

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 & Resources Meeting

Minutes of Committee Meeting held virtually using MS Teams, at 14:00 on Monday 4th May 2020.

Governors in attendance		
Kevin Bawn	KB	Principal
Laura Waycott	LW	Chair & Parent Governor
Ben Brook	BB	Parent Governor
Simon Sanger-Anderson	SSA	Member Appointed

Apologies	Initial	Reason	Accepted
Michael Davies	MD	Work commitment	Yes

Additional attendees	Initial	Role/Organisation
Ann Hopkins	AH	College Manager

In Attendance	Initial	Role
Mareena Anderson-Thorne	MAT	Clerk

ITEM NO	ITEM	ACTIONS
19/20.59	<u>Declaration of Business Interests</u> None	
19/20.60	<u>Attendance/Apologies</u> Mike Davies – Work commitment. Accepted by the committee	
19/20.61	<u>Approve Minutes of the previous meeting</u> (attached) Chair approved the minutes. They will be signed electronically.	MAT to send LW a PDF version of the minutes to sign.
19/20.62	<u>Matters Arising</u> Financial impact of Covid 19 Update was given by AH on the projected budget position taking into account some Covid 19 complications/expenditure and savings. Projected end position is a saving of £35k. However this doesn't take into account any set up costs for when we open again to comply with social distancing, hygiene requirements or purchasing extra PPE. Governors warned against having a surplus in the budget, and advised that we source extra resources for the students rather than carry it forward. KB suggested that more laptops would definitely be of benefit. Governors questioned the Caterlink contract issue, and the costs they still want to charge, despite the school being closed to all accept ECP children. Governors suggested taking independent and free advice with Bishop Flemming. SSA offered to take a look at the contract and AH will send the contract and subsequent emails onto SSA. AH also asked for advice regarding the 3+2 contract we have. The 3 yrs is up in September. Given the current situation and inability to tender in time, AH would like to extend for 1 year, with a view to re-	AH to email the contract and emails to SSA for consultation. AH to speak to caterlink and request to delay

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	tendering next year. Governors agreed that the decision to extend for 2 years be delayed until Sept next year (Sept 21).	the +2 extension for another 1 year to Sept 21.
19/20.63	<p><u>Budget (Standing item)</u></p> <p>Current budget position Paperwork to support current budget position had been sent previously to the meeting taking place. Governors questioned the balance sheet, as it suggested only £3k in the bank and a fair amount in accruals. AH confirmed that the balance sheet submitted to the Governors was February's and not what is currently in the bank (for April/May). Governors also asked if the £29k in Caterlink line was the 80% staffing costs due to College Covid closure. AH explained that the £29k was for previous month's salary recharges, not Covid related. At the time of the meeting, AH believes Caterlink have now paid that bill.</p> <p>Draft 20-21 budget for discussion All paperwork was submitted prior to the meeting taking place. Governors discussed the likely repercussions of government funding for the next 3 years, following the Covid 19 pandemic. They all agreed that the budget presented to them looked sensible, as long as the assumptions are made clear. They thanked AH for the work involved. AH asked if the F & R Committee are happy to sit tight on the budget and if nothing changes, that will be the budget presented to Full Board? Governors agreed, however it is dependent on the costs incurred to set up again. The £35k also assumes all our additional expenditure due to Covid 19 gets reimbursed.</p>	
19/20.64	<p><u>Strategic Funding & Finance Issues</u> Nothing to report</p>	
19/20.65	<p><u>College Managers Report</u> Governors asked if College Managers report could be circulated, even if it's targeted on catering and cash flow.</p>	AH to send College Managers report.
19/20.66	<p><u>Policies: attached</u> Temporary Teacher Probation policy – Governors asked for Union response, if known, but approve the policy at F&R Level. Send to FB.</p>	MAT to get Union response and add to FB Agenda.
19/20.67	<p><u>Items at discretion of Chair</u> None</p>	

The meeting ended at 15:08.

Signed CHAIR:-

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Approved as a true and accurate record of the Meeting on Monday 4th May 2020.

Membership: 5 Governors – Quorum 3

Name	Position	Name	Position
Kevin Bawn	Principal	Ben Brook	Parent Governor
Laura Waycott	Parent Governor & Chair	Michael Davies	Co-Opted Governor

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		Simon Sanger-Anderson	Member Appointed
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