**CLYST VALE ACADEMY TRUST**

Company Number 07564519

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Clyst Vale Academy Trust is an exempt charity

**Minutes of a Finance & Premises Committee meeting held at Clyst Vale Community College, at 5.30 pm in the Post 16 Study Room, on Thursday 3rd December 2015.**

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| **Part I** Minutes |

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| Attendees | Initial |  | Note | Attendees | Initial |  | Note |
| Kevin Bawn | KB | Principal |  | Simon Sanger-Anderson | SSA | Parent |  |
| Ben Brook (Chair) | BB | Parent |  | Sara Watt | SW | Staff |  |
| Sharon Collins | SC | Parent |  | Ceri Johnson | CJ | Parent (Elect) |  |

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| Apologies | Initials |  |  | Absent | Initials |  |  |  |
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| In Attendance | Initials | CVCC |  | In Attendance | Initials | Left |  |
| Ann Hopkins | AH |  |  | Jill Collins | JC | Clerk |  |
| Paul Colin | For item.5 |  |  |  |  |  |  |

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| Visitors | Initials |  |
| Tim Borton | TB |  |

**Minutes**

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| **Item No** | **Item** | **Owner** | **Date Action Due** |
| **15/16.1** | **Declaration of Business Interests.**  None | **BB** |  |
| **15/16.2** | **Attendance/Apologies**  No apologies | **BB** |  |
| **15/16.3** | **Minutes of the last meeting** on 9th July 2015.  The minutes were agreed, approved and signed by the Chair. | **BB** |  |
| **15/16.4** | **Annual Accounts and Governor’s Report**  TB tabled 3 documents; an Agenda for items related to the Annual Accounts and Governor’s Report; a Surplus/Deficit Report; an Unrestricted Income and Expenditure Report.  He described in detail how the figures shown had been arrived at noting in particular an adjustment for £98 as a correction to brought forward reserves and a correction for a payment made in error by the EFA of £333,535 which needed to be repaid. The £216k pension deficit figure was noted as a worsening position. The total net movement of funds was £373,765.  GAG had been insufficient to cover expenditure, resulting in £32k recurrent expenditure used from reserves.  Overall there was a £40k operating deficit over the year.  TB opened the meeting to questions.  BB queried an item of £114 released funds for transfer. AH & TB clarified that this sum was a reference to an item in the previous year’s accounts and was in relation to conversion to Academy status.  TB referred to the level of reserves and whether Governors would wish to include a comment in the report. SSA noted that the position was not broadly in line with the Reserves Policy as the reserve was shrinking.  Various aspects of the report were discussed in detail e.g.  Staff restructuring costs; the theft which took place in the previous year for which a police investigation is on-going, some money had been recovered and this sum was included in the accounts but further funds expected to be recovered cannot be shown at this point as contingent funds.; Related party transactions – BB noted the need for Trustees spousal salaries to be shown in the report. TB will check on this prior to production of the final report.  TB advised Governors that a skills review was required to be included in the report on p12. KB agreed to write a section to be included in the report.  TB noted that 16-19 Bursary funds – a c/f of £740 should be shown as a liability.  TB advised Governors that money held for trips run by an agency are not included in College Funds.  TB asked Governors to consider their statement on ‘Governance Review’ to ensure that skills review is covered in the statement. It was agreed that KB would provide some text for inclusion in the final version.  TB noted that there were no unadjusted errors coming out of Audit and no weaknesses to bring to Governors’ attention.  TB asked Governors if anything had taken place which might have affected the accounts e.g. any litigation and the response was negative.  TB asked Governors whether the college had any intention to join or form a MAT and the Principal responded to say that the topic was under discussion. Discussion followed on the ideal size for a MAT and the urgency/timing for action.  Governors expressed thanks to Tim Borton and the Chair expressed thanks to the College Manager for her work in preparing the accounts. | **BB** |  |
