

CLYST VALE ACADEMY TRUST

Company Number 07564519
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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 7th December 2017.

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| Part I Minutes |
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| Attendees | Initial | Note | Attendees | Initial | Note |
|------------|---------|-----------|--------------------------|---------|---------------------|
| Ben Brook | BB | Parent | Ceri Johnson | CJ | Parent |
| Kevin Bawn | KB | Principal | Simon Sanger Anderson | SSA | Member Appointed |

| Apologies | Initials | Note |
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| Michael Davies | MD | |

| Absent | Initials | Note |
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| In Attendance | Initials | Role |
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| Ann Hopkins | AH | College Manager |

| In Attendance | Initials | Role |
|---------------------------|----------|-------|
| Deborah Custance Baker | DCB | Clerk |

| Visitors | Initials | Note |
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| Tim Borton | TB | Bishop Fleming |

Minutes

| Item No | Item | Owner | Date Action Due |
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| 17/18.1 | <u>Declaration of Business Interests.</u> None | BB | |
| 17/18.2 | <u>Attendance/Apologies</u> Michael Davies | BB | |
| 17/18.3 | <u>Minutes of the last meeting on 22nd June 2017.</u> The Minutes of the last meeting were agreed, approved and signed by the Chair. | BB | |
| 17/18.4 | <u>Annual Accounts and Governors Report</u> TB produced a one page summary of the accounts. The income for 2017 was £4,911,841 and the expenditure was £5,006,084, producing a deficit of £94,243. Reserves have been depleted by £143,709 during the year, the school has faced £165,000 restructuring costs. Investments have performed well over the year, resulting in the Pension deficit coming down. The employer contributions are | | |

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| | <p>facing a tri-annual review in 2018, no one can predict the result.</p> <p>It is obvious that single schools need more reserves</p> <p>TB pointed out that the staff restructuring costs were grouped together as they were all contracted entitlements. Payments for trustees have to be itemised. The figures for key management personnel now have to include national Insurance figures.</p> <p>Audit Report: AH informed the meeting, the Audit was very smooth, the Academy was well prepared and no significant matters arose</p> <p>Catering Contract: the new company has paid for equipment, but if we terminate the contract within the next five years , we have to refund the costs. 1/5 of the cost of the equipment should be released each year.</p> <p>The auditors noticed an £8000 difference on the payroll compared to the budget. But with a total £3million pay roll, this was considered acceptable.</p> <p>TB produced a Observations and Recommendations paper, the comments have already been put into action by AH</p> <p>It was agreed that there was some confusing wording in the Financial Review part of the Trustees report – this will be reworded by KB, removing the depreciation and pension costs, thus showing a £94,000 deficit.</p> <p>The Audit committee has been absorbed by the F&P committee, the Clerk to confirm the date of the final meeting to TB. F&P Governors agreed to recommend that the accounts were accepted by the Board.</p> | <p>KB</p> <p>Clerk</p> | |
| <p>17/18.5</p> | <p><u>Matters Arising</u></p> <p>BB queried the “Must Do” list. AH said that this will be circulated.</p> <p>KB confirmed that the greenhouse roof had gone, CVCC had been accepted by Tesco to be part of their “token” initiative. We are guaranteed £1000, but could be max of £4000. This would cover the cost of the new roof.</p> | <p>BB</p> | |
| <p>17/18.6</p> | <p><u>Budget Reports (standing Item)</u></p> <p>AH reported that the budgeting tool has been changed. Staffing changes are continual , particularly with maternity covers. There has been some reallocation of the disadvantaged learners budget. We are receiving some Next Step South West funding, for pupils living in a particular postcode.</p> <p>The exam budget was underspent by £23000. Some areas of the budget have been adjusted to show a more realistic position.</p> <p>All were happy with the monitor.</p> <p>Cash flow – began the year with £240,000, currently anticipating at the end of August there will be £396,000 in the bank.</p> <p>The Three Year Plan and the Revenue Financial Forecast was</p> | <p>BB</p> | |

