

## 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 9th March 2017.**

<b>Part I Minutes</b>
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Attendees	Initial	Parent	Note	Attendees	Initial	Parent	Note
Ben Brook From 6.20 pm	BB	Parent	Chair	Simon Sanger-Anderson	SSA	Parent	
Kevin Bawn	KB	Principal		Ceri Johnson	CJ	Parent	

Apologies	Initials	Parent
Michael Davies	MD	Co-opted Governor

Absent	Initials	Parent

In Attendance	Initials	CVCC
Ann Hopkins	AH	College Manager

In Attendance	Initials	Left
Jill Collins	JC	Clerk

Visitors	Initials	Parent

### Minutes

Item No	Item	Owner	Date Action Due
16/17.10	<b><u>Declaration of Business Interests.</u></b> None	<b>BB</b>	
16/17.11	<b><u>Attendance/Apologies</u></b> Michael Davies (Work Commitments)	<b>BB</b>	
16/17.12	<b><u>Minutes of the last meeting</u></b> on 1 <sup>st</sup> December 2016. The Part I minutes were discussed, agreed approved and signed by SS-A as the Chair was delayed.	<b>BB</b>	
16/17.13	<b><u>Matters Arising</u></b>  <i>15/16.32 (AH) Terms of existing contract with Taylor Shaw AH outlined the position. The original contract with Proserv came into existence in September 2010. This contract was then assigned to Taylor Shaw in 2013 when Proserv ceased.</i>  <i>No formal contract was issued at that point. CVCC is clear to</i>	<b>BB</b>	

	<p><i>proceed with a tender.</i>  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.  BB asked that this item remain on the agenda for an update.  AH reported that 5 prospective tenders were being considered. The deadline for submissions is 26<sup>th</sup> April. Presentations will be given by contractors on Thursday 4<sup>th</sup> May and Governors are invited to attend.  <b>15/16.35</b> (AH) Scheme of Delegation - to be considered as part of the Finance Policy (item .17).</p>	<p>AH</p> <p>AH</p>	
<p>16/17.14</p>	<p><b><u>Budget (Standing item)</u></b></p> <p>i) <u>Monitor –circulated</u>  NB –agreed that on future agenda this will be referred to as the ' Management Report'.</p> <p>AH reported on note 4 in the Monitor notes - that the LA had confirmed that the LABP funding will continue for a further 12 financial months.  BB had entered during this item and confirmed that he had no questions on the Monitor.  AH talked to B1;B;B3 in the notes which referred to changes in pension contributions. CVCC will move to a fixed monthly figure and reduce the employers contribution. This is on the advice of the pension provider.  SS-A expressed surprise at the change and AH confirmed that she had checked this carefully.  The Monitor was approved.</p> <p>ii) <u>Cash Flow Report – circulated</u></p> <p>The report had been circulated and AH reported that cash flow is in a good position currently.</p>	<p>BB</p>	
<p>16/17.15</p>	<p><b><u>Strategic Funding &amp; Finance Issues</u></b></p> <p>KB reported that education is in crises. There are more students in the system and no allowance for them. Schools are bracing for further reductions to their budgets in future years. CVCC year 7 numbers for 2017/18 look optimistic but less so for the following year as year 6 isn't as full.  KB stated that the government is directing funds to 'dogmatic principles' and not funding education.  CJ noted the item on Channel 4 news about Devon schools. The Uffculm petition needs 10k signatures by July in order to be debated in parliament and doesn't have sufficient numbers yet. CJ suggested that a note should be sent home with pupils to encourage parents to sign.  SS-A noted that the email addresses of local MPs should be embedded into letters to parents. He stated that a note</p>	<p>KB</p>	

