



# TRURO AND PENWITH COLLEGE CORPORATION



## Finance and General Purposes Committee

Minutes of the Finance and General Purposes Committee held on  
Tuesday 12 March 2024 at Truro College

Members: Robert Townsend (Committee Chair), Peter Callen, David Collins, Kate Prosser, Martin Tucker (Principal) and Ramon Van de Velde.

Also Present: Lisa Briscoe (Director of Student Experience), Adele Bull (Director of Curriculum Development), Jane Cashmore (Director of Operations), Scott Cryer (Director of Finance and Administration), Lucy Langdon (Chief Finance Officer), Lucy Maggs (Director of Quality), Hayley McKinstry (Director of Partnerships and Apprenticeships) and Wendy Randle (Head of Governance)

Item	Discussion/Decision	Action
24/16	<b>Apologies</b> Katie Ashworth and Vicky Pearson (Director of Teaching and Learning) were not present.	
24/17	<b>Declarations of Interest</b> There were no additional declarations of interest to those contained on the register of interests.	
24/18	<b>Minutes</b> The minutes and confidential minutes of the meeting held on 30 <sup>th</sup> January 2024 were approved as a correct record.	
24/19	<b>Matters Arising</b> The Committee reviewed the matters arising report. One item is contained in the confidential minutes.	
24/20	<b>Strategic Plan Committee Objective</b> The Committee reviewed the table outlining the Strategic Plan aims and the associated governance committees. It was noted that the F&GP Committee are responsible for monitoring progress against the following objectives: <ol style="list-style-type: none"><li>1. Increase student recruitment across FE, HE and Apprenticeship programmes.</li><li>2. Record a surplus operating budget within the next 3 years.</li><li>3. Maintain a high quality and sustainable College estate that meets the needs of all learners and staff.</li></ol>	

	The Senior Management Team (SMT) have developed an operational plan which will enable the Committee to clearly monitor progress at future meetings.	
<b>24/21</b>	<b>Management Accounts</b> Details contained in the confidential minutes.	
<b>24/22</b>	<p><b>Cashflow</b></p> <p>The Committee reviewed the cashflow forecast. The following points were noted:</p> <ul style="list-style-type: none"> <li>▪ Further deterioration of the deficit has impacted cash flow.</li> <li>▪ The Ottery capital project continues in the final stages of completion.</li> <li>▪ Funds from the Office of Students (OfS) have been received and spend completed.</li> <li>▪ Spend against the Energy Efficiency grant has nearly completed.</li> <li>▪ The majority of works for the access to buildings, supported by the reclassification grant have completed.</li> <li>▪ The projects in the Science blocks supported by the Transformation fund have completed.</li> <li>▪ Claims for the SPF and LSIF projects will be made retrospectively as the College is required to fund upfront.</li> <li>▪ Audits will be carried out to ensure satisfactory compliance of the grant fund's criteria.</li> <li>▪ Investments remain stable; the College will need to ensure satisfactory capital within the College.</li> </ul> <p>In response to a Governor question, it was noted that works related to the flooding at Ottery have completed, however water ingress continues around windows on the road facing side. Remedial works are planned for the Easter period.</p>	
<b>24/23</b>	<b>Financial Efficiencies – curriculum and TLA committee feedback</b> It was noted that this agenda item had been covered under agenda item 24/21 with an update planned for presentation at the March Corporation meeting.	
<b>24/24</b>	<p><b>Purchases/ Contracts over £50,000</b></p> <p>The Committee received the paper detailing all purchases and contracts over £50k, prepared in line with the financial regulations. It was noted that costs met via external funding and service grants are also contained.</p> <p>In response to a Governor question regarding Caterlink, it was noted that the College receive funds shared with Caterlink and that net costs are reported.</p> <p>The College noted the significant and essential costs related to IT, remaining committed to the delivery of the longer term plan to ensure ongoing suitability of software and equipment.</p> <p>In response to a Governor question, it was understood that a tender process for the cleaning contract was undertaken 2/3 years ago and the costs were similar. The impact of the increases in the minimum wage in this area was noted.</p>	

