

## Finance, Infrastructure and People (FIP) Committee

Minutes of the Finance, Infrastructure and People Committee meeting held on Wednesday 12 March 2025 Truro College in person and on MS Teams

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

Also Present: Lisa Briscoe (Director of Student Experience), Adele Bull (Director of Curriculum Development), Steve Burgess, (HR Consultant), Jane Cashmore (Director of Operations), Lucy Langdon (Chief Finance Officer), Lucy Maggs (Director of Quality), Hayley McKinstry (Director of Business Partnerships and Apprenticeships), Vicky Pearson (Director of Teaching and Learning) and Wendy Randle (Head of Governance).

Item	Discussion/Decision	Action
1	<p><b>Apologies and declaration of interests</b></p> <p>Apologies were received and accepted from Kay Penney, Katie Ashworth and Julie-Anne Sunderland.</p> <p>It was noted that SMT members would arrive following completion of staff meetings. The Principal and HR consultant would join the meeting at 5pm.</p> <p>There were no additional declarations of interest to those contained on the register of interests.</p>	
2	<p><b>Minutes</b></p> <p>The minutes and confidential minutes of the meeting held on 28 January 2025 were approved as an accurate record.</p>	
3	<p><b>Matters Arising</b></p> <p>Further detail contained in the confidential minutes</p>	
4	<p><b>Progress against Strategic Objectives 1,2 3 &amp; 7</b></p> <p>The Committee received the paper noting progress against the objectives would be considered throughout the meeting. A Governor reflected that the Estates objective does not address the current issue, advising this be revisited.</p> <p>The Head of Governance requested that all reporting for the strategic objectives be incorporated into one document for easier review for Governors.</p>	PC/LL
5	<p><b>Risks related to the FIP Committee</b></p> <p>The Committee received the paper. The Committee challenged whether the risks related to people were sufficiently captured within the risk register. Following a discussion, it was agreed that these risks would be further explored by the Audit, Risk and Assurance Committee and that the College will consider if a separate risk register for the change programme is needed, acknowledging that some of the risks could be temporary as the business plan is progressed.</p>	KC LL

<b>6</b>	<b>People matters</b>	
<b>6.1</b>	<b>Impact of the College restructure on staff</b> Further detail contained in the confidential minutes.	
<b>6.2</b>	<b>People Strategy progress</b> The People Strategy has two main components: HR systems and people aims, both of which will align with the strategic plan. Further detail contained in the confidential minutes.	
<b>6.3</b>	<b>Ofsted staff survey outcomes</b> The Committee received the paper noting the positive outcomes had been considered at the previous meeting.  Apologies were received from the Associate Director or HRES who had originally planned to attend for agenda items 6.4, 6.5 and 6.6.	
<b>6.4</b>	<b>Gender Pay Gap report for 2024</b> The Committee received and approved the publishing of the report.	
<b>6.5</b>	<b>Workforce analysis for 2023/24</b> The College plan to review areas of the exit surveys specifically around induction and mentorship for staff.	
<b>6.6</b>	<b>Staff Absence Data for 2023/24</b> The Director of Curriculum stated that until a robust HR system is in place, the College cannot provide assurance within absence. It was noted that long term sickness within one area has impacted data. A Governor noted that the data shared was not outside of sector expectations.	
<b>7</b>	<b>January Management Accounts</b> The Committee received the paper. The CFO reported that the College have maintained the baseline to date, that additional funding of £320k is expected from the ESFA, yet note the increase in predicted redundancy costs. The College continue to manage the high needs and HE income. In response to a Governor question, the £320k, plus the increase of 3.7% in 2025/26 funding, have come from the £50k Government promised the FE sector.  In response to a Governor question, the College are continuing to quantify the savings; the Committee encouraged commencing Phase 2 as soon as possible.	
<b>8</b>	<b>Financial efficiencies</b> <b>Improvement Action plan update</b> Considered later in the meeting.	
<b>9</b>	<b>Cashflow</b> The Committee received the paper and noted there were no changes. It was reported that the sale of Haven House completed on the 12/03.  The College continue to aim for a low point position of £5m and are continuing to review other asset disposals. The Committee were reminded of the need to comply with managing public money requirements subsequent to the ONS reclassification, with funds raised from asset disposals ringfenced.	



<b>12</b>	<b>Annual Accounts for 2023/24</b> <b>TPAT</b> <b>Callywith</b> The Committee received the annual accounts for both organisations, noting these are separate organisations and do not impact the College's financial position. It was noted that Callywith College's AGM was held on 11/03.	
<b>13</b> <b>13.1</b>	<b>Premises Matters</b> <b>Estates Strategy to inc 5 year maintenance plan</b> The Committee received the paper and suggested the Estates Strategy be further developed to contain additional detail and an implementation plan which would have a shorter lifespan than the strategy. It was noted that the strategy will need to be informed by the College's strategic plan, currently being developed. All Governors were invited to feedback on the strategy following the meeting. Further detail contained in the confidential minutes.	LL  ALL
<b>13.2</b>	<b>Proposed summer works 2025</b> Due to the financial efficiencies needed, the proposals accepted will be minimal. The main focus will be on cyber essentials compliance, to include the replacement of desktop and pcs, as already planned and budgeted for.	
<b>13.3</b>	<b>Haven House update</b> The sale of Haven House has completed.	
<b>14</b>	<b>Financial efficiencies – Improvement Action Plan update &amp; meetings with Trade Unions</b> LB joined the meeting. Further detail contained in the confidential minutes.	
<b>15</b>	<b>Any other business</b> A single scenario was shared by the Principal, it was agreed that a response to the scenario would not be feasible within the timeline needed.	
<b>16</b>	<b>Date of Next Meeting</b> Special meetings to be confirmed. 17 June 2025 at 5pm, Valency, Truro College	