

CLYST VALE COMMUNITY COLLEGE

Company Number 07564519
A Company Limited by Guarantee
Registered in England

Finance & Premises Committee

**Minutes of Finance & Premises Committee meeting held at Clyst Vale Community College,
at 5.30 pm in the Post_16 Study Room, on Thursday 7th March 2019.**

Attendees	Initial		Note	Attendees	Initial		Note
Ben Brook	BB	Parent		Simon Sanger Anderson	SSA	Member Appointed	
Gina Stroud	GS	Co-opted		Laura Waycott	LW	Parent Governor	Chair
Kevin Bawn	KB	Member Appointed					

Apologies	Initials	
M Davies	MD	

Absent	Initials	

In Attendance	Initial s	
Ann Hopkins	AH	College Manager

In Attendance	Initial s	
Racheal Long	RL	Clerk
Catherine Prunty	CP	Minute taker

Minutes

ITEM NO	ITEM	LED BY
18/19.49	<u>Declaration of Business Interests</u> None	LW
18/19.50	<u>Attendance/Apologies</u> M Davies	LW
18/19.51	<u>Approve Minutes of the previous meeting-</u> 03.12.2018 – Minutes Approved	LW
18/19.52	<u>Matters Arising</u> None	LW
18/19.53	<u>Internal Audit Report</u> Audit report was good. Issues arising concerned- adding/amending supplier details- the changes recommended were agreed, It was discussed that grounds maintenance needs to have 3 quotes, this is being actioned this year.	LW/AH

ITEM NO	ITEM	LED BY
	<p>Governance regularity and risk management – addressed – records online at companies’ house and GIAS, not quite up to date – now sorted.</p> <p>Discussion was held about moving towards members not being trustees in line with DFE guidance. Currently both LS and GE–resigned their trustee status not their members status – these could be retained as members if agree– LS has indicated he wished to remain member.</p> <p>The only regular involvement from the member is to attend the AGM. Could complete a skype call for AGM</p> <p>Three is the minimum required number of members ideally 5 is recommended.</p> <p>Moving forward KB or SSA could step down (possibly both), there is also a move towards employees not being members. Need to decide on best way forward.</p> <p>Do we need to change articles of association – KB doesn’t think we do.</p> <p>GS need to check whether chair still has to be a member, GS to talk to GE to see if he is willing to remain a member.</p> <p>Accounting officer letter – whilst we reviewed this in the FB meeting we need to ensure that key items such as this are included in the minutes as evidence of us fulfilling our role.</p> <p>Management accounts – need to evidence that these are going out monthly to the chair, members & F & P.</p> <p>All work completed on Payroll was satisfactory - this was particularly useful because we had taken on our own payroll.</p> <p>Next RO is booked in this side of half-term. AH has spoken to LW and has agreed areas to be reviewed.</p> <p>There is an RO in the summer and will need to agree areas to be reviewed. To be added to next F & P agenda.</p>	
18/19.54	<p><u>Budget (Standing item)</u> Review current Management Reports</p> <p>All management reports have been completed and issued.</p> <p>Management reports to go out monthly to members and chair and F & P committee members.</p> <p>The process will be that by the end of the month following the</p>	AH

