



Board of Trustees of the City of London Academies Trust

Date: THURSDAY, 9 JULY 2020
Time: 9.00 am
Venue: VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

SUPPLEMENTARY AGENDA

Items received too late for circulation in conjunction with the agenda.

5. COMMITTEE MINUTES

- a) Minutes of the Finance, Audit and Risk Committee

To receive the public minutes of the Finance, Audit and Risk Committee meeting held on 1 July 2020.

For Information
(Pages 1 – 4)

9. SCHOOL PLACES DEMAND PROJECTIONS – UPDATED APPENDIX 2

Report of the Director of Community and Children’s Services.

For Information
(Pages 5 - 10)

14. NON-PUBLIC COMMITTEE MINUTES

- a) Non-Public Minutes of the Finance, Audit and Risk Committee

To receive the non-public minutes of the Finance, Audit and Risk Committee meeting held on 1 July 2020.

For Information
(Pages 11 – 18)

22. CHIEF FINANCIAL OFFICER'S UPDATE – APPENDICES 5A AND 5B

Report of the Chief Financial Officer.

For Decision
(Pages 19 - 32)

Enquiries: Kerry Nicholls / Kerry.Nicholls@cityoflondon.gov.uk

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FINANCE, AUDIT AND RISK COMMITTEE OF THE CITY OF LONDON
ACADEMIES TRUST

Wednesday, 1 July 2020

Minutes of the meeting of the Finance, Audit and Risk Committee of the City of London Academies Trust held via Microsoft Teams

Present

Members:

Peter Bennett (Chairman)
Edward Benzecry
Deputy Clare James

Andrew McMurtrie
Mark Emmerson (Chief Executive Officer -
for finance matters only)

Officers:

Billy Harvey	- Director of ICT
Claire Hersey	- Chief Financial Officer
Smith Umoren	- Director of Estates and Facilities
Katyryna Zamulinskyj	- HR Director
Bukola Soyombo	- Chamberlain's Department
Kerry Nicholls	- Clerk
Edward Finch	- Partner, Buzzacott LLP (for Item 13 only)
Gumayel Miah	- Associate Director Buzzacott LLP (for Item 13 only)
Pooja Singh	- Assistant Manager, Buzzacott LLP (for Item 13 only)

Also Present:

Tijs Broeke

1. APOLOGIES

Apologies for absence were received from Dawn Elliott.

2. DECLARATIONS

Tijs Broeke declared that he served as Common Councillor to the ward of Cheap where Buzzacott LLP was a business voter in relation to Item 13: External Audit.

3. MINUTES

With regard to Minute 3: Minutes, the Chief Financial Officer confirmed that a range of work was being undertaken as part of the review of asset management and that this would be incorporated into a Trust-wide asset management plan.

In considering Minute 5: School Condition Allocation 2019-20, the Chief Financial Officer advised that the Trust had been allocated School Condition funding of £573,886 for the 2020-21 financial year, and that planned projects were being taken forward. The Trust had approached the Education and Skills Funding Agency to request an extension be granted, should the programme of works be delayed as a result of the COVID-19 pandemic.

RESOLVED, that the minutes of the meeting held on 27 February 2020 be approved as a correct record.

4. FINANCE POLICIES FOR THE TRUST

Trustees considered a report of the Chief Financial Officer presenting a suite of key finance policies for review and the following point was made:

- A Co-opted Trustee suggested that the new Expenses Claim Policy be re-drafted to reduce duplication. Trustees agreed that the Expenses Claim Policy be re-drafted and presented to the meeting of the Board of Trustees on 3 September 2020 for consideration and approval.

RESOLVED, that:

- The following updated policies be recommended for approval by the Board of Trustees at its meeting on 9 July 2020:
 - Finance Policy;
 - Procurement and Tendering Policy;
 - Gifts and Hospitality Policy;
 - Charging and Remissions Policy;
 - Reserves Policy; and,
 - Investment Policy
- The Expense Claim Policy be re-drafted and submitted to the meeting of the Board of Trustees on 3 September 2020 for consideration and approval.

