

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 Finance and Resources Meeting

Minutes of Finance and Resources Meeting held virtually, using MS Teams software,
at 17.30 on Thursday 29th April 2021.

Governors in attendance					
Kevin Bawn	KB	Principal	Gina Stroud	GS	Chair
Michael Davies	MD	Co-opted	Simon Sanger-Anderson	SSA	Member Appointed
Laura Waycott	LW	Parent Governor	Dorf Ruscoe	DR	Member Appointed
Crawford Winlove	CW	Member Appointed	Ben Brook	BB	Parent Governor

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager - CVCC
Sara Jacobs	SJ	Deputy Principal - CVCC

In Attendance	Initial	Role
Catherine Prunty	CJP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Ben Brooks	BB		Yes
Gina Stroud	GS		Yes
Kevin Bawn	KB	Illness	Yes

AGENDA

ITEM NO.	ITEM	Actions
20/21.13	Declaration of Business Interests No new declaration of business interests	
20/21.14	Attendance/Apologies Kevin Bawn Gina Stroud Ben Brooks	
20/21.15	Minutes of the last meeting. 3.12.2020 Approved as correct.	
20/21.16	Matters Arising Financial impact of Covid 19 (update) Ann provided an overview of the list of items of expenditure. Simon asked for more information on the following items:- Grass Mats Ann explained that the grass mats were purchased for the marquees to protect the grass and prevent the ground getting too muddy. The marquees were destroyed as a result of the weather so the mats will be used in other areas of the college. Agency Supply Cover – Master Class Education The staff absence was divided into a number of categories. If a staff member was off because they had covid or needed to isolate it would come under covid related expenditure. We can claim a certain amount	

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	<p>of funding for excessive absence; however we were nowhere near the thresholds to claim this. We wanted to separate it so we could see staffing costs, for example one of our cleaners was off (covid related) and we had to buy in cover.</p> <p><i>Caterlink closure fee update (item discussed at last FB but document attached for reference)</i> This has been added for information only. It was presented at the last Full Board Meeting.</p> <p><i>Summer School</i> This would take place during the week commencing 23rd August, the programme will be for our current primary school age year 6 students transitioning to Clyst Vale in September 2021. The cost per pupil is £160, there could be up to 180 students who take up the offer. Our chosen provider is Big Step, Dan Leatherton is the proprietor, the company has been established for a couple of years. A legal contract is being drawn up.</p> <p>It will be a one-week programme, students will be expected to attend for the whole week. There will be a range of activities, games, team building, cooking etc and some hidden curriculum working around numeracy and literacy. It will be tailored to meet our provision and will fit within our ethos/behaviour policies etc. It is inevitable there will be some additional costs i.e. staff/cleaning/consumables, we need to see what these additional costs are. The government will give us £300 per pupil, however we cannot claim this until the Autumn term. A deadline of half-term has been set to gauge interest from parents/carers.</p> <p>Payments will need to be staged to cover costs; catering will be provided by Big Step who are contracting in Fresha Catering.</p> <p>There will be an opportunity for some of our students to complete some work experience within the programme i.e. sixth form, year 11 students transitioning to Post 16.</p> <p>We must ensure that adequate insurance and safeguarding is in place and must have sight of the insurance documents and safeguarding risk assessment.</p> <p>In addition to this we are hoping to run some sort of transition, currently still a virtual event, although we are waiting for further direction from the government.</p> <p>Ann explained that on this occasion we will not be able to get three quotes. It was agreed that as this is not being funded by the school that it is acceptable not to get any other quotations.</p> <p>We have recorded our deliberations; it is technically a breach of financial regulations which say we should obtain quotes. Given that however it is an established programme and is well regarded by other local educational establishments, we would recommend to full board that we agree to engage with the Big Step. Simon to review financial regulations before the next Full Governors meeting.</p>	

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	<p>There needs to be a legal agreement in place before we can fully agree to sign up along with an indication of interest.</p> <p>A letter will be sent to parents next week.</p>	<p>SSA</p> <p>PSU</p>
20/21.17	<p><u>College Manager's Report (See attached)</u></p> <p><i>Financial Staff Changes</i> Ann met with Mareena today, she has been signed off for a further two weeks, she has a CT scan on Saturday. Ann is looking for some additional help to cover her roles.</p> <p>Ann has relinquished Rachael as her PA, she is now working in finance as a Finance Officer, Grade D. Rachael has taken on some of Becky's work. This has allowed Becky, Finance Manager to take on some of Ann's work. Becky will be looking at first tier budget monitoring, looking for potential overspends etc and will liaise with budget holder.</p> <p>Gemma has been appointed and replaces Stacey. Her hours have been increased slightly to improve staff availability. We are hopeful that this will provide Ann with more time to focus on other tasks. Simon and Ann will meet on a fortnightly basis.</p> <p>Ann to reissue finance staffing document with name of person in post.</p>	<p>AH</p>
20/201.18	<p><u>Strategic Funding & Finance Issues (if known)</u></p>	
20/21.20	<p><u>Budget (Standing item)</u></p> <p><i>Current budget position</i> Budget for this year is on track. Funding we are receiving for covid reimbursement and mass testing will mean we break even for the extra costs we have incurred. We will end the year in a better position than anticipated.</p> <p>There is an invoice for the Exam Boards that need to be authorised due to the amount.</p> <p>There has been an increase in staffing costs due to paternity leave and keeping an extra member of staff in.</p> <p>The decision was made to not make any pay awards this year. There is talk that there could be a flat £250 increase for support staff that earn below £24,000.</p> <p>Ann has reviewed the ICT budgets; they have been revised and increased.</p> <p>If you look at the full budget workbook and compare it to the current 3-year summary, this gives an indication of what next year's budget will look like.</p> <p><i>Benchmarking (to follow)</i></p>	

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	Ann suggested that we have it as an agenda item, to be discussed at the next meeting. When Ann and Simon next meet they will discuss and review.	
20/21.21	<p><u>Policies</u> Proposal Re HR Policies - agreed</p> <p><u>Policies to be reviewed</u></p> <p><i>Corporate Risk register (standing item for review)</i> Ann suggested that we have a subcommittee in, volunteers will be needed, we can review what we feel is important and look at revamping it. Covid must be added – Ann will make sure that she adds information in relation to Covid as a strategic risk. Ann, Laura and Simon have volunteered to be part of the subcommittee, it was agreed that representation is needed from C L & T. Ann will suggest some dates for a task and finish meeting prior to the next FG meeting so this can be raised.</p> <p>Finance Policy - approved Lettings Policy - approved Recruitment Policy - approved</p> <p>Letting's policy – the letting charges have not been increased this year, covid added i.e. persons letting are responsible for their own risk assessments.</p>	
20/21.22	<p><u>Items at discretion of Chair</u> Invoice for Pearson for the Summer exams, the value pre-tax is £38,140.90. Agreed to authorise for payment.</p>	

The meeting ended at 19.15

Signed CHAIR:-



(electronically)

Approved as a true and accurate record of the Meeting on 29th April 2021.

Date of Next Meeting:

Membership: 8 – Quorum 3

Name	Position	Attendance
Kevin Bawn	Principal	
Laura Waycott	Parent Governor	
Michael Davies	Co-Opted	
Simon Sanger-Anderson	Member Appointed & Chair	

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