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| | <p>discussed . BB was a little concerned about the budget for salary as only 1% increase, support staff will more likely have at least a 2% increase as indicated by the LGE offer to Union. Teaching Unions are asking for 5%. AH will amend the budget to show a 2% increase across the board.</p> <p>KB commented that compared with last year, this is a much improved picture. Staff have realised that spare money is not around.</p> | AH | |
| 17/18.7 | <p><u>Strategic Funding & Finance Issues</u></p> <p>The Chancellor did not offer a great deal in the Budget – an extra £600 for A level Maths students. There was a promise of £1.3bn coming back into schools, but the budget had been cut by £3bn, so still a reduction in funding.</p> <p>There have been changes in the national funding formula, and the Devon funding formula. Due to the change in the minimum funding guarantee from Devon, CVCC is a slight gainer.</p> <p>KB commented that education is not high on the Government's list and schools will just need to battle on.</p> | KB | |
| 17/18.8 | <p><u>Site Supervisor Update</u></p> <p>A report had been circulated by the Facilities manager. AH is waiting for revised costs for boilers . A bid for funding to repair roofs had been submitted.</p> <p>The Health and Safety advisor is coming in early in Jan 2018 term to update policies, particularly offsite visits and medicines in school.</p> <p>There have been some instances of vandalism. Graffiti has become an issue – it is painted over immediately.</p> <p>There is a continual problem recruiting cleaners, contractors are being used at the moment, along with two CVCC cleaners.. AH proposes to outsource the cleaning contract if it is affordable and asked the meeting for permission to start the process. This will be a formal tender process as the contract will be worth in excess of £50,000 and less than £125,000, with the preferred contractor starting in Sept 2018. We may continue to use the current two CVCC cleaners but they would be managed by the contractor.</p> | AH | |
| 17/18.9 | <p><u>Audit Reports (RO)</u></p> <p>The Audit Report will be produced for the next meeting. The payroll and income for September and November has been looked at and the auditors were happy with the new system, with some changes being made to the processes.</p> <p>This was the best Audit and Year End we have done for a long time – AH thought the Finance and Personnel department had done an excellent job. Two good audits have settled the nerves in the finance department, the new payroll is going well and has been in place for three months. Governors recognised the achievement of AH and the team, and asked for their thanks to be passed on.</p> <p>There is some fragility in the staffing, after all the cuts. SLT are</p> | AH | |

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| | doing more duties – now doing four out of five days. KB commented that lunchtime supervision needs addressing. | | |
| 17/18.10 | Health & Safety Committee Minutes from a meeting on 8 th November 2017 were circulated. PAT testing has been arranged. One girl had a nasty break of her arm on the field – some warm up activities are being reconsidered. | AH | |
| 17/18.11 | Policies:- Maternity and Adoption Policies had been circulated. These have been updated by Mareena. The policies are now a combination of the best of Somerset and the best of Devon, and have been run past the HR Officer Pay Policy was agreed with a few minor changes. Charging and Remissions Policy was agreed with the removal of the paragraph about Bude High Risk Register - SLT had gone through the risk register, and added in GDPR. We are already on the case regarding the changes in data protection and working towards the change in law in May 2018 The Risk Register will come back to the next F&P meeting once it has been reviewed for accuracy again. | BB | |
| 17/18.12 | Items at discretion of the Chair. BB thanked CJ for her commitment and hard work on this committee, and wished her well as she moved to the CLT committee. | BB | |

The meeting ended at 7.50 pm

Approved, as a true and accurate record of the Meeting on 7th December 2017.

CHAIR: Ben Brook

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Committee Members:

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| Kevin Bawn | Principal/Governor |
| Ben Brook | Parent (Chair) |
| Simon Sanger-Anderson | Parent |
| Ceri Johnson | Parent |
| Michael Davies | Co-opted |

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| Meeting Dates | 1/12/16 | 9/3/17 | 11/5/17 | 22/6/17 |
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