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	<p>month end, for example end of February you will get January's report. AH has liaised with relevant parties to ensure reports are provided on time. Allowance to be made for holiday periods.</p> <p>Have had a lot of staff sickness and absence short/long term. Will probably have to increase the budget to incorporate costs.</p> <p>No sickness/absence insurance – A separate amount is set aside each year, AH has looked into insurance but it is not viable due to exceptions and settling in periods. AH will review this. As an academy we cannot buy into the mutual insurance with DCC. Some academies use Zurich not RPA. AH is specifically thinking maternity and long term sick. RPA does not cover maternity. AH to review costs of insurance.</p> <p>Have upgraded PSF system. AH has exported December figures and everything balanced. PSF is much more effective. Thank you to the finance staff who have worked extremely hard with the transition.</p> <p>If any questions re reports please email AH.</p> <p>Review 6th form costing information</p> <p>AH has put out a post 16 cost sheet – intention is to retain 6th form. If numbers increase we could gain income. Costing us approx. £30K to run 6th form. How many year 7 parents have chosen to send their children here because we have a 6th form?</p> <p>AH to share excel spreadsheet BB sent with committee. Look at curriculum and financial plan – AH to share with committee and an explanation is needed (BB). There is a video available, AH will include the link.</p> <p>LW would like to see the budget if school ran without 6th form what would the budget look like.</p> <p>There appears to be more loyalty towards 6th form but we cannot confirm without numbers. When you close a 6th form it costs money – decision shouldn't be taken lightly.</p> <p>Ask parents the question, is a 6th form important?</p>	
18/19.55	<p><u>Strategic Funding & Finance Issues</u></p> <p>Review new management report format was undertaken and approved.</p> <p>Changed – forecast to year end figs are in the first column of the report. Shows original budget, the current forecast and the</p>	KB

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	<p>variants. Moved YTD figures to the end as less significant. Variance is now more obvious.</p> <p>New format will hopefully help and enable Ann to monitor better.</p> <p>Agreed that report has improved.</p> <p>Emailed ESFA to ask if they can increase funding due to increase of student numbers but won't see the funding until the following year/year after.</p> <p>Should we support subjects like music but provide a balanced education at GCSE due to low uptake numbers. Should there be a minimum number of students for a subject to run.</p> <p>Slight dip next year but still see healthy numbers, 2% teaching pay rise is not being funded so will hit budget.</p> <p>Budget allocation has not been received yet. Strategic fund – KB sending another letter out re worthless campaign issue. Government are preoccupied with Brexit. Government Minister has turned down three meetings.</p> <p>Many schools are managing to present a balanced budget but at what cost.</p>	
18/19.56	<p><u>Facilities Manager Report including CIF Bid Project Update</u></p> <p>Boiler works/legionnaire – they will come out of DFC money which is not included in the budget monitor. We have had £46K in which we are hoping to use to refurbish student toilets. Fixed boiler that was broken – canteen hot water needs repairing – TA is getting quotes.</p> <p>CIF bid – figures arrived today. If everything is in there – we are on budget, they have to replace carpet in library has got damaged. AH will provide a full breakdown.</p>	AH
18/19.57	<p><u>Policies:</u></p> <p>Fire Evacuation Procedure – fire alarm in sports hall – AH is chasing. - APPROVED</p> <p>Adoption Policy - APPROVED</p> <p>Shared Parental Leave Policy – APPROVED</p> <p>Maternity and Paternity Leave Policy - APPROVED</p> <p>Maternity Support and Paternity Leave Policy - APPROVED</p> <p>Flexible Retirement Policy – APPROVED – REMOVE corporate policy from front of policy.</p> <p>Probationary Policy – remove A.3 not in policy. APPROVED</p>	LW

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	<p>Conduct Procedure - APPROVED Grievance Policy - APPROVED AH TO CHECK RE MEDIATION PART HIGHLIGHTED IN POLICY Maintain the status quo – AH to get some clarity – APPROVED SUBJECT TO AH CHECKING WITH SSC.</p> <p>AH/RL are in the process of reviewing the policies.</p> <p>AH ISSUED THE ACADEMY BENCHMARK DATA – based on the way that schools/colleges set up their nominal. AH will circulate to all governors along with the Bishop Flemings link.</p>	
18/19.58	<u>Items at discretion of Chair</u>	LW

Meeting finished at 7.15pm

Committee Members:

K Bawn	Principal/Governor
Ben Brook	Parent Governor
Simon Sanger-Anderson	Parent Governor
Michael Davies	Co-opted Governor
Gina Stroud	Co-opted Governor
Laura Waycott	Parent Governor (Chair)