	<p>In response to a Governor question, the College will move to use UK procurement rules when applicable, noting some costs might be higher.</p> <p>Further detail contained in the confidential minutes.</p>	
<b>24/25</b>	<p><b>Bad debts</b></p> <p>The Committee received the paper noting the position was similar to the previous academic year. The Chief Finance Officer reported that the majority of debt links to the HE provision, 1-1.5% of the total HE income, due to students experiencing issues in obtaining student finance. The College will review the fee collection process, to include liaising with the University, to ensure fee collection is undertaken in a timely manner and feedback to the next meeting.</p> <p>In response to a Governor question, the College have previously considered the use of debt recovery agencies, historically the costs to initiate the service outweighed the likely benefits.</p>	MT
<b>24/26</b>	<p><b>Inventory write-offs</b></p> <p>Detail of the inventory write offs was shared with the Committee.</p>	
<b>24/27</b>	<p>The Principal provided an update on the following premises matters:</p> <p><b>Seaton House project</b> – funding applications were submitted to the Shared Prosperity Fund (SPF) and Local Skills Improvement Fund (LSIF). The original project was to extend the mezzanine floor and remove and renew the two renewable houses. Due to an unsuccessful grant application to the SPF the project has been scaled back and the College do not propose using reserves, yet will continue to consider alternative funding opportunities for future delivery of the teaching space and reinstallation of the tent roof.</p> <p><b>Haven House</b> - there has been no further interest in tenancy opportunities. There are number of parties interested in freehold, details were shared. It was noted that the College are entering a change of use to enable a more flexible position. The Committee noted the governance calendar and agreed that the Corporation will be asked to consider whether they wish to sell the building, agree negotiating parameters and delegate the final decision to be undertaken via email.</p> <p><b>Ottery building</b> - snagging will take place in the Easter break.</p> <p><b>General</b> - fire doors are being replaced/ adapted and redecorating has been completed at Tregye House.</p> <p>Further detail contained in the confidential minutes.</p>	RT
<b>24/28</b>	<p><b>Truro and Penwith College Trust Financial Statements 2022/23</b></p> <p>The Committee received the annual accounts. An overview of the purpose of the fund and the types of activity supported by the fund was shared.</p>	

24/29	<p><b>Callywith College Trust Financial Statements 2022/23</b></p> <p>The Committee considered the accounts including the trustees report and future performance plans, noting the College are audited as a school. An increase in reserves of just under £200k was noted.</p> <p>It was noted that Lucy Langdon has been appointed as a Member and that there are some Truro and Penwith College Trustee vacancies. The Search and Governance Committee will be asked to explore the Corporation's responsibilities around Trustee appointments.</p>	S&G
24/30	<p><b>Truro and Penwith Academy Trust Financial Statements 2022/23</b></p> <p>The Committee received the accounts and noted reserves under £1m, with five schools' year end reports indicating a net deficit. It was noted that one of the schools contains a sixth form therefore there is direct competition. Plans for the new school at Perranporth continue and the Regional Schools Director continues to encourage the growth of MATs.</p> <p>It was noted that the Search and Governance Committee plan to explore a replacement for Peter Callen who steps down from the Member role at the end of July.</p>	
24/31	<p><b>Any other business</b></p> <p>The Committee Chair thanked the Chief Finance Officer for their reports and updates and thanked the Committee members present.</p> <p><b>Mid Year review</b></p> <p>The Head of Governance updated on the mid year review and previous approval process. The Committee agreed that going forward the report would be reviewed by the F&amp;GP Committee prior to Corporation review. A copy will be circulated after the meeting with comments invited by 15/03 and the cycle of business updated.</p>	ALL
24/32	<p><b>Date of Next Meeting</b></p> <p>5.00pm on Tuesday 11 June 2024, Truro campus.</p>	