5. QUESTIONS

There were no questions.

6. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

7. EXCLUSION OF THE PUBLIC

RESOLVED, that the public be excluded and that Trustees move into private session.

8. NON-PUBLIC MINUTES

RESOLVED, that the non-public minutes of the meeting held on 27 February 2020 be approved as a correct record.

9. OUTSTANDING ACTIONS

Trustees considered a report of the Clerk regarding outstanding actions arising from previous meetings.

10. TRUSTEE TRAINING REQUIREMENTS

Trustee training requirements were considered.

11. CHIEF FINANCIAL OFFICER'S UPDATE

Trustees considered an update report of the Chief Financial Officer.

12. **INTERNAL AUDIT**
Trustees considered a report of the Chief Financial Officer on the Trust's internal audit arrangements.
13. **EXTERNAL AUDIT**
Trustees considered a report of the Chief Financial Officer on the Trust's external audit arrangements and seeking approval for the appointment of the external auditors for the Trust.
14. **TRUST STRATEGIC RISK REGISTER**
Trustees considered a report of the Chief Financial Officer regarding the Strategic Risk Register for the Trust.
15. **HEALTH AND SAFETY MONITORING IN TRUST SCHOOLS**
Trustees considered a report of the Director of Estates and Facilities Management regarding health and safety monitoring in City of London Academies Trust schools.
16. **ICT UPDATE**
Trustees considered an update report of the Director of Information and Communications Technology.
17. **NON-PUBLIC QUESTIONS**
There were no questions.
18. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND THE COMMITTEE AGREES CAN BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED.**
There was no other business.
19. **CONFIDENTIAL MINUTES**
RESOLVED, that the confidential minutes of the meeting held on 27 February 2020 be approved as a correct record.
20. **CHIEF FINANCIAL OFFICER'S UPDATE - EXTRACT FROM NON-PUBLIC REPORT**
Trustees considered confidential appendices of an update report of the Chief Financial Officer.
21. **HUMAN RESOURCES AND STAFFING UPDATE**
Trustees considered a confidential update report of the Human Resources Director regarding Human Resources and Staffing.

The meeting closed at 10.38 am

Chairman

Contact Officer: Kerry.Nicholls@cityoflondon.gov.uk

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Preference data for City of London sponsored academies

Primary Transfer 2020 (Provisional data as at 11/02/20) - All preferences for Islington Schools (does not include SEN pupils)											
COLPA-I	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	60	69	115%	-35%	41	23	10	14	11	168	42
*2019	30	45	150%	103%	33	21	16	5	6	126	14
2018	60	28	47%	n/a	20	28	17	13	6	112	-17
2017	60	Due to applications being made outside the Pan-London coordinated process, it is not possible to specify the preference ranking								129	n/a

