**CLYST VALE ACADEMY TRUST**

**Company Number 07564519**

**A Company Limited by Guarantee**

**Registered in England**

**Clyst Vale Academy Trust is an exempt charity**

**Minutes of Board Meeting held in Post 16 Study Room,**

**at 6pm on Wednesday 3rd April 2019**

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| **Attendees** | **Initial** |  | **Attendees** | **Initial** |  |
| **Kevin Bawn** | **KB** | **Principal** |  |  |  |
| **Ben Brook** | **BB** | **Parent Governor** | **Gina Stroud** | **GS** | **Chair** |
| **Paul Colin** | **PC** | **Member Appointed** | **Laura Waycott** | **LW** | **Parent Governor** |
| **Ceri Johnson** | **CJ** | **Parent Governor** | **Mel Prance** | **MP** | **Staff Governor** |
| **Dave Walter** | **DW** | **Parent Governor** | **Crawford Winlove** | **CW** | **Member Appointed** |

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| **Apologies** | **Initial** |  |  | **Apologies** | **Initials** |  |  |  |
| **Michael Davies** | **MD** | **Co-opted Governor** |  | **Simon Sanger-Anderson** | **SSA** | **Member Appointed** |  |  |
| **Aude Odunlade** | **AO** | **Maternity Leave** |  | **Sophy Norris** | ***SN*** | ***Parent Governor*** |  |  |
|  |  |  |  | **Dorf Ruscoe** | **DR** | **Member Appointed Governor** |  |  |

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| **In Attendance** | **Initial** |  |  | **In Attendance** | **Initial** |  |  |
| **Adrian Green** | **AG** | **SLT** |  | **Mareena Anderson-Thorne** | **MAT** | **Stand in Clerk** |  |
| **Ann Hopkins** | **AH** | **SLT/College Manager** |  |  |  |  |  |

**Minutes**

The Clerk had provided timely notice of the meeting and the meeting was quorate.