	<p>previously sent to parents on the topic was 'spot on' with the point nicely made.</p> <p>BB noted the increase in press coverage lately and questioned whether MPs were the best route.</p> <p>CJ stated that she had written to Mel Stride. And she received a letter from Nick Gibb stating that they want to hear from all sectors of schools.</p> <p>KB reported that he had managed to make sufficient savings to avoid compulsory redundancies. The consultation process ends on 22<sup>nd</sup> March 2017 and the budget position will be clearer by then.</p> <p>BB asked if there will be a need for teaching 'outside of subject'. KB confirmed that there will be a need for some but CVCC will meet all targets.</p> <p>SS-A reminded the group that it had been agreed that CVCC wouldn't just do enough but would need to give some headroom.</p> <p>KB stated that with an increased year 7 next year it is intended to avoid compulsory redundancies if possible.</p>		
16/17.16	<p><b><u>Site Supervisor Report</u></b></p> <p>AH reported that Dan Phillips of the site team will be leaving due to promotion to Senior Caretaker at another school. There is a possibility that there will be a need to close the school a little earlier in the future. A proposal on this will come to Governors at the next meeting.</p> <p>The Site Manager is doing a great job with Ben and James supporting.</p> <p>BB asked if any funding bids were being considered.</p> <p>AH confirmed that 2 bids were included in the CIF. £80k for electrical work to conform to new regulations and a distribution system for the new boilers in the Humanities block. Also in November a complete refurbishment of the Mail Hall and Canteen area. BB noted TFQ is at risk.</p>	AH  AH	11/5/17
16/17.17	<p><b><u>Health &amp; Safety Committee</u></b></p> <p>The minutes of the meeting on 12<sup>th</sup> December 16 had been circulated.</p> <p>BB asked AH if DCC H&amp;S was the contracted provider and she confirmed this was so. AH confirmed that she had booked an administrative audit to take place in May.</p> <p>AH reported issues with gate access in relation to Safeguarding resulting in amended opening times. Other issues were flagged on the database.</p> <p>KB noted that there isn't much money and CVCC is doing its best with little cash to spend.</p>	AH	
16/17.18	<p><b><u>Policies:-</u></b></p> <p><b><u>Finance Policy</u></b> (to FB on 20/3/17)</p> <p>AH reported that there were few changes with some to</p>	BB	

terminology.

The scheme of delegation on p22 was explained.

There was a recommendation from Audit Committee included on 'Authorised spending on items not in budget'. BB noted that he was happy to have 'R' for report to £50k for this item.

Subject to that change the policy was approved and recommended to Full Board on 20<sup>th</sup> March 17.

Discussion moved to Audit.

CJ noted the need to maximise value on income generation e.g. through sponsorship with links to investment to get best value. CJ suggested that an 'overarching statement of intent' was required.

KB noted that CJ's point was valid but there is a problem with capacity. This will form part of the remit of a future MAT so will develop in the future.

CJ volunteered to draft a paragraph to add to the Policy to be approved via email with no need to come back to F&P.

SS-A noted the need to generate income from non-curricular activities and AH responded to say the the Site Manager is keen to develop this to fund building improvements.

### **Gifts & Hospitality**

No changes and the policy was approved.

### **Lettings Policy**

AH reported that she was looking at the charges and proposing a rate increase. Appendix 3, a list of charges was discussed. An example of the need for amendment was cited – the tennis courts available with lights was listed, but as the tennis courts reverted to the sports hall usage after dark, use of lights was not a possibility.

The wording on the final line of the policy objectives had been amended this was discussed and agreed to stand.

The wording on the scale of charges had been amended to remove the discounts.

The amended policy was approved.

	<p><b><u>Investment Policy</u></b></p> <p>The policy was approved.</p> <p><b><u>Corporate Risk Register</u></b></p> <p>AH reported that the RO for Audit had made some recommendations affecting the CRR. AH needed to discuss these with SLT before bring the item back to the next meeting.</p> <p><b><u>Maximising Attendance &amp; Managing Absence Policy</u></b></p> <p>AH reported that there were no changes to this policy which is robust, fit for purpose and is used to support staff through issues.</p> <p>The policy was approved.</p>		
16/17.19	<p><b><u>Items at discretion of the Chair.</u></b></p> <p>None</p>	BB	

The meeting ended at 7.10 pm

Approved, as a true and accurate record of the Meeting on 9<sup>th</sup> March 2017.

**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	<b>9/3/17</b>	11/5/17	22/6/17
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