KEY

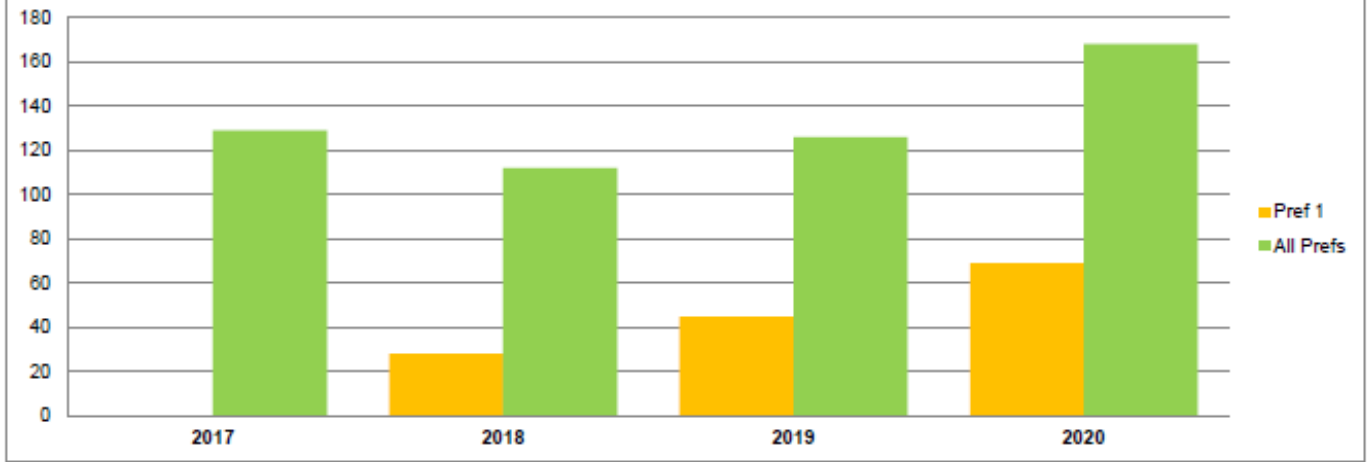
Increase >5% - UP

Increase/decrease within 5% - SAME

Decrease > 5% - DOWN

*2019 - In-year variation to the PAN agreed by the ESFA

City of London Primary Academy, Islington



Secondary Transfer 2020 (Provisional data as at 14/11/19) - All preferences for Islington Schools (does not include SEN pupils)											
Highbury Grove / COLA Highbury Grove	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	240	97	40%	-5%	168	135	86	63	44	593	90
2019	240	108	45%	14%	114	113	80	51	37	503	-7
2018	240	75	31%	-56%	113	133	77	66	46	510	*N/A
2017	210	183	87%	6%	216	200	139	92	56	886	45
2016	210	170	81%	-29%	230	204	112	65	60	841	-64
2015	210	230	110%	4%	242	197	106	81	49	905	87
2014	210	222	106%	-30%	215	163	121	54	43	818	-111
2013	210	286	136%		252	187	117	61	26	929	

