**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 9th May 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** |  |  | **Absent** | **Initials** |  |  |  |
| **M Davies** | **MD** | **Co-opted** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **In Attendance** | **Initials** |  |  | **In Attendance** | **Initials** |  |  |
| **Ann Hopkins** | **AH** | **College Manager** |  | **Racheal Long** | **RL** | **Clerk** |  |
|  |  |  |  |  |  |  |  |

**Minutes**

| ITEM NO | ITEM | LED BY |
| --- | --- | --- |
| 18/19.59 | **Declaration of Business Interests**  None | **LW** |
| **18/19.60** | **Attendance/Apologies**  Michael Davies | **LW** |
| **18/19.61** | **Approve Minutes of the previous meeting-** Approved | **LW** |
| **18/19.62** | **Matters Arising**  None | **LW** |
| **18/19.63** | **College Management Report-**  LW Congratulated AH, she has done a great job on the new report and provided an insight into all the elements of her role..  AH CIF Bids- we have not been fortunate to get either of our bids this year. We had submitted a bid for the refurbishment of the Kitchen area and the roof upgrades. The threshold for the funding was 77% we achieved  Kitchen refurbishment 71%  Roof Upgrades 73%  As we are close we are able to appeal and the appeal process is happening on 10th June.  **Facilities** -TA has highlighted some areas of concern around the college in his latest report. As budgets have been squeezed we have not increased the expenditure budget for facilities, which has effectively reduced the spend in real terms due to increased costs. Facilities spend has been capped to preserve teaching staff in front of students and maintain the breadth and depth of the curriculum.  There are 3 major areas of concern at this moment in time, the hot water cylinder form the kitchen (10k), the cleaning of cold water storage tanks (£5k) and, now that the CIF bid has been unsuccessful, the extraction unit in the kitchen (£25k)  Recent works to the hot water cylinder appear to have resolved the issues and we are monitoring the situation.  We have sufficient funds within our DFC allocation to complete the cleaning of the water tanks and this will take place over the summer break.  The Kitchen extraction has not completely failed and we currently have an agreed safe working practice which allows us to operate the kitchens until the end of the academic year.  In relation to general upkeep of the building there has been an increase in damage caused by students, both intentionally and unintentionally. In most cases we are unable to recoup any costs, this is adding a burden to an already tight budget.  TA and his team are working hard to keep on top of the general maintenance but this is proving difficult with small budgets and a reduced site team.  We have discussed making the aesthetics of the site a priority this coming year, in particular fencing and shelters in the main plaza area. The painting programme has been brought back up to date and this has made an impact on the overall feel of the buildings themselves.  Big project is the toilet (funded by the ESFA’s little extras pot of money), we are in the early stages of this. The overall project will not only produce pleasing facilities but aims to reduce the ability to carry out bullying and intimidation and also reduce water usage.    **Finance**  SLT have worked hard to balance the needs of the curriculum and teaching load at this stage in the academic year to enable me to produce a budget for governor approval that is as realistic as possible.  The upgrade to PSF has been successful and the new system appears to be living up to its billing in being more efficient and user friendly.  It is important to understand the work that has gone in to this upgrade.  There are several competing deadlines and time factors within AH area of responsibilities. It will be a particularly busy week the last week of term and will cause a back log.  KB - DP interview is a process in which we need to get Governors involved. 21st/22nd to take place. Panel will consist of KB and 2/3 Governors. Usually 4/5 interviewees. Need consistent panel across the whole process.  SSA in my view we need the same consistent panel to be available.  KB to discuss after F&P to decide. GS to decide how many Governors will be present and discuss who’s available. Reach out to Full Board.  Maths, change closing date and interview date. Interview date now 24th May.  Mental health issues are on the rise, staff training session around staff mental health and wellbeing and offer some staff moral boosting sessions. We are getting better at identifying those staff that are showing signs of mental illness.  Edupay is more efficient and makes staff more involved in their own data.  Sims In touch has worked but there are a few teething problems, CP and AH going to Colyton on the 17th to see it in its full potential. Hoping to move away from the S11 forms.  Printing solutions are in and thank you to IT department for this. KB stated it could have been a nightmare but it wasn’t. Very efficient. Small issues but nothing major.  Postage. We spend a lot of money on postage and this is something we need to look at. It’s a possible saving of 4k across the year. This will be looked at in the coming months.  Last term kick started the meetings between Caterlink and their 3 main groups of stakeholders  Pre 16 students  P16 students  Staff  H&S we need to find a Governor to cover this.  Re-schedule the H&S meeting. | **AH** |
