

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 26th April 2018.

Part I Minutes

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

Apologies	Initials	CVCC
Michael Davies	MD	

Absent	Initials	CVCC

In Attendance	Initials	CVCC
Ann Hopkins	AH	College Manager

In Attendance	Initials	Left
Deborah Custance Baker	DCB	Clerk

Visitors	Initials	CVCC
NONE		

Minutes

Item No	Item	Owner	Date Action Due
17/18.22	<u>Declaration of Business Interests.</u> LW works on the LED account – if the Sports Centre is to be discussed.	BB	
17/18.23	<u>Attendance/Apologies</u> Apologies were received from Michael Davies	BB	
17/18.24	<u>Minutes of the last meeting on 7th December 2017.</u> The Minutes of the last meeting, held on 7 th December, were agreed, approved and signed by the Chair. The meeting due to be held on 1 st March 2018 was cancelled due to snow.	BB	
17/18.25	<u>Matters Arising</u> EFSA – Must Do List: KB and AH had worked on this, but it has been mislaid and will be repeated. Greenhouse Roof – greenhouse has been knocked down.	KB/AH	

	<p>John King has secured £2000 from Tesco through their Bags of Help initiative. Thanks will be given to John for organising this.</p> <p>Boilers – AH said that progress had been made. Asbestos needs removing from the void in the roof at a cost of £4000. The funding received from the CIF BID will cover this cost and much more.</p> <p>NPS is working on the heating boiler at the front of the school, the original quote was £40,000 but this has been negotiated to approx. £15,000.</p> <p>Cleaning contract – Due to AH’s busy workload, she is not confident that she will look at tendering this year. The current cleaners will be kept on, on a daily rate.</p> <p>Internal Audit Report – this had been circulated prior to the meeting. AH asked the meeting for a change of policy. After a fraud issue a few years ago, the system insisted on headed paper invoices being sent in by post. LW asked who had access to change invoice details – AH replied only 3 people in finance. LW asked who checks invoices and payments – AH replied the finance officer and assistant check, then it goes to AH to be signed off. As long as all invoices are double checked, the process was approved. Posted copied will no longer be required.</p> <p>Recently had a good and positive Audit report – GS said the girls in the office were thrilled.</p>	Clerk	
17/18.26	<p><u>Budget</u></p> <p>During January and February there was an increase in funding for a student, A High Needs student meant extra funding coming.</p> <p>Staff costs over this period had increased, due to maternity cover being a higher grade teacher. We will be saving money when Sophie Allen leaves mid year.</p> <p>Occupancy Cost: East Devon had announced that they would be doing some work to the Sports Hall over the next three years, CVCC pays 40% of the costs. Normally budget £21,000 per annum, but received an extra £50,000, but as no work has been begun on the Sports Hall, this will now be clawed back through a corresponding reduction in next year’s funding. The management accounts will show the £50,000 in our carry forward for the current year, and in 2018/19 the GAG statement will show a reduction of £41,000.</p> <p>Three Year Budget: £105,000 brought forward, including £50,000 of next year’s budget already in.</p> <p>The budget is looking OK, pay awards and staff changes have been put in. To summarise, 2018/19 CVCC will be over spent by £110,000. 53% of Academies are posting deficit accounts, a number have no reserves to cover it. CVCC normally achieves better than budget, there are a high number of older teachers, and when these are replaced it is</p>	BB/AH	