KEY

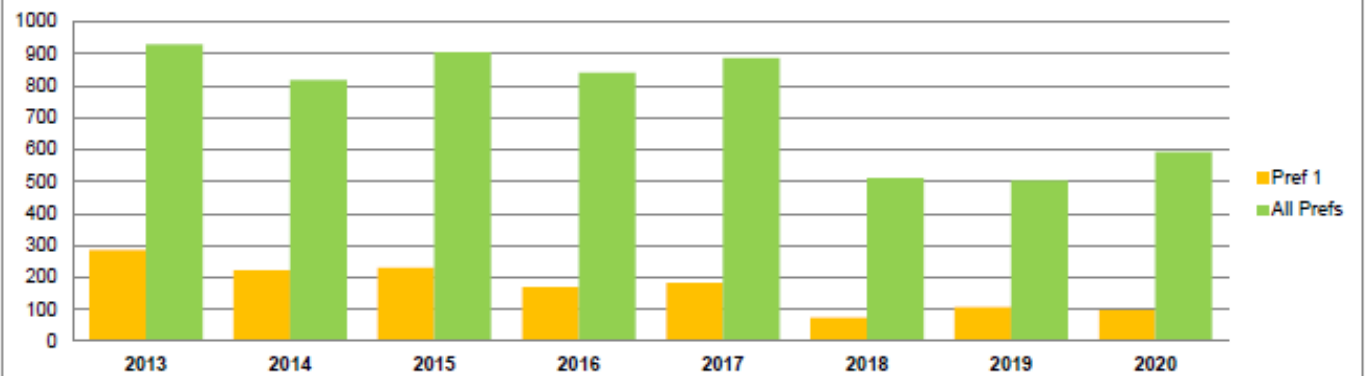
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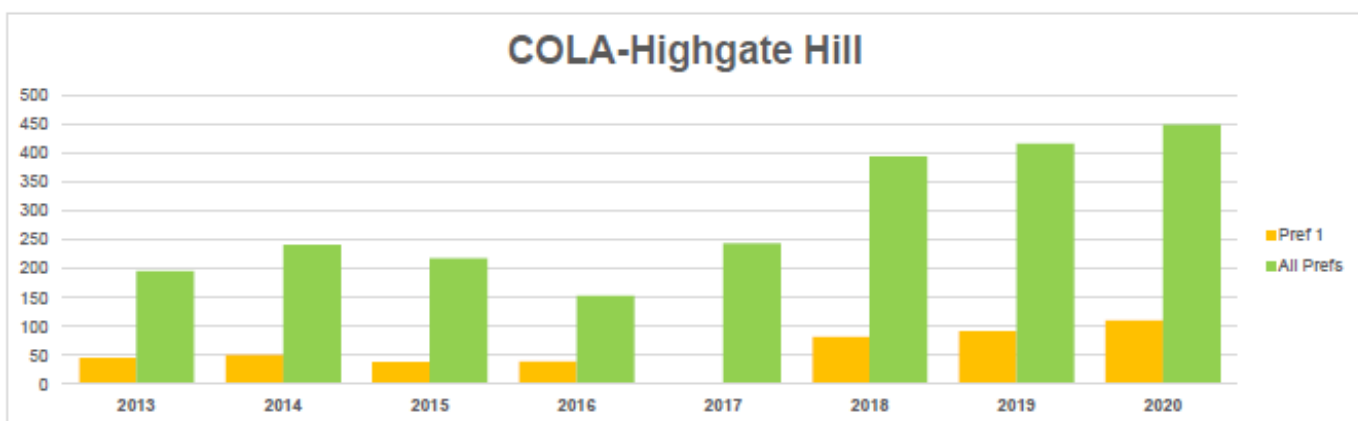
Decrease > 5% - DOWN

*Due to a change in PAN it is not possible to compare the number of all preferences

