

**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 17 June 2021.

Governors in attendance					
Kevin Bawn	KB	Principal	Simon Sanger-Anderson	SSA	Member Appointed
Michael Davies	MD	Co-opted	Ben Brook	BB	Parent Governor
Crawford Winlove	CW	Member Appointed			

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager - CVCC

In Attendance	Initial	Role
Catherine Prunty	CJP	Clerk

Apologies	Initial	Reason	Apologies accepted by the Board
Laura Waycott	LW		
Gina Stroud	GS		
Dorf Ruscoe	DR		

**AGENDA**

ITEM NO.	ITEM	Actions
20/21.23	<b><u>Declaration of Business Interests</u></b> No declaration of business interests	
20/21.24	<b><u>Attendance/Apologies</u></b>  Laura Waycott Gina Stroud Dorf Ruscoe	
20/21.25	<b><u>Approve Minutes of the previous meeting (attached)</u></b> Approved	
20/21.26	<b><u>Matters Arising</u></b> <b>Summer School – update (verbal)</b> Offered to 180 year 6 students who will be joining us in September of which 147 have signed up. Funding has been applied for which we anticipate being in the region of £43,800. The programme will cost approximately £23,500 with some additional costs for staff who may wish to join in.	
20/21.27	<b><u>College Manager’s Report (See attached)</u></b> <b><u>Highlights</u></b> An application was submitted for bids in November/December, the outcome is imminent.  Personnel Update – Thank you to governors for your support. We are expecting Mareena back next week initially on a phased return.	

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	<p>Teachers are at the core of our business, however we must recognise some support staff for their outstanding contributions, they deserve a big thank you.</p> <p>A health and safety review was completed on 23 June for Music, Drama and PE. The results will be returned in the Autumn and will be shared with the committee</p> <p>LFT Testing – we have received additional kits which will be distributed to students and staff, individuals will continue to use Test Register to record their results.</p> <p>There was a concern raised about the morale of support staff, AH explained that she felt it was good but is concerned as it is an extremely busy time, exams staff are feeling the pressure and there is a lot of uncertainty/change ATHOS have a heavy workload and we have seen a rise in students suffering with mental health issues.</p> <p>Catering – we came to an amicable resolution which was in the best interests of the college financially. We revert back to the normal contract in September and will be tendering again, the process will start in the Autumn term. We must firstly appoint a company to run the tender and then start the tendering process for Sept 2022.</p> <p>S S-A has raised his concerns with KBA in respect of AH's increasing workload.</p>	
20/201.28	<b><u>Strategic Funding &amp; Finance Issues (if known)</u></b>	
20/21.29	<p><b><u>Budget (Standing item)</u></b></p> <p><b>Current budget position</b></p> <p>We are in a slightly worst position than anticipated, however given all extra costs and staffing since original budget, we will probably be in the realms of the forecast budget this year with additional unexpected costs incurred. It is felt however that we will be in a comfortable position and will end up where originally forecast.</p> <p>Some budgets will be carried forward to next year, for example the covid recovery budget which is approx. £22,500 and targeted funding. This is money we get for SEND students, a lot of which is spent on staffing. As a result of covid we haven't been able to spend as much this year.</p> <ul style="list-style-type: none"> <li>• <b>Benchmarking</b></li> </ul> <p>We tend to use Bishop Flemings Kreston report, however the ESFA have introduced a new tool which we will be using, this has a financial insights dash board which is tied in with the school resource management assessment tool. According to Bishop Flemings report we are operating as an average school, this shows that we have in fact improved.</p> <p>The new report shows areas for investigation, there are some anomalies. Governors can access this information via a</p>	

