

CLYST VALE ACADEMY TRUST

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Minutes of a Finance & Premises Committee meeting held at Clyst Vale Community College, at 6 pm in the Post 16 Study Room, on Thursday 1st December 2016.

Part I Minutes

Attendees	Initial	Parent	Note	Attendees	Initial	Parent	Note
Ben Brook	BB	Parent	Chair	Simon Sanger-Anderson	SSA	Parent	
Kevin Bawn	KB	Principal		Ceri Johnson	CJ	Parent	
Michael Davies	MD	Co-opted Governor					

Apologies	Initials

Absent	Initials

In Attendance	Initials	CVCC
Ann Hopkins	AH	College Manager
Teresa Grieve	TG	Parent Governor

In Attendance	Initials	Left
Jill Collins	JC	Clerk

Visitors	Initials
Simon Drake	SD

Minutes

Item No	Item	Owner	Date Action Due
16/17.01	<u>Declaration of Business Interests.</u> None	BB	
16/17.02	<u>Attendance/Apologies</u> None	BB	
16/17.03	<u>Minutes of the last meeting on 30th June 2016.</u> The Part I minutes were discussed, agreed approved and signed by the Chair. Part II were considered and signed at the end of the meeting	BB	
16/17.04	<u>Matters Arising</u> <u>Review amended Terms of Reference</u> The revised terms of Reference were agreed and signed. <u>15/16.32 (AH) Terms of existing contract with Taylor Shaw</u>	BB	

	<p>AH outlined the position. The original contract with Proserve came into existence in September 2010. This contract was then assigned to Taylor Shaw in 2013 when Proserve ceased.</p> <p>No formal contract was issued at that point. CVCC is clear to proceed with a tender.</p> <p>SSA asked how much was the annual spend as this could be a compliance issue. AH stated that the tender process was being looked at, but with a vacancy to fill it is on her list to do.</p> <p>BB asked that this item remain on the agenda for an update.</p> <p>15/16.35 (AH) Scheme of Delegation AH and BB had discussed levels of delegation and this will go forward to the March Meeting, when the Finance Policy (which includes the scheme, will be discussed).</p>	<p>AH</p> <p>AH</p>	<p>9-3-17</p> <p>9-3-17</p>
<p>16/17.05</p>	<p><u>Budget (Standing item)</u></p> <p>i) <u>Monitor – May 16</u> circulated</p> <p>BB noted that new style reports were being presented and asked if Governors were happy with the approach. AH asked if any expansion or explanation was required.</p> <p>All agreed that the reports were an improvement and acceptable.</p> <p>BB queried item B3 on the Monitor (Admin Staffing). AH responded to say that the figures were affected by disadvantaged funding expenditure moving funds from the top line. Income/expenditure for the section always balance out. AH explained that support staff had been transferred into the inclusion line to give flexibility for cases requiring support outside of school. The in-year budget was doing well.</p> <p>ii) <u>Cash Flow Report – circulated</u></p> <p>Received and noted.</p> <p>iii) <u>Review audited accounts & recommend to FB on 5th December 16</u></p> <p>This item was taken 1st on the agenda as SD was in attendance to talk to the report and 2 hand outs (Surplus deficit reconciliation; SD talked to the draft Annual Accounts and Governors' Report. He explained changes to process this year. Surplus and deficit reconciliations were shown to clarify results; changes to the way bursary funds are shown on the balance sheet, i.e. agency arrangements. There had been a pension adjustment of £149k revaluation figure, an in year surplus 140k, capital £308k. There was a 1.4 million actuarial loss on</p>	<p>BB</p>	

<p>the defined benefits pension scheme There is an in-year surplus of 140k. This is a good position, impressive turn around from last year and better than in the sector generally. All adjustments are normal audit functions and not due to errors.</p> <p>SD noted that CVCC had made an impressive turnaround on last year's position and he expressed his view that AH and her team deserved credit.</p> <p>P 21. SoFA explained. Total income 5.4 to 5.1 million. 130 k capital, not recurrent, 100k trip income. Expected to fluctuate, 30k high needs funding. 30k fall in High needs funding.</p> <p>P 33. Staff costs have moved from £4.4 to £4.2 million this year due to falling staff numbers. The increase in teaching staff and cut in admin staff was noted. fte has fallen. CVCC had turned around the deficit through reduction in staff costs.</p> <p>BB queried why there were 15 less heads, contributing to the loss of only 1 fte. SD noted the movement in staff. AH responded that number of part time teachers influenced the figure and there were several post 16 cleaners who did 2 or 3 hour contracts. Savings in fte but head count less.</p> <p>SSA noted the fewer teachers on headcount. KB noted the need to check this and SD agreed to do so.</p> <p>BB also asked for clarification on the figure for leases and AH explained that this was the photocopier contract.</p> <p>The Trustees' Report was considered.</p> <p>Adjustments to wording were considered-</p> <p>P5. SD suggested that the section on SLT pay should be expanded to show how it had been reviewed (who by and what benchmarking is used). SSA noted that all are at top of scales. Definition of the Management pool was discussed and the 10% benchmark. Ref to p33 of the report shows £491k being slightly above.</p> <p>Reserves policy (p8), SD suggested that the Reserves policy has always been robust. Reserves of between 2& 5% of GAG needs to be quantified.TG suggested amendments to the wording in the Reserves Policy item to include' ideally' as CVCC is slightly over the limit and noted that the year shown on page 13 (16/17) was incorrect and changed from the draft</p>		
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	<p>submitted as 15/16).</p> <p>SD noted the pension scheme deficit changes in definition resulting in a drop of 4 to 2.2. which was not a cash movement.</p> <p>TG noted that the uninitiated may not fully understand the figures at face value and may be unnecessarily concerned by this. BB asked if additional explanation is generally added. SD could expand the narrative but not necessary, SSA- Risk is outside of CVCCs control so no action required.</p> <p>2nd hand out Funds notes 140k surplus fed through. Bf 115k, £170k carried forward, £86k GAG carried forward. Realise deficit budget going forward and funding formula yet to be advised common problem in sector generally. No unspent capital grants. £256k carried forward surplus.</p> <p>BB noted that the picture was quite negative but in terms of last year's performance CVCC had managed within its resources well.</p> <p>SSA noted that looking at the past year CVCC had managed its affairs very well.</p> <p>TG noted that changes made during draft stages don't feed through to the final version and wording changes between versions. Quality of proof reading needs improving.</p> <p>Supply teacher costs queried by BB as figure had dropped considerably.</p> <p>SD noted that he would hand deliver an updated copy to JC on Monday in readiness for Full Board that evening.</p> <p>SD confirmed that Bishop Fleming had no 'Management Letter' points to make no unadjusted errors – BB added thanks to Finance team for excellent work.</p> <p>SD and TG left.</p>		
16/17.06	<p><u>Strategic Funding & Finance Issues</u></p> <p>KB outlined the current position. Nationally the picture is confused. The National Funding Formula is not likely to be implemented before 2018. The Devon Formula isn't known yet. ESG will be cut by £50k though there is some discussion about protection, no details are known yet.</p> <p>There is a promise of an increase in catch up funding but no formal announcement yet. KB stated that the national picture is not good. The 'high needs block' in Devon is overspent. £55 has been removed from the budget for each child resulting in</p>	KB	