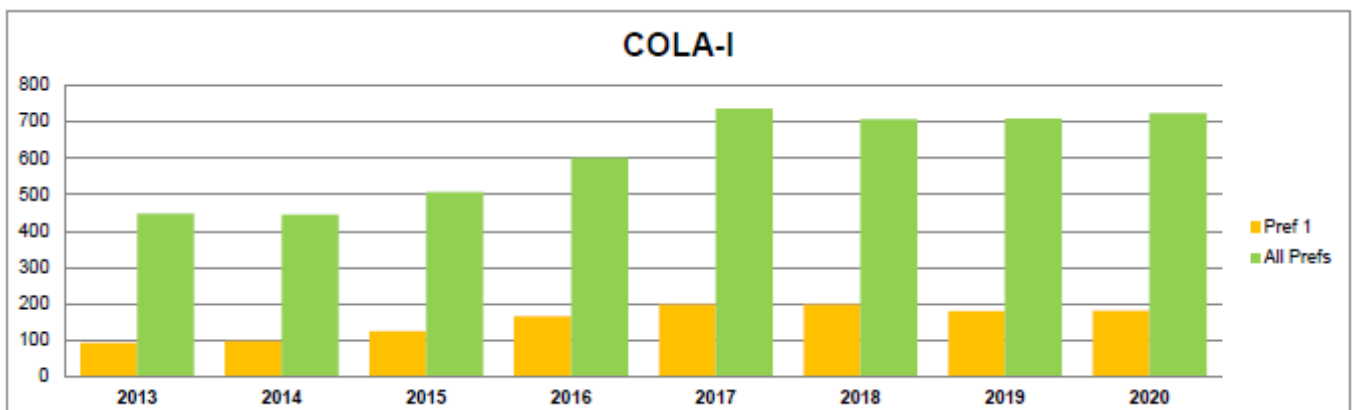
COLA-Highbury Grove



Secondary Transfer 2020 (Provisional data as at 14/11/19) - All preferences for Islington Schools (does not include SEN pupils)											
COLA-Highgate Hill	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	140	111	79%	14%	91	80	71	58	39	450	33
2019	140	92	66%	7%	83	90	63	51	38	417	22
2018	140	82	59%	N/A	84	65	77	44	43	395	151
*2017	140	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	244	N/A
MOUNT CARMEL SCHOOL CLOSED ON 31 AUGUST 2017											
2016	140	39	28%	1%	31	36	15	15	17	153	-66
2015	140	38	27%	-9%	51	38	34	34	24	219	-23
2014	140	51	36%	4%	48	63	34	27	19	242	46
2013	140	45	32%		43	42	27	20	19	196	
KEY											
Increase >5% - UP											
Increase/decrease within 5% -SAME											
Decrease > 5% - DOWN											
*2017 - Due to applications being made outside the Pan-London coordinated process, it is not possible to specify the preference ranking											

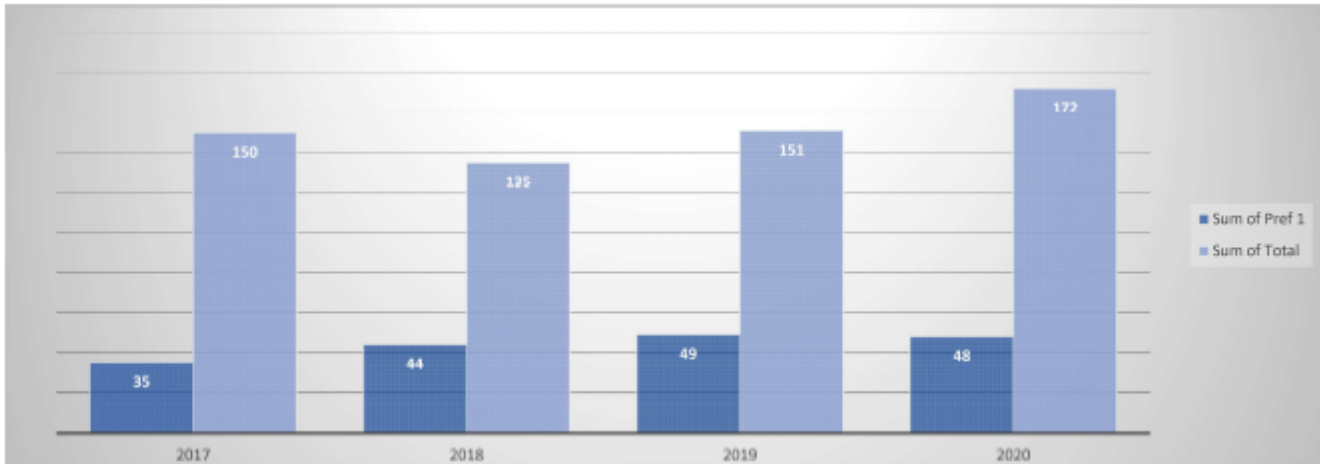


City of London Academy, Islington	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	165	182	110%	1%	191	153	93	58	46	723	15
2019	165	180	109%	-11%	197	158	79	61	33	708	1
2018	165	198	120%	-38%	182	144	78	68	37	707	*N/A
2017	125	198	158%	26%	148	151	110	77	53	735	135
2016	125	166	133%	33%	118	125	84	59	48	600	93
2015	125	125	100%	22%	115	108	71	47	41	507	62
2014	125	98	78%	3%	108	101	67	38	35	445	-3
2013	125	94	75%		101	105	58	53	37	448	
KEY											
Increase >5% - UP											
Increase/decrease within 5% -SAME											
Decrease > 5% - DOWN											
*Due to a change in PAN it is not possible to compare the number of all preferences											