| **15/16.5** | **Matters Arising**  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 providers/competitors.*  AH reported that this item is outstanding. SSA noted the need for prompt action and suggested a deadline of the end of January 2016.  14/15.57 *It was resolved to apply the 1% across the board and investigate the costs of 2% for M6 for decision later*.  AH talked to the cost of the increased pay. An extra £1300 per year for the 2% award. KB noted that it was a small amount and that STRB recommends the higher level.  After discussion it was noted that a recommendation of 2% should be put to Full Board on 10th Dec 15.  14/15.60 *GS asked for a budget report to come to F&P Committee for the works. AH agreed to supply the report and stated that the works would be completed in time for the start of term*. Report supplied. Item complete.  Proposal to introduce parental contributions for projects in Technology – Paper attached (2nd circulation).  PC explained the reasons behind his proposal to ask for voluntary contributions for technology projects in KS3 in the current year. He noted that the resulting items do go home and it is normal practice to ask for such contributions in other schools.  After consideration of the proposal, Governors gave their approval.  Clarification of SLT authorisation of BACS Payment Run  KB explained the concern raised by SLT members over the requirement for them to authorise the BACS payment run.  SLT members did not feel that they had access to sufficient information to fully check and authorise payments.  BB explained that 2 signatories were needed prior to payments being made and this was common practice to provide oversight as a control measure.  KB stated that there is an issue to be addressed and SLT felt that they needed the personal liabilities explained.  BB noted that any personal liability would be covered by CVCC insurance.  AH stated that there is already a separation of duties in place as a safeguard.  SSA offered to attend an SLT meeting to talk it through and this was accepted. Clerk to arrange for SSA to attend an SLT meeting (meetings on Mondays at 3.30 pm). Clerks note: SSA to attend SLT on 11/1/16.  .58 from F&P - Pupil Premium.  noted that AG should ensure that Pupil Premium information is placed onto the website. Clerk to chase AG | **BB**  **AH**  **KB**  **AH**  **PC**  **KB/AH**  **Clerk**  **AG** | Jan 16  10/12/15  complete  asap |
| **15/16.6** | **Budget (Standing item)**   1. Monitor – Oct 15 circulated   AH talked to the report, running through the headings and the process of budget compilation. Governors needed to approve the variances between the approved and proposed budget.  Discussion followed on the style of the report which had been introduced by TG, who no longer sat on this committee. It was decided that BB and SC (link to AH) would review the Monitor Report.  AH reported that she was looking at a new accounting package and was due to attend a demonstration early next year. AH noted a saving could be made on licence fee compared to the current package.  KB asked if the new package would reduce workload and it was noted that data wouldn’t need to transfer from one system to the other. SC suggested that time savings could be made.  The Monitor was approved.   1. Cash Flow Report – circulated   AH spoke to the 2 year cash flow report and explained the purpose of the report i.e. to ensure CVCC doesn’t run out of money. SSA noted the benefits of such a report as reserves are exhausted to keep track of College funds.   1. 3-year budget plan Income/expenditure report   AH spoke to the report showing the latest figures, noting a reduction of ESG by 10% per year. The reasons for loss of funding were discussed and AH stated that she was looking at possible actions to ‘balance the books’ in the light of reductions in P16 funding and greater expenditure on IT next year. There is no indication of what the national funding is going to look like.  KB noted that £320k would be needed to clear the deficit. BB asked when a proposal would be brought back for consideration. KB stated that this would be flagged in his report to Governors at Full Board at which there may be further questions and another session may be needed to look at it in depth. There is work to be done to analyse data.  KB stated that he had asked for colleagues to advise him if they intended to step down or retire etc.  BB asked whether there would be a recruitment freeze and KB responded not formally freezing at present but replacements will be temporary.  SW discussed the effect of the proposed £200k in staffing cost savings and KB explained how the figures were arrived at. 315K needed to be found and it was a decision for Governors to decide how when the savings would be implemented. AH stated that she is looking at realistic ways to reduce the staffing costs e.g. noted that the vacancy for an Art Technician would not be replaced in the short term.  BB noted that the next F&P meeting is in March. It was decided to discuss at the Full Board on 10th December. | **BB**  **BB/SC**  **KB** | **14/3/16**  **FB 10/12/15** |
