



Minutes of a meeting of the **F&GP Committee** held on 03 June 2020 at 1300hrs.

**Present** Steven Blackshaw Sally Townsend Jonathan Beake  
(Chair)

Kevin Watson  
(Principal)

**In Attendance** Ralph Devereux Adrian Cottrell  
(Clerk) (VP(F&R))

**37/19 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.

**38/19 MINUTES OF AND ACTIONS FROM THE LAST MEETING**

a. The minutes of the last meetings held on 22 April 2020 were confirmed for electronic signature; the Clerk to action. **(Action 1)**

b. Actions from these meetings had been completed or were in hand.

See referenced minute for full detail.		Status
<b>Action 1</b>	30/19a. Last minutes (16.03.20) confirmed for signature.	<b>Complete</b>
<b>Action 2</b>	31/19a. "Forecast tracker" to be included in future reports.	<b>Next meeting on</b>
<b>Action 3</b>	31/19. Finance Report recommended to Corporation.	<b>Complete</b>
<b>Action 4</b>	33/19. Completeness of Policy Tracker to be checked.	<b>Next meeting on</b>

c. There was no urgent business requested.

**a. The information was received.**

**b. Actions had been identified. (Table 45/19 below)**

**39/19 FINANCE REPORT**

Management Accounts. The April 2020 management accounts were considered and discussed; the comprehensive document comprised a narrative informed by graphical and tabulated detail, including information on variances which was explained and considered. The operating deficit, before exceptional items stood at c£666k (Budget c£522k), after allowing for exceptional items the number was c£664k for the period, the end of year position was expected to be close to forecast; contributing items were explained individually:

a. year to date income was c£98k above budget with the full year estimated outturn also favourable by c£25k; an estimated shortfall in catering income of c£14k at year end was expected, through college closure and cash replacement for free school meal (FSM) provision. However, a welcome additional and unexpected c£51k had been received for a mobile mast associated retrospective power cost refund;

b. pay costs overspent by c£38k and when all expected commitments, including the pay award (1.8%) and the unexpected increase (6%) in contribution to the Local Government Pension Scheme (LGPS) were provided for would recover to an estimated c£12k overspend. Some agency staff had been used to cover non-recruited "high-needs" staff and the outlay had been more than offset by the unused staff costs;

c. non-pay was also over budget by c£184k, a reduction of c£62k over the April figure and a robust savings plan was now in operation;

- d. it was necessary to bring the overspend back to budget and the savings plan to recover these issues had been established, nevertheless the budget could be exceeded. Progress against the Plan, which had been tabulated and RAG rated at S22 was noted. The adverse effect of COVID-19 related issues, detailed in S23 had been estimated at c£58k, the increase due to additional cleaning and building associated costs;
- e. The forecast adjusted outturn was £310.6k an improvement of c£101k over the February estimate and despite the adverse Covid-19 effects;
- f. The financial health was currently “Inadequate” (score 100) as the overdraft facility was being utilised and would remain so until July, the prediction thereafter was a return to “Requires Improvement (RI)”, covenants remained in scope;
- g. Key Performance Indicators (KPI). The Financial Health had been considered above; other KPIs were discussed and noted;
- h. The Cash Flow Forecast (CFF)(S21) was discussed with attention to March 2020, the month was the sector wide low point because of the funding profile, followed in April with a high payment. The overdraft facility was unlikely to be required after June and, as expected the limit had not been exceeded and would not require any increase. A daily CFF was produced. These issues were considered individually in the Risk Analysis at S25, which was noted. Departmental Budgets were being strictly observed.
- i. Capital Works. The redevelopment of the former administrative area was progressing with a short delay prompted by temporary shortage of flooring material, invoices would be presented in 2020.21.

The information was noted and recommended to the Corporation. **(Action 2)**

- a. **The information was received.**
- b. **Actions had been identified. (Table 45/19 below)**

#### **40/19 BUDGET CHANGES**

Changes to the 2020.21 budget presented to the February meeting had been tabulated and were discussed; the changes total c£9k were noted. It had not yet been possible to incorporate these changes into the formal draft, which was to be presented to the Corporation at the next meeting (02.07.20) and it was agreed to circulate the amended version to Committee members by 22 June 2020 for electronic consideration and, if appropriate, recommendation for approval. **(Action 3)**

- a. **The information was received.**
- b. **Actions had been identified. (Table 45/19 below)**

#### **41/19 RE-OPENING**

In accordance with central government requirements the draft reopening plan was considered and discussed with the view to determination of whether the College was prepared for re-opening. The College closed generally on 19 March although some designated access continued, in the light of the reduced lockdown requirements the planning for phased reopening had been drafted and was discussed. The Plan comprised textual detail supplemented by Risk Assessments (RA) for “College re-opening” and the “Human Resource (HR)” areas and a RA Tool for use by staff members. The comprehensive narrative had been detailed in 3 main elements:

- a. Environment;
- b. Teaching and Learning (T&L); and
- c. Other operations and matters.

Each was considered and discussed in depth and it was clear that, with some amendments to wording in the RA, Members agreed that the College was prepared and could confidently open

the doors for the return of the student body. **(Action 4)** The documents were dynamic living scripts that would be updated or amended as experience informed. It was important that the wording and requirements, particularly in the RA, were specific, achievable and realistic. There would be considerable apprehension amongst stakeholders over the wider re-opening environmental implications, not least the public transport element, and sound assurance would help to reduce these understandable feelings. Clearly visible elements such as the intended open use of thermal imaging, easily accessible sanitisation stations and informative easily understood posters were all welcomed. It was agreed that the plans were sufficiently sound to open as planned and welcome staff and students back to College.

**a. The information was received.**

**b. Actions had been identified. (Table 45/19 below)**

**42/19 RECRUITMENT**

Considerable work had been completed on internal progressions. The Standards Committee had discussed the issue at their last meeting; the progression target for current students was 85% and the actual was at 86.7% (826 students/2019 493 students). This detail did not include the “back on track” element of 16 students. The current restrictions had prompted imaginative recruitment initiatives for 2020/21 and a wide portfolio of high quality “on-line” content, including “Microsoft Teams” presentations had been posted up; the scheme was working well. Although the telephone interviews were less satisfactory than face-to-face, on-line events and webinars were planned and capacity for high standard 3D virtual college tours would be available in the near future. The 3 elements of recruitment of the future cohort were:

- a. progressing students, as explained this was a heartening outcome;
- b. enrolments were looking good but the actual outcome may not match the current expectation; and
- c. “walk-ins” when the College reopened for the new academic year was also unpredictable.

The numbers were reassuring, the continuing focus on the safe College environment and the active electronic promotions would hopefully bring in the results.

**The information was received.**

**43/19 URGENT BUSINESS**

There had been no requests for urgent business.

**44/19 DATE OF NEXT MEETING**

The date of the next meeting would be notified.

**45/19 ACTION REGISTER**

See referenced minute for full detail.		Resp	Date
<b>Action 1</b>	38/19a. Last Minutes (22.04.20) confirmed for electronic signature.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	39/19. Management Accounts recommended to Corporation.	<b>Chair</b>	<b>02.07.20</b>
<b>Action 3</b>	40/19. Revised Budget to be circulated to Members for consideration.	<b>VPFR</b>	<b>22.06.20</b>
<b>Action 4</b>	41/19. College re-opening preparations endorsed.	<b>Chair</b>	<b>wie</b>