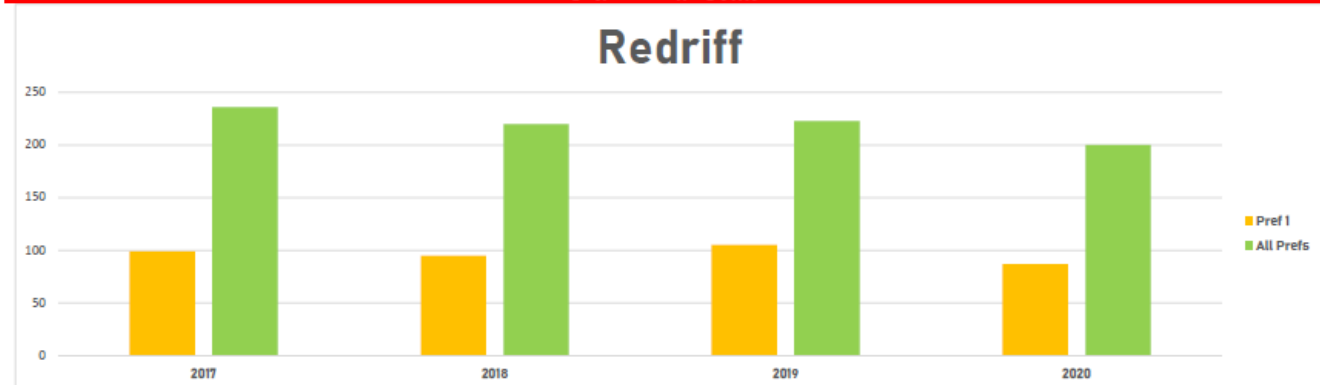


Primary Transfer 2020 (Provisional data as at 11/02/20) - All preferences for Galleywall Primary School											
Galleywall	PAN	Pref 1	1st prefs as a % of PAN	% change 1st prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	60	48	80%	-2%	51	37	19	11	6	172	21
2019	60	49	82%	8%	38	23	20	14	7	151	16
2018	60	44	73%	15%	36	23	14	14	4	135	-15
2017	60	35	58%	N/A	44	35	15	12	9	150	N/A
KEY											
Increase >5% - UP											
Increase/Decrease within 5% -SAME											
Decrease >5% - DOWN											

Galleywall Primary School City of London Academy



Redriff	PAN	Pref 1	Pref 1 % PAN	% Change 1st Prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	60	87	145%	-30%	38	27	26	15	7	200	-23
2019	60	105	175%	69%	54	31	16	9	8	223	3
2018	90	95	106%	-4%	49	41	17	9	9	220	-16
2017	90	99	110%		59	37	19	16	6	236	
KEY											
Increase > 5% UP											
Increase/Decrease within 5% - SAME											
Decrease > 5% - DOWN											



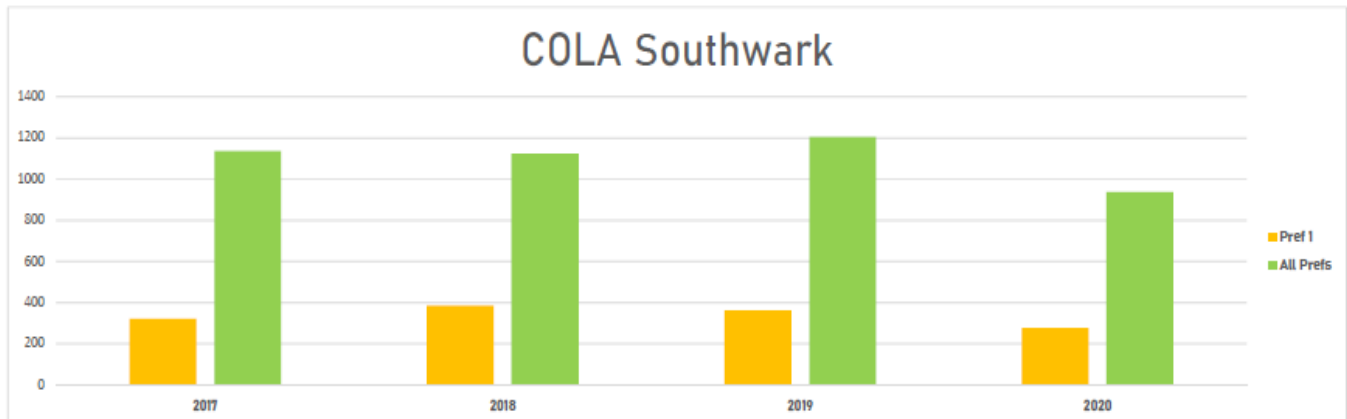
COLA Southwark	PAN	Pref 1	Pref 1 % PAN	% Change 1st Prefs	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Total	Change in Total Prefs
2020	240	278	116%	-35%	216	153	124	106	61	938	-267
2019	240	361	150%	-11%	309	237	146	83	69	1,205	81
2018	240	387	161%	27%	269	201	136	85	46	1,124	-13
2017	240	323	135%		281	228	157	91	57	1,137	