| ITEM NO. | ITEM | Led by |
| --- | --- | --- |
| **18/19.52** | **Declarations of Business Interests**  None | **GS** |
| **18/19.53** | **Attendance/Apologies**  Michael Davies  Aude Odunlade  Simon Sanger-Anderson  Sophy Norris  Dorothy Ruscoe | **GS** |
| **18/19.55** | **Matters arising**  None | **GS** |
| **18/19.57** | **3 Year Budget Projection Report**  LW started the discussion explaining that following the last meeting on 14th March, further work has been undertaken on the budgets by AH, papers have been sent out and information has hopefully been digested. In year position is looking negative for the next few years. Most interesting bit will be the assumptions AH uses, then look at the In-year position and assumptions, and see what will flex.  AH explained what assumptions had been made. Income is based on pupil numbers. KB agreed that they were a realistic forecast. New figures indicate we may be full sooner than we originally thought.  KB explained that new information received from the Health Authority indicated a rise in on-roll figures, although these figures do include Cranbrook, which was skew the numbers slightly.  AH confirmed that if full in Sept 2020, we will be up £27k for 20/21 rolling forward into 21/22 we will be looking at £34k.  P16 is harder to forecast. We are looking at 50 for Sept. We have 70 on the books, 55 students have applied for CVCC only, therefore 50 students is conservative. We have also factored in a couple of students don’t get the full funding, only receiving £3,300 per annum.  Other Assumptions made;  PL – Payment is received in June, with names of Students in July. No confirmation about Y7 Catch up not being rolled forward, so this has been built in.  Teachers Pay – Funding until August 2020. No assumption for further funding. Pay award has been budgeted for.  TPS increase % - Fully funded & in the income line.  MFG – Not budgeted  DFC Money - £20k not confirmed as having been awarded. If we are awarded, it will be offset against general maintenance of the site.  Expenditure:  Current staffing rolling forward. Minus long term absence and maternity covers. It does include all vacancies noted on the back.  AG – Informed the board that 10 days ago he resigned as Vice Principal, with effect from 31/08/2019.  AH – Confirmed that the budget included both SLT vacancies, at the bottom of the Leadership scale.  Fixed term vacancies, finishing at the end of August.  0.6 Vacancy may be required, possible Maternity return on 0.4 FTE (not confirmed), will require a backfill of 0.6.  TLR reduction in Sept 2020.  2% pay increase for Teachers (Sept 19 onwards)  2% pay increase for Support Staff (April 20)  BB Challenged that Business Managers are predicting pay award funding for Teachers slopes – and questioned if AH had written that in.  AH – Confirmed that she had based the forecast on the formula she had been given.  Also budgeted – An increase in supply budget by £9k and Inclusion budget by £5k.  BB asked why the roll projections for Y12 stay flat through the projected years.  AH explained that we are hopeful the Health Hub will increase the figures, however currently the figures stated were a sensible projection to base the budget on.  BB Questioned if our current Y11 is 175, and we have forecast 50 move into Y12, why have we kept the figure the same, when the following year (current Y10) we only have 134 students? He feels the projected figure for Y12 that year is optimistic.  KB confirmed that Sept 2020 is an optimistic figure. 2021 is questionable.  That concluded the assumptions AH had made for the budget. Opened the floor for questions…  BB – Why, with 100+ students, are the teaching numbers staying flat across the board at 48? Does this mean we have too many people now, and the increase in student numbers allows us to grow into our staffing, or are the numbers not realistic? Do we need to look at class sizes or staffing structure?  AH – To answer BB, Students are currently across 7 groups. We haven’t decided on class sizes yet. Possible bigger in KS3, then smaller in KS4/5.  People may leave, as they approach state retirement age, we can take the opportunity to replace with younger staff, lower down the MPS.  BB – Except for staffing, most other expenditure lines are flat across the years, despite inflation costs….. These can be quite big numbers. Why are they not included?  AH – Confirmed most of our budget is spent on staffing. £4 million of a £4.6 million budget is staffing. AH doesn’t put inflation into the budgets, never has. Not all budget holders spend their full budgets, and it balances out. To work out inflation increases is an excessive amount of work.  BB – Just add 2% into the budget lines in Excel. We spent more on maintenance than budgeted for in 17/18. This current way of budgeting is not accurate or reliable. Every other school adds 2% for inflation. Possibly 5% for Energy costs.  Another example if Exams - Y11 & Y13 are down, you’d spend less on Exams. This budget assumes it stays the same forever, despite the kids you get.  LW agreed that some things are in our control, some things aren’t. Energy price rises are an example of this. But we can start budgeting for inflation.  GS – We understand that in the past it’s always been okay, but things are getting tighter and tighter and we need to understand exactly where we are, and if we are at risk – if the energy company increase their prices by 10%, would we still be able to cover it?  KB – Added that AH has been following the route the Governors had previously asked for. If the Governors are asking for a change in the presentation of the info, that is fine.  BB – It has to be the best, most realistic forecast, which we are being asked to make decisions on.  That raises another question about staffing costs and why they are so high. What are the student class sizes like, cost of the teachers, number of periods they teach (contact load)?  AH – Analysis and benchmarking shows there are opportunities for us to look at. 5 forms V 6 forms could save around £60k. 77.3% of our budget goes on staffing – highest in Devon and above the national average.  Our Pupil: Teacher ratio is lower, which is good, but may not be affordable going forward.  Contact load is 75.6% and could be higher, and closer to average.  We also have a high number of TLR’s, which incur a cost & time. That could save £60k.  The TLR 2a are ending in Sept 2020, but are still shown in the budget.  BB – The income side of the budget is harder to forecast, however my sense is our assumptions are pessimistic. Recent announcements are not that income is reducing. TP increase funding is likely to continue. MFG likely to continue in one form or another.  If we make staffing decisions/timetable amendments/ FTC ‘s and Vacancies, and amend things like Exam costs, going forward with inflation then we start getting to sensible money.  AH – other schools are not budgeting for MFG or the TP pay funding.  MFG is unpredictable, we got hardly any last year, and £85k this year. I have given my position, best estimate going forward. If you don’t think it’s fair and accurate, then I’ll add these figures in. I am prepared to change the way I do the forecast, if the committee guides.  KB - £115K of savings are required in order to keep the figures in the black. We aren’t looking to make these with redundancies.  Long discussion took place as to the best way forward given there are so many variables in play.  Consideration was given to a number of options regarding teaching loads, contact ratio, replacing SLT members or recruiting teachers.  LW suggested we have 3 budget options;  Realistic budget  Most pessimistic budget  Most optimistic budget  BB – Proposed looking at a £60k saving for next year. Looking at class sizes and contact ratio. This would give us a better position for the following year and allow us to know more re: MFG funding.  GS – Confirmed it would be helpful to have the 3 budget examples and a timeline of decisions.  KB – I need to weigh up leadership versus teaching in classes.  LW – If we look at teaching numbers changing now, we may have enough to carry through.  BB – We shouldn’t overdo it now, we need to look at the curriculum changes proposed. However it is a risk.  LW – I align with BB’s thoughts. It’s a risk that we take.  CJ – I agree  DW – I’ll go with the professionals  CW – Me too  GS – How do you want to move forward KB?  KB – There are a number of potential options, ideally a meeting with Governors to discuss the options, as I’m mindful I’m not here forever, and the decisions we make now on the structure, have an impact when I’ve gone.  Meeting was arranged for Wednesday 10th April at 9am. GS, CJ, LW to meet with KB. | **AH** |
| **18/19.61** | **Items at the discretion of the Chair**  None | **GS** |

Finished at 19:40 pm

Signed by Chair……………………….

By order of the Board of Clyst Vale Academy Trust

**Date of Notice**: 21.03.2019

**Note to the Notice of Board Meeting**

**Proxies**

1. As a member of the Company, you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the meeting. You can appoint a proxy using the procedures set out in Articles of Association of the Company.

Signed

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| Company Secretary |  |

**Membership: 15 Governors – Quorum 4**

Kevin Bawn Principal

Ben Brook Parent Governor

Michael Davies Co-Opted Governor

Ceri Johnson Parent Governor

Melanie Prance Staff Governor

Dorf Ruscoe Member Appointed

Simon Sanger-Anderson Member Appointed

Gina Stroud Co-opted Governor

Crawford Winlove Member Appointed

Sophy Norris Parent Governor

Aude Odunlade Staff Governor (Mat leave)

Paul Colin Member Appointed

Dave Walter Parent Governor

Laura Waycott Parent Governor