

## Brooke House Sixth Form College

Minutes of a meeting of the **F&GP Committee** held on 7 June 2018 at 1600hrs.

|                      |                           |                                 |                                     |
|----------------------|---------------------------|---------------------------------|-------------------------------------|
| <b>Present</b>       | Stephen Blackshaw         | Sally Townsend<br>(Chair)       | Kevin Watson<br>(Interim Principal) |
| <b>In Attendance</b> | Ralph Devereux<br>(Clerk) | Adrian Cottrell<br>(Interim FD) |                                     |

- a. The Corporation Chair welcomed all to the meeting and explained that Sally Townsend (ST) had agreed to take the Chair of the FGP Committee, he introduced Adrian Cottrell (AC), the newly appointed Interim Finance Director (FD), who had taken up post only the preceding Friday. AC had 15 years' experience in the FE Sector latterly at Vice-Principal level; all then introduced themselves.
- b. ST then assumed the Chair and explained that the vacancy caused by the resignation of the former Chair would be considered by the Corporation at a meeting to be held later that day.

### 40/17 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES

No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.

### 41/17 MINUTES OF AND ACTIONS FROM THE LAST MEETING

- a. The confidential minutes of the meeting held on 23 March 2018 were confirmed for electronic signature; the Clerk to action. **(Action 1)**
- b. Actions from the last meeting were considered:
  - (i) actions 1&2 had been completed;
  - (ii) action 3 was in progress, discussions with the external auditor would be completed as a matter of urgency and it was hoped that the issue could be signed off with no further action; and
  - (iii) action 4 was now more urgent since the funds resulting from the car park sale were on deposit, in this context the Bank had issued a "standard investment options" letter but an arrangement that would maximise the associated return required further scrutiny; the issue would be researched and a decision would be taken electronically as soon as possible, **(Action 2)** that would then be brought, together with an Investment Policy to a further Committee meeting to be held on 21 June after the Standards Committee meeting. **(Action 3)** It was agreed that an interim placing of the funds in a term 30-day term option was prudent and would be implemented asap. **(Action 4)**

**a. The information was received.**

**b. Actions had been identified. (Table 46/17 below)**

### 42/17 FINANCIAL REPORT

- a. Management Accounts. A revised set of Management Accounts accurate to 30 April 2018 was circulated, the revision had been completed using trend data prompted by the limited time available for production and was then studied and discussed. The current outturn forecast was adverse by (£247k) before exceptional items; overdue SEN funding was still awaited. Proceeds from the sale of the car park had been received and were shown as an exceptional item. Income was adverse by £40k, staff costs were showing as £228k over-budget resulting from agency costs arising from cover for vacant posts; non-pay costs were £26k over budget. The balance sheet and key PIs were considered and noted from the accompanying narrative. There were 218.5 cash days in hand (exceptional item), the CR was c5.13, the staffing ratio was c75.5% and the Financial Health rating was "Good". The information was received and recommended to the Corporation. **(Action 5)**

- b. FE Commissioner. A progress meeting would be held towards the month end with various ESFA personnel, the Corporation Chair, Principal and FD would attend, all necessary detail would be available for pre-briefing and scrutiny on a date to be arranged. **(Action 6)**
  - c. Reporting. The importance and requirement of full and accurate financial reporting was stressed, early indications of any emerging challenges were required and a “no surprises” approach was to be adopted, assurance was sought and received that would be standard procedure wise. The revised presentation of the report was welcomed as clear and easily understood. The financial action plan and updated Risk Register (RR) would be considered by the Audit Committee for recommendation to the Corporation and it was agreed that the RR would be available to this Committee for information. **(Action 7)**
- a. **The information was received.**
  - b. **Actions had been identified.** (Register at 46/17)

**43/17 BUDGET 2018/19 AND FINANCIAL FORECAST (FF)** Work on the 2018/19 Budget and the 3-yr FF continued as a matter of urgency, it had not been possible to bring full detail to this meeting since the Interim FD had had insufficient time to prepare. Notwithstanding, an overview of the prospective budget position was circulated and discussed; as expected the prior year low enrolment had adversely affected ESFA funding by £617k, however staff costs would reflect recent savings.

