**

14th October 2021

I certify that this is a true, complete and up-to-date copy of the resolutions passed at a duly convened and quorate meeting of the Board of BCT and that the resolutions set out above have not been revoked, rescinded, amended or varied in any manner and remain in full force and effect as at today's date.