**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 a Finance & Premises Committee meeting held at Clyst Vale Community College, at 5.30 pm in the Post 16 Study Room, on Monday 14th March 2016.**

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| **Part I** Minutes |

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| Attendees | Initial |  | Note | Attendees | Initial |  | Note |
| Kevin Bawn | KB | Principal |  | Simon Sanger-Anderson  (Chair for 1st part of meeting) | SSA | Parent |  |
| Ben Brook (Chair for 2nd half of meeting) | BB | Parent |  | Ceri Johnson | CJ | Parent |  |
| Sharon Collins | SC | Parent |  |  |  |  |  |

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| Apologies | Initials |  |  | Absent | Initials |  |  |  |
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| In Attendance | Initials | CVCC |  | In Attendance | Initials | Left |  |
| Ann Hopkins | AH |  |  | Jill Collins | JC | Clerk |  |
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| Visitors | Initials |  |
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**Minutes**

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| **Item No** | **Item** | **Owner** | **Date Action Due** |
| **15/16.12** | **Declaration of Business Interests.**  None | **SS-A** |  |
| **15/16.13** | **Attendance/Apologies**  No apologies | **SS-A** |  |
| **15/16.14** | **Minutes of the last meeting** on 3rd December 2016.  The minutes were agreed, approved and signed by the Chair. | **SS-A** |  |
| **15/16.15** | **Matters Arising**  14/15.56 *Contracted services for admin were discussed. The benefit of a large company such as Bishop Fleming was debated and AH was asked to find out more about alternative providers/competitors.*  *AH reported that this item is outstanding. SSA noted the need for prompt action and suggested a deadline of the end of January 2016.*  AH reported on progress for this item. It has been established that savings could be achieved on services such as Accounting/Responsible Officer/Payroll.  Item carried forward to the next meeting, when AH will provide a proposal for a decision.  Charging & Remissions Policy - Chair’s action noted on charging for trips – Complete  Pupil Premium Information has been placed on the College website by AG – Item complete.  15/16.6 Budget- BB and SC (as link to AH) to review the style of the Monitor Report. AH noted that it was too late in the year to change the report now but changes could be implemented for next year. BB/AH will discuss.  15/16.7 Roll Projections, Student Data.  KB tabled a paper (extract from Principal’s Report top go to FB on 21/3/16). The figures were discussed. Item complete. | **SS-A**  **AH** | 12/5/16 |
| **15/16.16** | **Budget (Standing item)**   1. Monitor – Jan 16 circulated   AH talked to the report, running through the headings and the process of budget compilation noting the changes to staffing and extensive mid-term analysis of each budget line. The report reflected the position at the end of January and there had been changes since.  The Monitor was approved and signed by the Chair.   1. Cash Flow Report – circulated   AH spoke to the 2 year cash flow report.  KB noted that funds appeared to be ‘tailing off’ AH explained the drop as normal at this point and not something to be concerned about.  The report was approved and signed by the Chair.   1. 3-year budget plan Income/expenditure report   AH spoke to the report (tabled) showing the latest figures. LABD funding was confirmed to this academic year and the first 2 terms of next year. 2 students had been lost to Schools Company. Year 7 ‘catch up’ funding had been received and the EFA budget was included in the figures.  The Apprenticeship levy was also included .5% of payroll. SSA asked whether Schools were exempt and AH/KB agreed that Schools have to pay this levy. SS-A asked how the bursary system work and AH explained that CVCC would get 15k back, whether an apprentice was employed or not.  Ben Brook entered at this point  AH noted that the staffing changes from September were included in the figures. There is an in year surplus of 76k and next year this will be 113k. The following year shows a deficit of 131k and this is the best estimate at this time.  KB noted the impact on teaching loads in order to achieve the savings but the position is more positive than it could have been.  KPI’s were shown on page 3 and Teacher/Pupil ratios and benchmarking were discussed: ours are in the lower quartile i.e fewer students per teacher. AH noted the 3 main benchmarking indicators as EFA; Website; Bishop Fleming. Depending on which tool is used, results vary. KB noted that CVCC is educationally good but this impacts, financially.  