- a. Car Park Funds. Windfall funds from the car park sale would not subsidise the general budget although they would be available for improvements, which would directly enhance appeal to prospective students, each of those would be subject to Committee scrutiny and subsequent recommendation to the Corporation. **(Action 8)**
- b. Agency Staff. Provision for agency staff had been less than satisfactory in previous years and would be robustly scrutinised, management had set the aim, which was to achieve full and permanent staffing for all posts thus minimising agency expenditure and benefitting students. Month end processes would be enhanced to provide accurate records of expenditure and strictly monitored against the budget, which would be set against the curriculum and staff plans. **(Action 9)**

Submission date for the Budget was 31 July and a further Committee meeting was necessary for and had been scheduled for 21 June (41/17b(iii)) when progress would be reviewed, an early draft of both documents was to be circulated to Committee members as soon as it was available. **(Action 10)**. The final version would be ready for consideration by mid-July and a further Corporation meeting would be arranged to consider approval.

- a. **The information was received.**
- b. **Actions had been identified.** (Register at 46/17)

#### **44/17 URGENT BUSINESS**

- a. The increased focus of Governance to address comments in the Ofsted Report required increased flexibility and responsiveness by all members. In order to increase availability to attend and effectively participate in potentially short notice meetings it was agreed that more sophisticated electronic meeting software was necessary and would be obtained asap. **(Action 11)**
  - b. Catering. Previously approved changes to the catering provision were proceeding.
  - c. Marketing. The previous marketing consultant had contacted the Principal regarding copyright of material on the college website, which was currently under development by the successor agency; the correspondence would be passed to the Corporation Chair for action. **(Action 12)**
  - d. Contracts. A listing of supplier contracts, their value and associated renewal dates would be provided at the next meeting and kept updated thereafter. **(Action 13)**
- a. **The information was received.**

**b. Action had been identified. (Register at 46/17)**

**45/17 DATE OF NEXT METING**

The next meeting would be held after the Standards Committee meeting at c1030 on 21 June 2018.

**46/17 ACTION REGISTER** (SB identifies Corporation Chair and FD identifies Adrian Cottrell)

| Action. See referred minute for full detail. |   | Resp         | Date             |
|--|---|--------------|------------------|
| Action 1                                     | 41/17a. Minutes of meeting (23.03.18) confirmed for signature         | <b>Clerk</b> | <b>asap</b>      |
| Action 2                                     | 41/17b. Investment options to be agreed electronically.               | <b>FD</b>    |                  |
| Action 3                                     | 41/17b. Action 2 and Investment Policy tbc on 21 June.                | <b>All</b>   | <b>21.06.18.</b> |
| Action 4                                     | 41/17b. Funds to be placed on 30-day term holding acc.                | <b>FD</b>    | <b>asap</b>      |
| Action 5                                     | 42/17a. Mgt Accounts recommended to the Corporation.                  | <b>Chair</b> | <b>07.06.18</b>  |
| Action 6                                     | 42/17b. Pre-brief for FE Commissioner meeting tba.                    | <b>SB</b>    | <b>asap</b>      |
| Action 7                                     | 42/17c. Approved RR to be available to Cttee members.                 | <b>FD</b>    |                  |
| Action 8                                     | 43/17a. Each windfall funded project to be individually considered.   | <b>Chair</b> |                  |
| Action 9                                     | 43/17b. Agency Staff provision to be closely set and monitored,       | <b>FD</b>    |                  |
| Action 10                                    | 43/17. Draft Budget to Committee members.                             |              |                  |
| Action 11                                    | 44/17a. State of the art electronic meeting software to be available. | <b>KW</b>    |                  |
| Action 12                                    | 44/17c. Marketing correspondence to the Corporation Chair             | <b>FD</b>    |                  |
| Action 13                                    | 44/17d. Updated supplier contract details to members.                 |              |                  |