



Brooke House Sixth Form College

Minutes of a meeting of the **F&GP Committee** held on 9 October 2019 at 1300hrs.

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

01/19 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 were no requests for Urgent Business.

02/19 ELECTION OF CHAIR

It was unanimously agreed that Sally Townsend would act a Chair for 2019.20. **(Action 1)**

03/19 MINUTES OF AND ACTIONS FROM THE LAST MEETING

- a. The minutes of the meeting held on 14 June 2019, were confirmed for electronic signature; the Clerk to action. **(Action 2)**
- b. Actions from the last meeting were complete or in progress.

Action		Status
Action 1	39/19b. Last Minutes (24.04.10) confirmed for electronic signature.	Completed
Action 2	39/19c. Spot salaries to be eliminated as incumbents leave.	
Action 3	39/19c. Include spot salary detail in next HR Report.	
Action 4	40/19a. Steady state target student number 1200.	
Action 5	40/19a. Annex A to be seen by Corporation.	
Action 6	40/19a. Budget and 2-year plan recommended to Corporation.	
Action 7	40/19b. Management accounts recommended to Corporation.	
Action 8	40/19c. Financial Summary to be widened.	
Action 9	42/19. Committee meeting days to avoid Fridays.	

- c. Matters Arising. There were no matters arising.

- a. **The information was received.**
- b. **Actions had been identified. (Table 9/19 below)**

04/19 ENROLMENT

- a. As at 3 October 2019 there had been 907 enrolments with an additional 20 “Back on Track” (BoT) students to be enrolled before the end of October so the number by the first census date (1 November 2019) would be 927; a further 20 BoT students were expected in January 2020 bringing the total 16-18 funded students to 947 for the year. Based on these numbers the funding reductions would be:
 - (i) £374,021 in 2020-2021; and
 - (ii) £510,671 in 2021-2022.

The larger decrease in 2021-2020 caused by fewer students in the year before. The deficit for 2020-2021 would increase to £695,000 and even with a reduction of £250,000 in the planned capital expenditure for that year, would produce a nil cash reserve at year-end; meaning a financial health rating to 'Inadequate'. Additional savings of £180,000 would restore the rating to 'Requires improvement'. To date however, enrolments had risen to 928, which with the BoT enrolments expected for late October, brought 16-18 funded numbers at November 2019 to 948, enabling a financial health rating 2020-2021 to 'Requires Improvement' and cash reserves of £300k at year-end.

- b. To inform review and approval of the annual financial statements (AFS) at the joint Audit/FGP Committee meeting in November, a going concern report would be prepared. Improvements in student numbers would continue to be sought throughout the year. **(Action 3)**

a. **The information was received.**

b. **Actions had been identified. (Table 9/19 below)**

05/19 FINANCIAL REPORT

The August management accounts, the first month of the year, were considered and discussed; the comprehensive document comprised a comprehensive narrative informed by graphical and tabulated detail, including information on variances which were explained and considered. The current operating deficit, before exceptional items stood at c£150k, (Budget c£108k), after allowing for the exceptional items the number was c£110.7k. YTD income was c£4.6k below that planned, detailed in the paper by line, essentially alternative provision, element 3 and low catering income. Pay costs were on budget. Non-pay expenditure was c£33.7k over budget, adjustments would be made in relation to the apparent IT overspend (capital to be transferred from revenue). The current capital spend stood at c£500k and the detail of the now completed capital works - the additional works and recharging was explained, discussed and noted; it was agreed to take a brief report to the Corporation detailing the numbers and explaining additional spend. **(Action 4)** Key Performance Indicators (KPI) were discussed and noted, the financial health for the month was "Requires Improvement"; contingency bank overdraft conditions were all in scope. The Risk Analysis Table was discussed and noted. The Accounts were received.

a. **The information was received.**

b. **Actions had been identified. (Table 9/19 below)**

06/19 POLICIES AND PROCEDURES

- a. Policies Tracker. The Policies Tracker would be brought to the Committee for one more cycle and then reviewed periodically. It was noted that the Standards Committee had not any listed detail against Policies that fell into their ambit and that would be brought to the Chair and VPs notice. **(Action 5)**
- b. Policy Update Report. The following policies had been updated and were attached as individual Annexes:
 - (i) Financial Regulations. The Regulations were discussed, and several amendments were required to the content, required changes were noted and agreed; some comments re cash dealings would be redrafted and mailed to the Corporation Chair for agreement, with the changes incorporated the Regulations were agreed; **(Action 6)**
 - (ii) Procurement Manual. The Manual had been reviewed and no changes were suggested, however the IAS had commented on aspects of the catering processes and it was agreed to include elements in the Manual. With the changes incorporated the Regulations were agreed; **(Action 7)**
 - (iii) Fees Policy. The Manual had been reviewed and no changes other than dates were suggested, there was some consideration on exam resit fees and payment, but no changes were agreed. The Policy was agreed; **(Action 8)**

- (iv) Leave Policy and Procedure. The SMT had strengthened leave procedures, these sought to clarify existing processes and did not alter the Policy;
- (v) Sickness and Absence. The SMT had introduced strengthened procedures on sickness and absence, essentially managers would manage straightforward absence, but HR would provide support for more complex matters, such as sickness and external responsibilities, through individually determined plans.

a. The information was received.

b. Actions had been identified. (Table 9/19 below)

07/19 CONTRACTS TRACKER

Contracts. The contracts tracker was considered; it was noted that the Cleaning arrangements had been extended on existing terms until January 2020.

The information was received.

08/19 DATE OF NEXT MEETING

The next scheduled meeting would be joint with AC on 18 November 2019 at a time tbd but would start 45 mins before the joint meeting started.

The information was received.

09/19 ACTION REGISTER

See referenced minute for full detail.		Resp	Date
Action 1	02/19. ST as Committee Chair for 2019.20.	Clerk	wie
Action 2	03/19a. Last minutes (14.06.19) confirmed for signature.		
Action 3	04/19b. "Going Concern" statement to inform AFS.	VPFR	18.11.19
Action 4	05/19. Capital report to Corporation.		12.12.19
Action 5	06/19a. Standards Committee input to Policy Tracker reqd.	VPs	asap
Action 6	06/19b(i). Financial Regulations conditionally approved.	VPFR	
Action 7	06/19b(ii). Procurement Manual conditionally approved.		
Action 8	06/19b(iii). Fees Policy approved.		

Ralph Devereux (Clerk) for Sally Townsend (Chair)

Ralph Devereux (Clerk) for Sally Townsend (Chair) (Nov 19, 2019)






F&GP09.10.19RD

Final Audit Report

2019-11-19

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