



**Brooke House Sixth Form College**

Minutes of a meeting of the **F&GP Committee** held on 01 October 2020 at 1100 hrs.

- |                      |                           |                           |                             |
|----------------------|---------------------------|---------------------------|-----------------------------|
| <b>Present</b>       | Steven Blackshaw          | Sally Townsend<br>(Chair) | Kevin Watson<br>(Principal) |
| <b>In Attendance</b> | Ralph Devereux<br>(Clerk) | Adrian Cottrell<br>(VPFR) |                             |
| <b>Apologies</b>     | Jonathan Beake            |                           |                             |

**01/20 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS, AND URGENT BUSINESS**

- a. The apology was accepted. 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.

**02/20 ELECTION OF CHAIR**

It was unanimously agreed that Sally Townsend would continue as Chair for 2020.21. **(Action 1)**

**03/20 MINUTES OF AND ACTIONS FROM THE LAST MEETING**

- a. The minutes of the meeting held on 3 June 2020, were confirmed for electronic signature; the Clerk to action. **(Action 2)**
- b. Actions from the last meeting were complete or in progress.

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>

- c. Matters Arising. There were no matters arising. However, the Chair queried the lack of Trackers in the papers for this meeting and the VPFR confirmed that he would circulate the latest detail during this week. **(Action 3)**

**The information was received.**  
**Actions had been identified. (Table 07/20 below)**

**04/20 ENROLMENT AND FUNDING**

- a. Numbers. A comprehensive and interactive electronic presentation on enrolments had been received at the Corporation meeting the previous week (24.09.20) at which all members had been present. Since that presentation, enrolment numbers had been revised through withdrawals prompted by “no-shows”, “slipaways” after a few attendances and College activated for poor attendance. That process was designed to provide a more accurate assessment of numbers and funding. The firm indication, although fewer than had been predicted earlier, was approaching the target and enrolments would continue. Figures for enrolment day 26 (25.09.20) had been tabulated to compare with the previous 3 years and included target numbers; the “all learners” number stood at 1146 (580 returnees and 566 new). It had not yet been possible to detail the reasons for the no-shows or slipaways, but more information would be provided at the next meeting, **(Action 4)** Grade inflation at GCSE level may well have prompted some potential entrants to choose school sixth forms. The

enrolment profile remained similar to previous years with small numbers from a wide range of schools and no increased Hackney cohort, however the proportion of 16-year-old enrolments had increased from 25% to 35%; the numbers were also expected to rise with more “walk-ins” and “back-on-trackers” and 1100 remained possible.

- b. Funding. Actual enrolment was currently 27 learners fewer than the number of 1122 in the Financial Plan and full revised detail of expected profiled and expected outcomes were explained in the accompanying papers and were discussed at some length; Table 3 set out the target position. The basis for the numbers was explained, there was an imminent marketing push on social media and past records indicated the forecast was prudent and realistic. The lagged funding would pre-empt any increase however, Education and Skills Funding Agency (ESFA) “in-year growth funding” usually applied; previous years’ over-delivery criteria were detailed in the paper. That additional funding could be £250-400k depending on the learner number involved, that was not included in the plan. The already announced catch up” element for disadvantaged learners at £150 per each entitled student was expected at £141.5k and that had also not been included. Adult funding of c£612k was discussed and noted. Depending on the final recruitment profile it may be necessary to recruit additional teachers but clearly that could not yet be determined. The cash flow was discussed and based on the forecast it was likely to be tight, as usual for March/April 2021 because of ESFA payment profile. The issue was fully discussed, a possible increase in the overdraft facility had been initiated with the bank and would be continued as soon as the numbers were finalised. It was likely that the bank would require security, that would not present any difficulty, the Corporation would be asked to approve this Committee recommendation. **(Action 5)** The financial plan was agreed. **(Action 6)**

**The information was noted and received.**

**Actions had been identified. (Register at 07/20)**

#### **05/20 FINANCIAL REPORT**

- a. Accounts July 2020. The financial report referencing the unaudited year-end position was then considered; the comprehensive document comprised a narrative informed by graphical and tabulated detail. The accounts, drafted on 15 September 2020, showed a c£60k adverse (pre-exceptional items) over the budgeted deficit figure; after exceptional items the result was considerably higher at c£127k. Income, had been positive by c£72k but unexpectedly the capital grant release had been c£88 above budget and the “real income” below budget also Local Authority (LA) contributions had been less than expected. Pay costs, despite a higher than planned staff rise, had been under budget by c£21k. Non-pay costs had been c£83k over budget, the challenges, some Covid related, were fully detailed in the paper. The Balance Sheet low cash number and Capital Expenditure were noted. The aged debtor report showed c£76k outstanding from LA and this would be robustly chased. **(Action 7)** The EBITDA had improved to c£208k Key Performance Indicators (KPI) were noted together with the working capital balance; the financial health assessment, provisionally graded as “Requires improvement” was also noted.
- b. Accounts August 2020. The August accounts had been circulated that morning however it was agreed to defer them until the next meeting when the September detail would complement considerations. **(Action 8)**

**The information was received and noted.**

**Actions had been identified. (Table 07/20 below)**

#### **06/20 DATE OF NEXT MEETING**

The next scheduled meeting would joint with AC be on 16 November 2020 at a time tbd but would start 45 mins before the joint meeting started.

**The information was received.**

#### **07/20 ACTION REGISTER**

See referenced minute for full detail.		<b>Resp</b>	<b>Date</b>
<b>Action 1</b>	02/20. ST to remain Committee Chair for 2020.21.	<b>Clerk</b>	<b>wie</b>

<b>Action 2</b>	03/20a. Last minutes (03.06.20) confirmed for signature.		
<b>Action 3</b>	03/20c. Tracker detail to be circulated to Members.	<b>VPFR</b>	<b>asap</b>
<b>Action 4</b>	04/20a. Detail on withdrawals to next meeting.		<b>16.11.20</b>
<b>Action 5</b>	04/20b. Bank security request (if required) to Corporation.	<b>Chair</b>	<b>asap</b>
<b>Action 6</b>	04/20b. Financial Plan agreed.	<b>VPFR</b>	<b>wie</b>
<b>Action 7</b>	05/20a. LA debtors to be robustly challenged.		
<b>Action 8</b>	05/20b. August accounts to next meeting.		<b>16.11.20</b>

*Ralph Devereux (Chair) for Sally Townsend (Chair)*






# Minutes1.10.20RD

Final Audit Report

2020-11-17

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