



TRURO AND PENWITH COLLEGE CORPORATION



Finance and General Purposes Committee

Minutes of the Finance and General Purposes Committee held on Tuesday 30 January 2024 at Truro College

Members: Mr R Townsend (Committee Chair), Mr P Callen, Mr D Collins, Ms K Prosser, Mr M Tucker (Principal) and Mr R Van de Velde.

Also Present: Mrs Adele Bull (Director of Curriculum Development), Mr S Cryer (former Director of Finance), Miss L Langdon (Chief Finance Officer), Mrs Hayley McKinstry (Director of Partnerships and Apprenticeships) and Miss W Randle (Head of Governance)

Item	Discussion/Decision	Action
24/01	<p>Apologies</p> <p>Apologies were received and accepted from Katie Ashworth (Governor), Jane Cashmore (Director of Operations) and Lisa Briscoe (Director of Student Experience).</p> <p>Robert Townsend was appointed to the role of Committee Chair at the December Board meeting and expressed thanks, on behalf of the Committee, to Peter Callen for fulfilling the Interim Chair of F&GP role.</p> <p>The Committee Chair welcomed Lucy Langdon in their new role as Chief Finance Officer.</p>	
24/02	<p>Declarations of Interest</p> <p>Governors were reminded of the requirement to disclose any potential interest and to withdraw from the meeting if a matter under consideration could give rise to a conflict of interest. No new interests were declared.</p>	
24/03	<p>Minutes</p> <p>The minutes and confidential minutes of the meeting held on 14 November 2023 were approved as a correct record.</p>	
24/04	<p>Matters Arising</p> <p>Matters arising would be considered under relevant agenda items.</p>	
24/05	<p>Management Accounts including revised budget for 2023/24</p> <p>The Chair reminded the Board of the Strategic objective relevant to this Committee; the return of the budget to a small surplus within three years.</p> <p>The Committee reviewed the management accounts and revised budget. The Chief Finance Officer (CFO) provided an update on likely budget variations:</p> <ul style="list-style-type: none">Variations under £10k had not been included.	

	<ul style="list-style-type: none"> ▪ Increased expenditures were noted; specifically IT costs, safeguarding online monitoring software and payroll systems. ▪ Estates increases are due to maintenance improvements. ▪ Increased salary costs are primarily linked with projects and have not reduced as originally expected. <p>Discussions on financial efficiencies included in the confidential minutes.</p> <p>It was noted that the Board and SMT will need to review the use of resources and potential for growth, to achieve a balance between financial efficiencies and maintaining a high quality provision, in order to achieve a financially sustainable position.</p>	
24/06	<p>Cashflow</p> <p>The Committee reviewed the cashflow forecast to reflect the revised budget. The following points were noted:</p> <ul style="list-style-type: none"> ▪ Some costs linked to Ottery and related costs with Midas remain ongoing. ▪ Spend against the OfS funding for development projects at Fal, Allen and Ottery have completed. ▪ Spend and progress against three externally funded projects was noted and reflected in the cash flow under the grant programmes; Capital Transformation Fund, Energy Efficiency and Reclassification. ▪ The change in the profile spend for some capital projects is not included. ▪ The College are not in a position to reinvest the released management investment funds until a surplus budget is achieved. <p>Following review of the revised budget and cashflow, the Committee agreed to recommend to the Board the revised Budget and Cashflow Forecast to Corporation.</p>	RT
24/07	<p>Review of Financial Performance Indicators and Objectives</p> <p>A discussion took place on the financial performance indicators and objectives, their alignment to the Strategic Plan objective and relevance considering the College's RI financial health grading. It was noted that the EBITDA is not contained in the Strategic Plan and that the College would amend the objectives to reflect the operating surplus and Strategic Plan objective.</p>	LL
24/08	<p>Outcome of Annual Curriculum Costing Review</p> <p>The Committee received the paper and the Former Director of Finance reported the following highlights:</p> <ul style="list-style-type: none"> ▪ Curriculum area contributions, to include the variations, were considered. ▪ Penwith campus has lower financial efficiencies with higher spend, largely due to class sizes; averaging 12 students in comparison to 17 students at Truro. ▪ During the reviews two key points were noted; there were minimal cases of low staff utilisation and few cases of classes being split unnecessarily. ▪ It was reported that financial efficiencies are more likely to be found in the breadth and location of provision rather than current practice. <p>In response to a Governor question, it was noted that there is no College comparison site to support benchmarking, yet it was noted that external providers could provide a service for a fee.</p>	