	<p>likely to be by staff lower down the scale.</p> <p>BB asked for the budget for the current year plus the following three years in the future. BB said that the committee needs to look carefully at 2019/2020 budget as the EFSA require a 3 year budget to be submitted for the first time this year. CVCC should avoid submitting a cumulative deficit.</p> <p>We may need to consider increasing staffing in some areas after Ofsted this is unlikely to be affordable without reducing staffing costs elsewhere.</p> <p>A 2% wage inflation assumption for all staff has already been put into the budget</p> <p>AH will develop a 4 year budget out with a more optimistic budget.</p> <p>Cash flow is looking good – Efa have paid £68,000 and Caterlink have paid £40,000</p> <p>CIF Bid - AH was astounded that CVCC had received both fundings (roof and fire) Taylor Cunningham will be paid out of the funds received from the grant. AH asked the meeting to formally approve the appointment of Cunningham Taylor for the design and technical support for the roof and fire expenditure. - APPROVED. A working party had been set up of AH, SSA and Cunningham Taylor and they will be meeting shortly. AH announced that she will get as much value for money as she can, and will be making savings wherever possible. The work cannot all be done over the summer holidays, but working on the least disruption possible during school term.</p> <p>AH confirmed the areas of work: hall roof, canteen roof, front of school and library, finance offices and the science block. Also new fire alarm in new buildings, all emergency lighting, all fire doors, 4 tone fire system.</p> <p>AH will send progress summaries to the committee.</p>	AH	
17.18/27	<p><u>Strategic Funding and Finance Issues</u></p> <p>KB said nothing particular to report</p>	KB	
17/18.28	<p><u>Facilities Manager Report</u></p> <p>The report had been circulated prior to the meeting. GS asked if it would be possible to have more CCTV , in particular to help for lunch supervision. KB said that in the past, the Governors had not wanted any more spending on CCTV. He said it was quite valuable as you can identify students by looking at CCTV.</p>	SA	
17/18.29	<p><u>Policies:-</u></p> <p>Data Protection Policy – linked with on-going GDPR and will be brought to the next meeting</p> <p>Finance Policy – Various comments were made on this policy:</p> <p>LW noted the typo: ESFA not EFSA</p>	BB	

	<p>LW asked if there was still a resource manager and a Value for Money Committee</p> <p>LW asked if debts were still not chased until 30 days after they fall due – KB replied this was standard for schools</p> <p>BB asked about the payroll – this is now checked by AH every month</p> <p>BB asked about petty cash – this is currently working well</p> <p>Finance Policy was approved subject to these changes.</p> <p>Investment Policy – reviewed with no changes.</p> <p>APPROVED</p> <p>Lettings Policy – a few amendments had been made. The school can now vary the charges at their discretion.it was decided that lettings must cover costs, and ideally make a profit. However, CVCC does not want to upset the local community by raising the hire charges too much. BB suggested rounding up all letting prices and removing the statutory groups.</p> <p>Gifts and Hospitality Policy - No changes. APPROVED</p> <p>Flexible Working Policy - Claire Owen, HR Officer, has checked this policy . APPROVED</p> <p>Risk Register – The document went to the SLT, who made changes and returned to committee. This is an ongoing document and should be looked at annually.</p> <p>Post 16 will be reviewed by the Five Year Focus Group, Governors are keen to keep the sixth form open, but maintaining this area costs money. There are a number of fragile learners in the current 6th form who are impacting the school results. After a lengthy discussion, all agreed with the rankings of the risk register.</p>		
17/18.30	<p><u>Items at discretion of the Chair.</u></p> <p>GDPR - AH said that Somerset were offering a collective knowledge base, DPO service for £1,500 for the first year, and seeked approval of this expenditure. Babcock are charging £4000 for a similar service. All in favour of using Somerset for one year.</p> <p>Benchmarking – BB had asked for the Benchmarking survey to be circulated prior to the meeting. The committee noted that the information highlighted the staffing cost challenges that CVCC had been facing and which were addressed by the staffing restructure. The comparison is not always like for like on some of the measures.</p> <p>Lockdown Procedure – KB said that due to local issues and police advice the school needs a Procedure Statement, it will be put on the Full Board agenda.</p> <p>Ofsted – KB said that CVCC had just had a Section 8 inspection, he thanked the Governors for their support, and confirmed that the school is still GOOD. Safeguarding is very good. KB is expecting some lines of enquiry:</p> <p>Disadvantaged Learners – progress has been flat for 2 years</p> <p>Maths – lack of challenge in lessons</p>	BB	

	<p>6th Form</p> <p>Attendance – lots of fragile children, but attendance is still too low. KB suggested that this was not entirely the responsibility of the school, but also parental responsibility. Some MATs would have a truancy officer, but this is not in the budget.</p> <p>GS asked about the phone ban – KB reported that most students are accepting this, and Year 7 parents are delighted.</p> <p>.</p>		
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The meeting ended at 8.10 pm

Approved, as a true and accurate record of the Meeting on 24th April 2018.

CHAIR: Ben Brook

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Committee Members:

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

Date of Next meeting: Thursday 21st June 2018