

CLYST VALE COMMUNITY COLLEGE
Meeting of the Finance & Premises Committee
3rd December 2018

Minutes of a Finance & Premises Committee meeting held at Clyst Vale Community College, at 5.30 pm in the Post_16 Study Room, on Monday 3rd December 2018.

Part I Minutes

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

Apologies	Initials	
K Bawn	KB	
M Davies	MD	

Absent	Initials	

In Attendance	Initials	
Ann Hopkins	AH	College Manager
Simon Drake	SD	Bishop Fleming

In Attendance	Initials	
Racheal Long	RL	Clerk

MINUTES

ITEM NO	ITEM	LED BY	Date Action Due
18/19.40	<u>Declaration of Business Interests</u> None	LW	
18/19.41	<u>Bishop Fleming- Presentation of Accounts for 17/18</u> SD reported that the audit process went very well and there were no major issues. Commenting on the good work done by AH and her finance team. There was a delay in finishing the accounts due to the Pension Actuary not producing their report on time. The carry forward was in line with what had been expected. There was a reduction in the pension deficit and this can be used as an Indicator of future pension	AH	

ITEM NO	ITEM	LED BY	Date Action Due
	<p>contributions when this is reviewed next year as part of the normal 3 year evaluation cycle. Current reserves equate to roughly half a month's expenditure, reserves currently at 4.4% of income. Reserves are at the upper end of the reserves policy and it would be beneficial to review this and increase the reserves limit, which would in turn increase the viability of the college moving forward. GS queried the admission numbers, PAN v actuals.</p> <p>BB queried whether the details of Trustees should be as at 31st August 18 or now. SD confirmed that it should be as current.</p> <p>Make up of Members' board needs to be discussed in light of current advice from DfE which is to have Members who are not Trustees.</p> <p>LW agreed to liaise with SD, Bishop Fleming, to ensure any changes to the accounts noted by this committee are updated</p> <p>RL confirmed that companies house information has now all been updated</p> <p>SD noted that the SLT remuneration disclosure has decreased in 17/18 due to redundancies in previous year</p> <p>AH would like it noted that the Finance team had worked well over the past year despite all of the structural changes and BC, in particular, had stepped up to the mark. SD commented that the audit had achieved a positive outcome, he noted that AH and RC have done an amazing job.</p> <p>Amended accounts to go out on the 10th December for Full Board meeting to be signed off.</p>		
18/19.42	<u>Approve Minutes of the previous meeting-</u> 21 st June 18 – minutes attached	LW/BB	

ITEM NO	ITEM	LED BY	Date Action Due
	Agreed.		
18/19.43	<p><u>Matters Arising</u></p> <p>EFSA, 'Musts' List is completed just needs to be signed off and circulated.</p> <p>BB, Bank reconciliation, Ah confirmed that this is all up to date.</p> <p>GDPR, - Current DP policy still in force, however new model policy has been sent by DPO and will be updated to be adopted by CVCC.</p> <p>DBS – outgoing clerk did not complete work on this and it is being reviewed by our HR advisors.</p>	BB/LW	
18/19.44	<p><u>Budget (Standing item)</u></p> <p>AH presented year end Management report for 17/18 which was agreed.</p> <p>AH presented Monitor for September 18. No issues were raised.</p> <p>The planned upgrade to PSF is currently underway with a great deal of background work being required. This has resulted in a slight delay in completing October month end. Cash flow report is up to date. It was agreed that LW & AH to review current management report in light of PSF update and agree format going forward.</p> <p>Following discussion it was agreed for AH to send summary sheet of Management Report to all Trustees every other month. Members & F&P committee to get full Management report monthly. Budget is changing rapidly, there have been changes to staffing, and early indication that Sept 19 year 7 numbers could be nearer PAN. AH to rework figures accordingly. AH produced list of all FTC staff with potential savings for SLT to have initial discussions re staffing for 19/20, AH feels there no other budgets to cut back on. Hearing support funding down by 7K due to changes in formula, SEN funding also less than anticipated, Make up of SLT to be discussed following resignation of DW... There have been a lot of staff changes since budget was approved due to needs of timetable. Many changes made very late in term.,</p>	AH	

ITEM NO	ITEM	LED BY	Date Action Due
	<p>To balance budget over next two years need 150k saving in first year.</p> <p>Assumption on approved budget to replace 2 members of M11 staff with M1, and non-replacement of up to 1.9fte staff (natural staff movement). AH is currently working on Budget C, LW asked how are the figures looking, AH stated not as good as budget B due to continuing changes in funding and staffing..</p> <p>Capital project all on plan. No issues. AH has a few snagging issues but all minor. Main one is the Library Carpet, in negotiation to get this replaced in full due to leaks during the project..</p>		
18/19.45	<p><u>Strategic Funding & Finance Issues</u></p> <p>Nothing to report at this meeting</p>	KB	
18/19.46	<p><u>Facilities Manager Report including CIF Bid Project Update</u></p> <p>Tony has settled in really well. CIF bid questions, Dealt with since the agenda went out. Work that took place over the summer was brilliant. Thanks to Tony, Ben and Chris.</p> <p>Additional work carried out within the current CIF projects.</p> <p>This year's bids are for refurbishment of the Kitchen areas and part 2 of the roofing refurbishment.</p> <p>Recent EHO visit highlighted several H&S issues in the kitchen which are being addressed temporarily. Should the CIF bid not be successful these will need to be factored in to any future maintenance programme. It is hoped this EHO report will help strengthen the bid.</p> <p>Main issue extraction unit failed tests. AH to contact company regarding the extraction issues in comparison to previous years' test results.</p>	AH	
18/19.47	<p><u>Policies:</u></p>	AH	

ITEM NO	ITEM	LED BY	Date Action Due
	<p>Pay Policy. M1 – M6 increase 3.5, M7 – 11 increase 2%, Leadership increase 1.5%. TLR up by 2%. Agreed</p> <p>Charging and Remissions Policy. BB expressed concern that the letters to parents did not make it clear that trip fees contributions are voluntary. AH, check the day and residential visit letters. Policy Agreed.</p>		
18/19.48	<p><u>Items at discretion of Chair</u></p> <p>None</p>	BB	

The meeting ended at 7.40pm

Approved, as a true and accurate record of the Meeting on 3rd December 2018.
 CHAIR: Laura Waycott

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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)