SS-A suggested that a separate piece of work could be done to look at benchmarking which would be interesting in the context of for interest the currently proposed increase to teaching loads necessitated by the need to make financial savings. AH stated that she has the background data which is very interesting and the results show that CVCC is at the top end with good results.  Various benchmarking methods and report providers were discussed  BB noted that the Bishop Fleming report had been circulated to all schools and it was agreed that AH should circulate it to all Governors now.  The Chair reverted to Ben Brook | **SS-A**  **AH** | ASAP |
| **15/16.17** | **Strategic Funding & Finance Issues –** Paper circulated  KB reported that GAG funding statement for 2016/17 has been received and there are some queries to be sorted as there appeared to be errors for the P16 funding figures.  KB reported on the ASCL Conference 4th-5th March.  There is no news on the National Funding Formula consultation and results may not be published until the summer. Nicky Morgan has stated that it will be in place for the next financial year but this would result in a rushed implementation. After next September funding will bypass LAs and go direct to Schools.  The DfE has stated that Schools can save £500 per pupil on procurement. This has yet to be evidenced.  Some schools are making savings by closing IT suites and using the BYOD policies for students to use their own devices. BB noted that social economic background of students doesn’t seem to influence whether students have these devices and if necessary they can be leased through the School.  AH questioned whether licencing these devises was a problem and BB agreed that this should be investigated.  KB discussed funding for Hearing Support Centres. Currently the LA pays for all support centres from the ‘High Needs’ block funding and this is overspent. The LA are looking to reduce costs. As some centres are full and oversubscribed there is to be a review of all units.  KB noted that student numbers for P16 are of concern due to competition from the Maths School and Exeter College. Transport costs are an issue with reductions in subsidies for transport. KB stated that CVCC will retain its 6th Form as long as possible but it may be necessary to reduce the offering.  BB asked, at what point will it become untenable.  AH stated that she has done work with CD to model figures and the next 2 years will need careful management.  AH noted that year 7 entry is looking better than previous years. SC noted that the appeals process is still to run its course and figures may improve further.  AH stated that she has been looking at sustainability and the break-even point, until P16 numbers increase. BB asked whether this should be a topic for discussion at a workshop.  It was agreed that this topic should be added to the agenda for the next workshop. | **KB**  **Clerk** | 11/6/16 |
| **15/16.18** | **Policies:-**  **Finance Policy:**  A section to cover fraud prevention had been added at 2.9 and the Scheme of Delegation (Appendix 1) had been updated to reflect the level of authorised spending for AH/KB to 30k to cover exam fees expenditure; Petty Cash payments limit raised to £10 and BACS payments to £50 and signatories on cheques (2+1). A minor amendment to the wording of 5.1was agreed.  The policy was approved.  **Gifts & Hospitality Policy:**  No changes  **Investment Policy:**  No changes  Both of the above are to be approved via email (BB/SS-A). | **BB** |  |
| **15/16.19** | **Items at discretion of Chair.**  AH requested that an issue should be raised through the Chair. Travel expenses for interview candidates are proving costly. KB questioned whether the rate for mileage could be reduced and the allowance for accommodation limited.  **It was decided that the rate for mileage should be limited to the lower HMRC rate and an upper limit for accommodation be set.** | **BB** |  |

The meeting ended at 7.15 pm

Approved, as a true and accurate record of the Meeting on 14rd March 2016.

**CHAIR:** Ben Brook

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**Committee Members:**

Kevin Bawn Principal/Governor

Ben Brook Parent (Chair)

Sharon Collins Parent

Simon Sanger-Anderson Parent

Ceri Johnson Parent

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| Meeting Dates | 3/12/15 | **14/3/15** | 12/5/15 | 30/6/15 |