



Brooke House Sixth Form College

Minutes of a meeting of the **F&GP Committee** held on 29 January 2020 at 1300hrs.

Present	Jonathan Beake	Steven Blackshaw	Sally Townsend (Chair)
	Kevin Watson (Principal)		
In Attendance	Ralph Devereux (Clerk)	Adrian Cottrell (DOF)	

12/19 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS, AND URGENT BUSINESS

- a. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.
- b. There was no request for Urgent Business.

13/19 AGENDA

The VP F&R had electronically explained (28.01.20) that information, which could influence the necessary assumptions for completion of the Financial Plan had recently emerged, this in turn would affect development of the recently introduced "Integrated Financial Model for Colleges". It had been agreed as prudent that the Committee consider the thrust of this information; accordingly, it had been decided to focus this meeting on two issues and postpone the published agenda (**Action 1**) There were no outstanding actions from the last meeting:

- a. The management accounts; and
- b. future funding.

Consideration of the minutes of the last meetings held on 9 October 2019 and the joint (with AC) meeting held on 19 December 2019 was postponed until the next meeting (26.03.20). (**Action 2**)

- a. **The information was received.**
- b. **Actions had been identified.** (Table 18/19 below)

14/19 MANAGEMENT ACCOUNTS

The December 2019 management accounts were considered and discussed; the comprehensive document comprised a comprehensive narrative informed by graphical and tabulated detail, including information on variances which was explained and considered. The operating deficit, before exceptional items stood at £402,821 (Budget £338,384), after allowing for the exceptional items the number was c£404k for the five months; this was explained individually:

- a. income was c£33k above budget however outturn indicated c£26k below; shortfalls in adult skills (Report S6) and alternative provision would be immediately and robustly addressed with both the Local Education Authority (LEA) and the Skills Funding Agency (SFA), some further offset would be achieved through mobile mast and additional catering income;
- b. pay costs overspent by c£21k would be recovered over the coming months;
- c. non-pay was also over budget by c£21k and, unless further savings were made that would be the case at outturn;

- d. it was necessary to bring the overspend back to budget and a savings plan to recover these issues, particularly non-pay (some lines to essential expense only) was under development;
- e. The KPIs and the financial health, which remained at “Requires Improvement (R1)” with a score of 140 (outturn 130) were noted; and
- f. contingency bank overdraft conditions were all in scope.

The Risk Analysis Table was discussed and noted, the Accounts were received and recommended to the Corporation. **(Action 3)**

- a. The information was received.
- b. Actions had been identified. (Table 18/19 below)

15/19 FUTURE FUNDING

The disappointing enrolment performance in September 2019 had prompted continuance of the enrolment process through October and onwards, leading to an expectation of 961 (16-18 Funded) students on roll by the November census point; that number had been expected to grow to 981 by the end of January. Recent information appeared to show that number could be narrowly missed with associated funding implications and this had prompted a close review of the Management Information Systems (MIS) data; this meeting had been refocused accordingly to consider the outcome of that scrutiny, which indicated that the earlier information had been doubtful and further consideration to determine the accurate position was necessary. In the light of this, initial indications and assumptions for the Financial Plan had been reviewed and an update was circulated. The effects of these changes, together with a wide range of other possible influences and scenarios, were discussed. Amongst these was a brief consideration of any possible financial benefit to be gained from a change of status to an academy, for example removal of VAT liability. It was agreed that the SMT would research that issue and circulate the outcome to Committee members for consideration and later discussion. **(Action 4)** Detailed scrutiny would be completed when the confirmed number of funded students and full detail of the AoC recommended staff pay settlement were known. **(Action 5)** The strategic planning day tbn on Friday 7th February would proceed with the already set agenda since there was insufficient time to draw together full and appropriate detail. **(Action 6)**

- a. The information was received.
- b. Actions had been identified. (Table 18/19 below)

16/19 URGENT BUSINESS

There had been no Urgent Business requested.

17/19 DATE OF NEXT MEETING

The next scheduled meetings would be on 26 March 2020.

18/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	13/19. Published agenda postponed and replaced as described.	Chair	wie
Action 2	13/19. Consideration of last minutes(9.10.19) & (19.12.19) postponed.	Clerk	16.03.20
Action 3	14/19. Mgt Accts recommended to the Corporation.	Chair	26.03.20
Action 4	15/19. SMT to circulate detail of academy status to members.	KW	asap
Action 5	15/19. Consideration of above after confirmed detail available.	Chair	
Action 6	15/19. Awayday to proceed as planned.	SB	07.02.20






F&GP 29.01.20RD - V2

Final Audit Report

2020-03-18

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