

Clyst Vale Academy Trust
COMPANY NUMBER: 07564519
A Company Limited by Guarantee
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Minutes of Finance & Resources Meeting

Minutes of Committee Meeting held in Post 16 study room,
at 17:30 on Thursday 12th March 2020

Governors in attendance		
Kevin Bawn	KB	Principal
Laura Waycott	LW	Chair & Parent Governor
Ben Brook	BB	Parent Governor
Michael Davies	MD	Co-opted

Apologies	Initial	Reason	Accepted
Simon Sanger-Anderson	SSA	Work commitment	Yes

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager

In Attendance	Initial	Role
Mareena Anderson-Thorne	MAT	Clerk

ITEM NO	ITEM	ACTIONS
19/20.49	<u>Declaration of Business Interests</u> None recorded	
19/20.50	<u>Attendance/Apologies</u> SSA Governors acknowledged that further recruitment needed to take place at FB for F&R committee and it was agreed 2 more committee members were needed.	MAT to include of next FB agenda.
19/20.51	<u>Approve Minutes of the previous meeting</u> (attached) Minutes agreed	
19/20.52	<u>Griffin Internal Audit Report – January 2020</u> AH explained the audit went very well. All updates previously made had been done. AH stated thanks should go to Finance, Personnel and Payroll staff. Governors raised a question regarding the Preferred supplier comment in the report. AH confirmed that this is already included in the Finance Manual. KB highlighted that the Internal Audit again picked up we have members who are trustees, which is against best practice. Decision had already been made at FB to recruit 2 more members, and allow KB and SSA to step down as Members, remaining as Trustees. All Governors noted the last page of the report, for recommendations, was blank – which was excellent!	MAT to send JD to MD & advertise of Governor job boards

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19/20.53	<p><u>Matters Arising</u></p> <p>Internal Audit cycle Discussion was had over the subject and frequency of the audits. We have 3 visits per academic year, over 2 terms (Spring & Summer). Governors asked that the audit cycle not just look at Finance & Payroll, but also look at role projections etc, looking at the risk register and focusing on the top 3 risks. Summer term audit to look at follow on role projections and sustainability of P16.</p> <p>Catering Tender We have a 3+2 contract with Caterlink. We have completed 3 years, and could tender this year if we chose to. However as the original tender included £100k capital over 5 years for revamping College eating areas, we would need to give back £40k to Caterlink. Governors asked if the college are happy with their performance. AH confirmed that on the whole yes, we are working with them on sustainability and invoice issues, but her recommendation would be to continue their contract and look at tendering in 1.5 years' time. Governors agreed that now was not the best time to tender for catering. We have a rising roll, and in 2 years we may want something different to now. All agreed the biggest issue at the moment was sustainability. Decision was made for AH to meet with Caterlink before Easter to try and iron out the issues, then start the tender process next year, 1 year before it's due to expire.</p> <p>SMRA Report Governors acknowledged that a lot of work went into this by AH. The recommendations were things we knew already. The college are already try to actively recruit lower down the pay scale and already looking at the TLR structure. Discussion was had over the best way to move forward with the report, it was decided to formulate an action plan for the SMRA report, to include their recommendations and keep under regular review.</p> <p>Bishop Flemming Benchmarking report On the whole, this didn't show much. Staff costs 9% higher than average. Governors asked AH to check the report in great detail, as BF had previously been known to not be 100% reliable.</p> <p>CVCC Productions - Revisit funding strategies/budget allocations. This was raised at last FB meeting.</p>	<p>AH to notify Griffin of subjects for next audit.</p> <p>AT to meet with Caterlink to iron out issues.</p> <p>AH to instigate catering tender in 1 years' time.</p> <p>AH to formulate an action plan for SMRA report and present to F&R Governors</p> <p>AH to check benchmarking report and ensure all figures are correct.</p>