KEY

Increase > 5% UP

Increase/Decrease within 5% - SAME

Decrease > 5% - DOWN



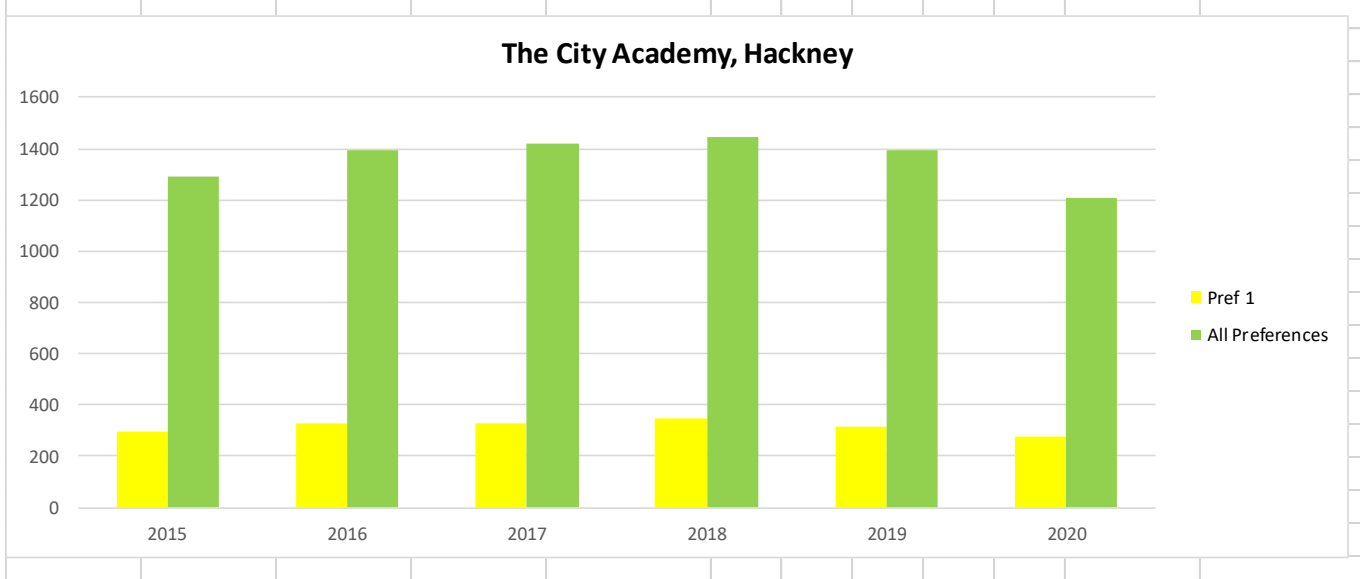
Year of Entry	PAN	Pref 1	1st prefs as a % of PAN	Direction from previous year	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	All Preferences	Direction of all preferences from previous year
2015	180	297	165%		339	310	187	102	54	1289	
2016	180	330	183%	Up	421	287	196	98	62	1394	Up
2017	180	331	184%	Up	385	365	179	108	50	1418	Up
2018	180	349	194%	Up	429	345	185	81	57	1446	Up
2019	180	317	176%	Down	420	314	168	116	60	1395	Down
2020	180	279	155%	Down	327	290	155	107	48	1206	Down

