

CLYST VALE ACADEMY TRUST

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Minutes of a Finance & Premises Committee meeting held at Clyst Vale Community College, at 5.30 pm in the Post 16 Study Room, on Monday 12th May 2016.

Part I Minutes

Attendees	Initial	Parent	Note	Attendees	Initial	Parent	Note
Ben Brook	BB	Parent	Chair	Simon Sanger-Anderson	SSA	Parent	
Ceri Johnson	CJ	Parent		Ann Hopkins	AH	Principal's nominated Deputy	

Apologies	Initials	Parent
Kevin Bawn	KB	Principal

Absent	Initials	Parent

In Attendance	Initials	CVCC

In Attendance	Initials	Left
Jill Collins	JC	Clerk

Visitors	Initials	Parent

Minutes

Item No	Item	Owner	Date Action Due
15/16.20	<u>Declaration of Business Interests.</u> None	SS-A	
15/16.21	<u>Attendance/Apologies</u> Apologies were received from Dr Kevin Bawn (due to attending a Graduation Ceremony in USA). It was noted that Sharon Collins had resigned as a Governor and would no longer serve on this committee.	SS-A	
15/16.22	<u>Minutes of the last meeting</u> on 14 th March 2016. The minutes were agreed, approved and signed by SSA who acted as Chair for the initial aspects of the meeting. The Chair reverted to Ben Brook	SS-A	
15/16.23	<u>Matters Arising</u> Dealt with at the end of the meeting. <i>14/15.56 Contracted services for admin were discussed. The benefit of a large company such as Bishop Fleming was debated and AH was asked to find out more about alternative</i>	BB	

	<p><i>providers/competitors.</i></p> <p>AH reported on progress for this item. A schedule showing comparisons had been circulated. The Accounts and Budget forecast returns were considered and BB explained the process for this. It was decided that the roles for –</p> <ul style="list-style-type: none"> • Responsible Officer • Academies Account Return • Budget Forecast Return <p>should move to Griffin but all other roles should remain as at present.</p>		
15/16.24	<p><u>Budget (Standing item)</u></p> <p>i) <u>Monitor – March 16</u> circulated AH talked to the report, running through the headings and stated that the budget is on track. AH noted that she was in discussion with BB regarding a change of style for the report which would be implemented in 2016/17. AH asked if Governors had any questions. CJ asked if PTFA funds were shown in the budget and AH explained that they were not as the PTFA is self-funded money is kept entirely separate. Though the PTFA has provided items for the school. SSA asked about the actual showing 30k deficit when it should show as in credit and was this due to ‘phasing’. AH stated that this has been looked at and it is correct.</p> <p>The Monitor was approved and signed by the Chair.</p> <p>ii) <u>Cash Flow Report – circulated</u> AH spoke to the 2 year cash flow report which had been updated. There was no concern for the next 2 years.</p> <p>The report was approved and signed by the Chair.</p> <p>iii) <u>3-year budget plan Income/expenditure report</u> AH spoke to the report (tabled) showing the latest figures/projections.</p> <p>AH noted the changes in staffing yet to take effect i.e. 2 teaching and 1 support staff posts to be filled (1 vacancy will be filled this week) and a Science teacher will also be advertised with the result that the budget will change. The 16/17 budget should be signed off at this meeting in order that it can go forward to Full Board on 11th July 16.</p> <p>AH noted that a decision on contracted services is</p>	BB	

	<p>required. (Discussed under Matters arising).</p> <p>BB questioned the figures related to staffing on Page 3 line 13, as there appeared to be a 'misalignment' in the reporting lines. AH agreed to rectify this.</p> <p>SS-A discussed Pupil Premium Funding and the need to have a 'clean line' to identify precisely how much money is available and how the money is spent. AH reported that the budget report currently doesn't split this out as SLT decided to keep it all together.</p> <p>SS-A requested that the Chair should write to SLT requesting that the detail should be shown.</p> <p>BB asked how accurate the P16 figures were.</p> <p>AH advised Governors that she had spent considerable time with CDo considering P16. It was felt that the situation would improve i.e. number has moved from 141 to 158. Figures for September 16 were not good at present – currently at 135 and the budget had been adjusted accordingly.</p> <p>AH agreed to re-issue the report with corrections to transposed figures.</p> <p>With that proviso the Budget was agreed and signed by the Chair.</p>	<p>BB</p> <p>30/6/16</p> <p>AH</p> <p>asap</p>	
15/16.25	<p><u>Strategic Funding & Finance Issues</u></p> <p>No Report. KB was absent and advised the Chair that there were no significant items to report.</p>	BB	
15/16.26	<p><u>Site Manager's Report</u></p> <p>AH reported on current activity.</p> <p>There had been unplanned work to drains which had blocked. A door for P16 access had been put into the Library.</p> <p>Health & Safety training had been updated.</p> <p>No items to report on Security issues.</p> <p>P16 students were working well as cleaners. More cleaners were being employed and all issues should be resolved by September. The cleaning team is working well.</p> <p>BB asked what was planned for 'summer works'. AH noted that some painting would be done and spoke to a proposal by Taylor Shaw to upgrade the Giraffe House area. More detail on this would be presented at the next meeting.</p> <p>Discussion followed on whether it would be beneficial to offer the contract for tender again.</p> <p>AH noted that the value is over the EU limit so would have to be offered. Framework agreements and shared contracts were explored as a possibility. AH/SS-A to explore this further.</p>	AH	30/6/16

15/16.27	<p><u>Policies:-</u></p> <p><u>Whistleblowing Policy</u></p> <p>The policy was approved with minor amendments to remove all references to the LA, as required by Auditors.</p>	BB	
15/16.28	<p><u>Items at discretion of Chair.</u></p>	BB	

The meeting ended at 6.40 pm

Approved, as a true and accurate record of the Meeting on 12th May 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

Meeting Dates	3/12/15	14/3/16	12/5/16	30/6/16
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