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	<p>dashboard. AH will review the data and our financial set up/nominals, these may need to be changed so we are more in line with what the government are looking for. The government are looking at changing the structure so it becomes 6 numbers, at the moment PSF financial are looking at charging £10,000 per school for these changes to be made. School Business Manager groups are writing to the government to oppose these changes. The changes are not compulsory however if we don't do it we will be out of line.</p> <p>S-SA suggested that AH flag this to Tim at Bishop Fleming to inform them that we have some anomalies coming up when we look at new financial dashboard. Bishop Fleming could and should be asked to comment.</p>	
20/21.30	<p><b><u>Budget 21/22</u></b></p> <ul style="list-style-type: none"> <li>• <b>Proposed budget for consideration</b></li> </ul> <p>2021/22 budgets are based on figures provided by the government, a 2% increase has been allowed by Cag, although this has not confirmed. An Interesting point is that teachers pay/pension grants have been absorbed and our part of our normal funding rate per pupil. The Post 16 element has not been not been swept up so we are still getting the teachers pay and pension grant, this is approx £20K so an added bonus. The default capital grant has not been included because although we get it every year it is not guaranteed.</p> <p>Staffing increase – in 21/22 there is no percentage increase as per government pay freeze, thereafter we have allowed for 2.75% for 22/23.</p> <p>Support staff - we were originally told that there was no pay award, apparently they are not included in the pay freeze. They are looking at a 1.5% pay increase from April 2021, this has been built into this year's budget and moving forward to 2022 onwards, an additional 2% has been included. Once the pay award has been approved it can be honoured, it was decided however that it should be approved by full governing board.</p> <p>AH to provide a brief report re support staff pay award, this will be submitted to FGB for approval.</p> <p>Gas/elec – A 5 yr agreement has been agreed, after further negotiation by AH, an additional 10K discount has been agreed and we now have a 5 year fixed deal.</p> <p>Covid expenditure – an allowance has been included for cleaning,</p> <p>Catering Contract – this will be out for tender this year.</p>	AH

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	<p>Overall the budgets are pleasing, our auditors would say we are a viable business.</p> <p>Ann was recognised for her hard work.</p> <p>The committee agreed that this budget will be submitted to governors at the next Full Governors meeting for their approval.</p>	
20/21.31	<p><u>Policies</u>  <b>Corporate Risk register – standing item</b></p> <p>A small working group which consisted of Simon, Ann, Dorf and Laura completed a radicle review of the risk register. In future there will be 2 columns, one to show the risk as we see it and the 2<sup>nd</sup> the risk as we see it after it has been mitigated.</p> <p>The review will be completed and submitted at the next Full Governors Meeting and will be added to the agenda as a standing item.</p> <p>It was suggested that an additional F &amp; T meeting is planned in the autumn term not necessarily to discuss finance but to allow time to discuss any other issues.</p> <p>KB proposed that as part of the risk register he felt it would be beneficial for governors to complete site walks to review areas of risk, this is something to discuss in September,</p> <p>We need to be more rigorous when planning meetings for next year and consider varying the days that meetings take place. AH &amp; KB to make a draft calendar to be sent out with the agenda for the next Full Governors meeting.</p> <p>There are no policies for consideration this meeting</p>	<p><b>CP – add Corporate Risk Register as a standing item to the FB Agenda</b></p> <p><b>Add additional F &amp; T meeting next year to discuss finances</b></p>
20/21.32	<p><b><u>Items at discretion of Chair</u></b></p> <p>None</p>	

The meeting ended at 19.33

Signed CHAIR:-



(electronically)

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Approved as a true and accurate record of the Meeting on 17 June 2021.

Date of Next Meeting:

**Membership: 8 – Quorum 3**

<b>Name</b>	<b>Position</b>	<b>Attendance</b>
Kevin Bawn	Principal	
Laura Waycott	Parent Governor	
Michael Davies	Co-Opted	
Simon Sanger-Anderson	Member Appointed & Chair	
Ben Brook	Parent Governor	
Gina Stroud	Co-Opted	
Dorf Ruscoe	Member Appointed	
Crawford Winlove	Member Appointed	