



## Brooke House Sixth Form College

Minutes of a special electronic meeting of the **F&GP Committee** held on 28 February 2020 at 1300hrs.

**Present** Steven Blackshaw Kevin Watson  
(Principal)

**In Attendance** Ralph Devereux Adrian Cottrell  
(Clerk) (DOF)

### 19/19 CHAIRS ACTION

It had not been possible to convene a full meeting of the F&GP Meeting and since the submission date for the detail in question was imminent, it had been decided to hold this special meeting under Chair's action.

### 20/19 3-YEAR FINANCIAL PLAN

The Plan was consistent with the Further Education Commissioner's (FEC) expectations of 31 October 2019 and was based on a student population of 979 to inform the associated income reduction. The introduction of the ESFA Integrated Financial Model ((EIFM). integrating several financial plans and documents) was to be submitted by 28 February and the 3-year Plan took the current forecast as the base and forecast outcomes for 2020 and 2021. The Plan was in line with the College's financial objectives. Key planning information, including detailed and associated details was fully explained in the accompanying paper and informed close discussions. Necessary in-year savings both pay and non-pay were discussed and noted. The staff pay rise proposal for 3%,2% and 1% for each year of the plan was discussed and noted. Issues of the accompanying commentary were considered. This plan, assumptions and numbers would be explained to the Corporation on 26 March; the processes and the Plan as agreed were approved. **(Action 1)**

### 21/19 DATE OF NEXT MEETING

The next scheduled meeting would be on 26 March 2020.

### 22/19 ACTION REGISTER

		Resp	Date
	See referenced minute for full detail.		
<b>Action 1</b>	20/19. EIFM approved for submission tbc by Corporation in March.	<b>Chair</b>	<b>wie</b>

# F&GPElectronicMinutes28.02.20RD

Final Audit Report

2020-03-18

Created:	2020-03-18
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_4uEnsyLVbOKYVVUjw3e1BO-xgPNkFVs

## "F&GPElectronicMinutes28.02.20RD" History

-  Document created by Ralph Devereux (office.mpe@btconnect.com)  
2020-03-18 - 10:43:36 AM GMT- IP address: 86.180.235.40
-  Document emailed to Ralph Devereux (Clerk) for Steven Blackshaw (Chair) (clerk.mpe@btconnect.com) for signature  
2020-03-18 - 10:43:48 AM GMT
-  Email viewed by Ralph Devereux (Clerk) for Steven Blackshaw (Chair) (clerk.mpe@btconnect.com)  
2020-03-18 - 11:12:17 AM GMT- IP address: 195.140.215.168
-  Document e-signed by Ralph Devereux (Clerk) for Steven Blackshaw (Chair) (clerk.mpe@btconnect.com)  
Signature Date: 2020-03-18 - 11:13:23 AM GMT - Time Source: server- IP address: 195.140.215.168
-  Signed document emailed to Ralph Devereux (office.mpe@btconnect.com) and Ralph Devereux (Clerk) for Steven Blackshaw (Chair) (clerk.mpe@btconnect.com)  
2020-03-18 - 11:13:23 AM GMT