Key

Increase >5% - UP

Increase/Decrease within 5% - Same

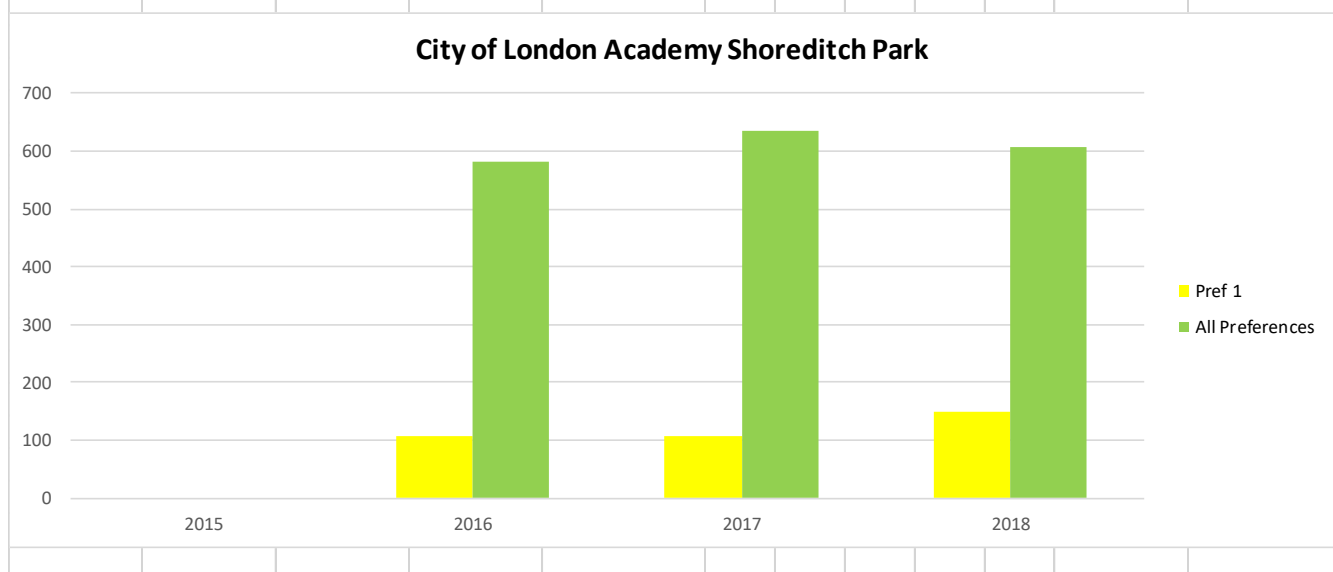
Decrease > 5% - DOWN



Year of Entry	PAN	Pref 1	1st prefs as a % of PAN	Direction from previous year	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	All Preferences	Direction of all preferences from previous year
2017	180										
2018	180	106	59%		112	131	102	75	57	583	
2019	100	108	108%	Up	132	128	110	89	68	635	Up
2020	100	148	148%	Up	124	116	96	73	51	608	Down

Key

Increase >5% - UP
Increase/Decrease within 5% - Same
Decrease > 5% - DOWN



Newham Collegiate Sixth Form Centre – City of London Academy

Year	Available places	No. of Applications	No. of offers made	No. Enrolled
2020	300	3,000	720	TBD
2019	300	2,800	700	324
2018	300	2,700	760	320
2017	300	2,100	500	300

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