| **15/16.7** | **Update on roll projections for the next 5 years**  KB reported that he was awaiting a health report. 141 1st preferences for next September which is an increase on last year but still not enough. The LA are giving flat projections and not taking account of the new housing developments in progress or the 3 more planned within the catchment area. CVCC is up 18 and down 8 due to mobility. There are 915 students on role. Some students are transferring from Exeter schools and Cranbrook.  BB asked KB about 2nd preferences. KB noted that CVCC may pick up some from Kings as it is full.  AH stated that she had allowed for some growth (140) and noted the negative effect of 10 students entering after census date who won’t be funded until September 17. There may be a possibility of going back to the EFA to request further funding if any further students join CVCC. KB also noted that these students may come with complex needs.  SSA agreed that it is an issue which CVCC has little or no control, with the exception of 6th Form.  Discussion followed on what an appropriate time would be to look at the data in more detail and it was decided to review the data at the March meeting. | **KB**  **AH/KB** | 14/3/16 |
| **15/16.8** | **Strategic Funding & Finance Issues –** Verbal update  KB reported that this item would be covered in his report to Full Board on 10th December 15. | **KB** |  |
| **15/16.9** | **Site Supervisor Report**  AH reported on the excellent job being done by the site team.  There had been some vandalism. Discussion followed on site staff vacancies and the difficulties of filling them. Transport costs were an issue for potential applicants. AH reported that there was a possibility of employing some P16 students as cleaners. | **AH** |  |
| **15/16.10** | **Policies:-**   * Charges & Remission Policy – discussion followed on reduction in the remission for Bude trips. The costs were creeping up and with 52 students the costs would be 14.5k if all claimed.   AH noted that all contributions would be voluntary. KB noted that as parents have already contributed the trip would need to run.  Resit fees were also discussed and it was agreed that AH would make amendments to the wording on this.  Subject to amendment to Bude Trips and Resits - Approved.   * Fire Evacuation Procedure - Approved * FOI - Approved * Governors Allowances & Expenses – Approved subject to the mileage rate being reviewed at a future point. * Grievance Policy - Approved * Health & Safety Policy - Approved * Probationary Policy for Support Staff - Approved * Staff Discipline & Conduct Procedure - Approved * Student with Medical Needs - Approved * Pay Policy (prior to ratification by FB) (2nd Circulation) –   This policy was discussed at length.  KB explained that the policy had been discussed with Somerset HR as service providers. KB explained the change to limit supply teachers to the M6 rate, which was the gency equivalent. SSA stated that he had read the policy carefully and there were good reasons to adopt the policy.  AH talked of the impact of the National Living Wage. There are concerns about the impact on grade inflation. £7.19 would be the new minimum which would squeeze grade B and allow other grades to remain as they are. KB noted this as a sensible solution. SSA felt this was ok.  BB asked what if the Living Wage marches forward? AH stated that in that case another review would take place.  With amendment to M6 rate, recommended to Full Board for Approval.  Corporate Risk Register c/f | **AH**  **KB** | Immediate  Complete  FB10/12/15 |
| **15/16.11** | **Items at discretion of Chair.** | **BB** |  |

The meeting ended at 8 pm

Approved, as a true and accurate record of the Meeting on 3rd December 2015.

**CHAIR:** Ben Brook

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**Committee Members:**

Kevin Bawn Principal/Governor

Ben Brook Parent (Chair

Simon Sanger-Anderson Parent

Ceri Johnson Parent (Elect)

Sara Watt Staff

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