| **18/19.64** | **Budget (Standing item)**   * Current Management Report   AH - any questions around the current budget, from the previous meeting?  I have moved some money around from the original budget into staff absennce, there is no overall effect on the bottom line  AH extra pages have been included in line with the internal audit report (see below) - balance sheet and creditors. All ok with these.    BB, did the budget include the additional items flagged in the premises report.  AH at the moment we are looking at reducing the costs down for these and we can afford to do all of the work from this years and next year’s DFC if required (DFC is not budgeted for as it normally gets used on similar such items).  BB can we do the legionella’s this year  AH yes we can.  Budget for 2019/2020  AH has listened and taken on board the questions and concerns that were raised previously. She has included some percentage increases across the board and made assumptions about MFG, but still hasn’t included any further money for teachers pay.  BB has assumed this year’s funding for the teachers’ pay rise will continue into next year – they are unlikely to reduce funding in real terms (although this may all be bundled in with GAG) he has not assumed any further increases. Discussion around inclusion of teachers pay increase grant took place, AH agreed to include it going forward.    LW What was the outcome of discussion with EFSA?  AH They said the minister is promoting a procurement review for EFSA, AH agreed a visit to look at what we spend and if we can improve.    BB we not allowed to set a deficit budget.  AH reviewed the pupil numbers and increased to 182  AH assuming 182 and 3% over for September.  AH added extra staff in moving forward to reflect the fact that numbers are growing.  6th form projection.  AH Clare is doing a great job in applying this and the effect of the medical hub, will hopefully see numbers rise.  KB current year 10 feels like we can retain them.  F&P agreed budget proposal with the inclusion pay grant for recommendation to full board. This will mean no cumulative deficit  AH proposal to move forward to full Governors. If this committee is happy with this proposal then I can do this for FB. LW I’m happy. It’s reasonable  SSA can you send out electronically  LW we should reflect the changes with PAN, if there is any change following full board  AH send revised budget to F&P for final approval.  GS is there some way of getting more pupils than 182, what is the next level (i.e. can we move up to the next viable number for optimal class sizes)    KB 202 is the next level. It’s difficulty odd number of classes and that’s the issue you can be efficient on 174. Under pressure from DCC to increase our YR7 in take at the moment  BB thank you AH for doing the work on the budget as agreed | **AH** |
| **18/19.65** | **Strategic Funding & Finance Issues**  Discussed at length in previous conversation. | **KB** |
| **18/19.66** | **Letter from Lord Agnew-**Attached  KB Letter presented to be discussed with all Governors. | **KB** |
| **18/19.67** | **Facilities Manager Report-**  AH, looked at the unplanned work and they have been working really hard over the term. New cabin positioned in the main playground. All works now complete.  A large window in the new build was broken, a new one has been ordered at a cost of £750. This was an act of vandalism.  Easter Holidays, work included painting the main hall, changing rooms and toilets.  The temperature of the cold water in the storage tank of the new build is a serious concern which needs addressing, the temperature is consistently above 20 degrees which is the recommended maximum cold water temperature should be stored at to avoid bacteria such as Legionella. This is an ongoing issue which we are addressing as a priority.  BB is there any way back with the Architect. AH we did try this a few years ago but there’s nothing we can do now  We have an issue with some wooden windows around the site which need replacing. | **AH** |
| **18/19.68** | **Internal Audit Visit**  Review RO report dated 26th March 19  AH really pleased and all trustees up to date.  They raised some points on the Financial handbook which have been actioned, thanks to the finance department and for passing the internal audit with flying colours  Discuss areas to be reviewed for Summer RO Visit.  BB governance is one area that they will cover this year,  LW bench marking against current DFE recommendations, AH suggest if we can go through the MUST list. KB happy to go with this. Governance MUST. | **AH** |
| **18/19.69** | **Policies:**  Grievance Policy- Adopted    Finance Policy - Amend cash and cheque limit to cash only.  AH they have updated the changes in supplier bank details as noted in the IA report.  Some discussion was had around the authority limits including the level for tenders. Some suggestion that the limited are currently too low - are 1k but in suggesting 1500k 2 competitive quotes. 10k limit will stay the same. AH suggest LW and AH will discuss the levels.  BB Suggested including list of accepted suppliers, e.g. exam boards, scomis etc. for recurring costs  .  AH cash and cheque limits, clarify that it’s for cash only and does not include cheques. Agreed  Recruitment Policy- Adopted  Safer recruitment guidance including DBS-AH reviewed and well worth having. -Adopted | **LW/AH** |
| **18/19.70** | **Items at discretion of Chair**  None | **LW** |

**Meeting Finished at ……18.53pm**

**Approved, as a true and accurate record of the Meeting on Thursday 9th May 2019**

**Signed by Chair……………………………...**

**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)