24/09	<p>Environmental Sustainability Strategy</p> <p>The Committee received the draft Sustainability Development Policy and Strategy in advance of the Board considering the new Strategic Plan sustainability objective at the March Board meeting. The Committee agreed to recommend to Board approval of the policy, following the amendment of two small typos.</p> <p>A discussion took place on the College sustainability committee which meets termly, the College’s carbon footprint and the aspirations to achieve net zero by 2050.</p> <p>In response to Governor questions, the following points were noted:</p> <ul style="list-style-type: none"> ▪ some measurables of the carbon footprint will need to be further explored to ensure relevance of data and identify future data collection methods to strengthen confidence in the College’s position. ▪ The impact of the staff and student commute on the carbon footprint was noted. ▪ Benchmarking data from the AoC is not available yet anticipated in the future. ▪ A Governor noted that 2050 is a default target for achieving net zero, comparing this to the 2030 aspiration of Cornwall Council. 	LL/JC
24/10	<p>Tuition Fees for 2024/25</p> <p>The CFO reported that the proposals remain the same as previous years and retain the option for the fees to be varied by the Principal to reflect specific cost issues or market pressures. The Committee agreed to recommend to Board the approval of the Tuition Fees for 2024/25.</p>	RT
24/11	<p>HE Tuition Fees and Bursaries for 2025/26</p> <p>The CFO reported that the fees have been frozen since 2010 and the recent TEF silver grading supports the College fee structure for 2025/26.</p> <p>In response to Governor questions the following points were noted:</p> <ul style="list-style-type: none"> ▪ The delivery of the HE provision remains unchanged therefore the Government consideration around lifelong learning is unlikely linked. ▪ The College do not have any international students and do not run specialist provision which would attract overseas applicants. <p>The Committee agreed to recommend to Corporation the approval of the HE Tuition Fees and Bursaries for 2025/26.</p>	RT
24/12	<p>Review of College Assets</p> <p>The Committee considered the use of the land and buildings detailed in the report. In response to Governor questions, the following points were noted:</p> <ul style="list-style-type: none"> ▪ The original purchase price for Haven House and conversion costs will be identified. ▪ A previous attempt to purchase the bungalow between the Kenwyn building and the road had been unsuccessful. ▪ There are no plans for new buildings. <p>Further detail contained in the confidential minutes.</p>	LL

24/13	<p>Premises Matters</p> <p>The following premise updates were shared:</p> <ul style="list-style-type: none"> ▪ The completion of additional works at the Ottery campus have been requested prior to sign over. ▪ An encouraging Open Day was held at the Ottery campus. ▪ Ongoing maintenance is planned at the Truro campus to improve appearances. ▪ A review of the cleaning contract at the Truro campus will be undertaken. ▪ Progression Pathways is being moved into one location. ▪ Estates spend during 2024/25 will be rationalised. ▪ Funds received have been awarded from the Shared Prosperity Fund and Local Skills Improvement Fund to upgrade the construction facilities and relocate the tent to support retrofit facilities. Works will commence in the February half term with the first phase completed by the end of summer 2024. <p>In response to a Governor question, the resurfacing of the road into the College has been raised with Cormac.</p>	
24/14	<p>Any other business</p> <p>None</p>	
24/15	<p>Date of Next Meeting</p> <p>5.00pm on Tuesday 12 March 2024, Truro campus.</p>	