	<p>£43k loss from the CVCC budget. A consultation has recommended that the changes are not implemented. Further clarity will be available in January. SEN in Devon is in crisis with funding likely to reduce.</p> <p>HSC – requesting costings but they have not yet been received, we are assuming a loss of £80k but we don't know yet as the information isn't available.</p> <p>BB asked if there is a SLA and KB confirmed that there isn't. KB noted that CVCC could be a further £130k or £90k worse off and CVCC is looking at a large deficit of up to 0.6 of a million in year.</p> <p>BB asked if this includes LGPS and AWPU. AH stated that there was no information on this when the figures went out. KB stated that he had concerns for the curriculum and there was a financial expert from ASCL coming in on 5th December to look at how the curriculum could operate.</p> <p>BB asked where contact ratios would be. KB confirmed that they would be adjusted. BB asked about adjustments to Load but KB felt that this wouldn't achieve savings without increasing costs for cover staff.</p> <p>BB noted that there was a large amount of savings to find and what would the timescale be for presenting a proposal. KB explained the need for HR advice and the need for Governors to be put into discrete groups for panels (segregate those for appeals).</p> <p>SS-A noted that the preferred route/options should go out to Governors. He said he would wish to see the HR advice in writing to check it. It would be appropriate for GE (CO-Chair and as a past Principal) to work with KB on the options. SS-A stated that he would also be willing to come in to College to help.</p> <p>KB stated that the process may identify a pool of staff who are protected due to curriculum needs.</p> <p>SS-A noted that he and KB had talked about this possibility and when KB has talked to ASCL the resulting proposal will need to be put before Governors and go to consultation. In Governance terms we need to be clear on the way ahead.</p> <p>Action – KB to send SS-A the HR advice received.</p> <p>Action – Arrange an emergency Full Board in January.</p>	KB	asap
16/17.07	<p><u>Site Supervisor Report</u></p> <p>A report had been circulated. AH reported that the new Site Manager (SA) had settled in well and was doing a really good job. A flood had caused problems for staff and SA had dealt with the situation well. The site staff had pulled together well, working with minimum supervision now. The College Manager will be looking at a refurbishment of the Main Hall for the next CIF 18/19.</p>	AH	
16/17.08	<p><u>Policies:-</u></p>	BB	

	<ul style="list-style-type: none"> Data protection c/f from June 16 <p>SS-A noted that the terminology had changed to 'Information Commissioner's Office' (ICO) and this needed changing on the document.</p> <p>SS-A noted that Subject Access Requests can be charged for and CVCC does not currently make a charge (normally £10).</p> <p>It was agreed that these changes should be made and subject to this the policy was approved.</p> <ul style="list-style-type: none"> Charges & Remissions <p>AH noted that there were no substantial changes to the body or the values within the policy. Changes had been made to the charges for the accommodation element of the Bude trip for FSM (no charge for these students).</p> <p>BB queried the remission of 20%, noting that trips considered as 'curriculum' could not be charged for, so rewording is necessary. Voluntary contributions could be requested. BB will provide a wording currently used at QE.</p> <p>Resit fees were also discussed and it was agreed that this section would be reworded.</p> <p>This policy is to be reworded and a revised copy to be circulated via email for a decision on approval.</p>		
16/17.09	<u>Items at discretion of the Chair.</u> None	BB	

The meeting ended at 8.20 pm

Approved, as a true and accurate record of the Meeting on 1st December 2016.

CHAIR: Ben Brook

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Committee Members:

Kevin Bawn	Principal/Governor
Ben Brook	Parent (Chair)
Simon Sanger-Anderson	Parent
Ceri Johnson	Parent
Michael Davies	Co-opted

Meeting Dates	1/12/16	9/3/17	11/5/17	22/6/17
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