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	<p>AH confirmed that currently, the college subsidises the Production budget with £500 per year. Any profit the production makes is then put back into the overall college budget.</p> <p>Following a long discussion over the possible options for budgeting for the production, the Governors agreed that from now on the College will no longer subsidise the production budget by the £500 per year, however all profit would be given back to the production budget each year, up to a maximum of £5000.</p> <p>The production leaders will need to ensure they budget for the production in conjunction with the College Manager and factor in the supply costs associated with the production, to ensure ticket price will adequately cover the full cost of the production and allow for a profit to allow for future years productions.</p>	
19/20.54	<p><u>Budget (Standing item)</u></p> <p>AH highlighted the need to build in a pot for renewing of equipment (IT/PE/Science etc) as these things are quite often costly. Governors agreed</p> <p>Discussion was had around P16, and future numbers. At the time of the meeting actual 2020-21 numbers were not known. We had 55 applications, however numbers had not been confirmed yet.</p> <p>Governors highlighted that P16 was being subsidised by Pre 16, and although they are very keen to keep P16, that wasn't at any cost to the rest of the College.</p>	<p>AH to allocate a budget for renewal of equipment.</p>
19/20.55	<p><u>Strategic Funding & Finance Issues</u></p> <p>None</p>	
19/20.56	<p><u>College Managers Report</u></p> <p>AH apologised for the late report – Interviews had got in the way. CIF bid has gone in – we await the outcome. Governors asked if we added our own contribution to the bid.</p> <p>AH confirmed that we did add a contribution, however that wasn't yet in the budget.</p> <p>AH gave an update on support staffing. Some long term absence issues, that could have been dealt with quicker, however they were very complex cases, and may not have resulted in staff back any quicker.</p> <p>Governors raised questions over a college closure for Covid 19, could we still ensure main operations could continue.</p> <p>AH reassure the Governors, that Finance and Payroll functions could continue remotely without too much disruption, and at short notice.</p> <p>IT have been working hard to get MSTeams up and running and ensuring staff/students have the IT equipment they will need.</p>	
19/20.57	<p><u>Policies:</u></p>	

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	<p>Corporate Risk Register – ongoing review required.</p> <p>Pay Policy – Governors felt this needed more thought, and comparison to Devon CC policy. Particular questions around directed time allocation for Part time staff. A fair and consistent approach is required. Questions to be raised to HR.</p> <p>Data Protection Policy (incorporating GDPR & Data Breech) Governors happy that retention was covered (on Pg7), but felt something needed adding in case the principal was away – needs changing to ‘Member of SLT’.</p> <p>Finance Policy – Committee still ready F & P, should be F & R. Preferred suppliers added, Exam boards, IT companies. Governors questioned the value of the procurement with those companies. AH confirmed it could vary. Governors would like a caveat to say works over £5k would require extra quotes. Governors also unhappy that MS Licencing, Desktop PC and network cabling should come off. This is a competitive market and required regular quotation to ensure best value. Governors confirmed, if the changes were made, they would agree the policy.</p> <p>Lockdown Policy – Governors feel any staff member should be able to instigate the lockdown procedure, not just the Principal. Raising the alarm, should be similar to rising a fire alarm. Governors would also like clarification as to whether the fire alarm could sound whilst in lockdown. As this is a known tactic to evacuate the building, allowing access to staff and students, who would normally be in lockdown.</p>	<p>AH to raise questions with HR and compare policy to Devon CC.</p> <p>AH to make change ‘member of SLT’ instead of Principal.</p> <p>AH to make changes to preferred suppliers, adding the £5000 caveat and removing the ICT companies, allowing for best value at all times.</p> <p>AH to seek clarification from the alarm company regarding fire alarm during lockdown activation.</p> <p>Change to allow any staff member to activate the procedure, rather than just the Principal.</p>

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	Pandemic Emergency Plan – Approved. Governors glad we have one, but more operational than strategic.	
19/20.58	<u>Items at discretion of Chair</u> None	

The meeting ended at 20:40.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Thursday 12th March 2020.

Membership: 5 Governors – Quorum 3

Name	Position	Name	Position
Kevin Bawn	Principal	Ben Brook	Parent Governor
Laura Waycott	Parent Governor & Chair	Michael Davies	Co-Opted Governor
		Simon Sanger-Anderson	Member Appointed