



TRURO AND PENWITH COLLEGE CORPORATION



Finance and General Purposes Committee

Minutes of the Finance and General Purposes Committee
held on Tuesday 17 March 2021 via teams.

Members Present: Mr P Callen, Mr D Collins, Mr M Cooper, Mr M Tucker (Principal), Ms K Prosser and Mr A Young (Chair)

Also Present: Mrs L Bradley (Director of Quality), Ms J Cashmore (Director of Operations), Mr S Cryer (Finance Director), Mr D Haughton (Finance Officer), Ms L Maggs (Director of Operations, Penwith College), Mrs C Mewton (Director of Studies), Mrs V Pearson (Director of Teaching and Learning), Mr A Stittle (Director of Partnerships) and Mrs A Winter (Clerk to the Corporation)

Apologies: Sir Robert Owen

Item	Discussion/Decision	Action
21/13	<p>Minutes</p> <p>The minutes of the meeting held on 26 January 2021 were APPROVED as a correct record.</p>	
21/14	<p>Matters Arising</p> <p>14.01 Valency – SW Institute of Technology (Minute 21/02.05)</p> <p>The construction work had been completed and the building handed over. Internal fittings and equipment were being installed for use of the facilities after Easter.</p> <p>14.02 Land at Callywith (21/02.02)</p> <p>The legal processes for the sale of a strip of land were still being finalised.</p> <p>14.03 Music Tuition (Minute 21/02.07)</p> <p>A framework for the provision of music tuition had been established and the outcome of the annual curriculum costing review would be reported to the November Finance & General Purposes Committee.</p>	Chair to liaise with Chair of TLA
21/15	<p>Management Accounts 2020/21</p> <p>The Committee considered the management accounts for the period from 1 August 2020 - 31 January 2021. The key movements were explained, including additional ESFA funding for extra 16-18 learners and reduced transport costs during the recent lockdown. Overall, the changes had improved the end of year position and a surplus of £1.1m was forecast. Governors noted that projections remained uncertain and further changes were likely due to the impact of the pandemic.</p>	

21/16	<p>Cashflow Projections</p> <p>The Committee considered and NOTED the confidential cashflow projections to July 2023 and underlying assumptions.</p> <p>The cashflow incorporated the revised budget for 2020/21 and other small adjustments. Potential expenditure for the Stadium was included in the forecasts but revised to reflect a later start date, and the significant uncertainties surrounding the project were noted.</p> <p>Governors NOTED the cashflow forecast with a low point expected in spring 2022 when a withdrawal of cash from the managed investment portfolio might be needed.</p>	
21/17	<p>Purchases and Contracts Over £50,000</p> <p>Members noted that the College's Financial Regulations required orders and contracts for the provision of goods, works or services over £50,000 in value to be reported to the Corporation through the Finance and General Purposes Committee.</p> <p>The meeting received a schedule summarising all purchases and orders over £50,000 from 1 February 2020 to 31 January 2021 and the tendering or appointment process in each case. Most larger items were premises contracts and other purchases included utilities contracts and IT purchases. In each case an appropriate tendering process had been followed to ensure best value for the College.</p> <p>In response to a question about post-Brexit procurement and OJEU rules it was noted there were unlikely to be changes for the College as procurement was usually through the Crescent Purchasing Consortium Framework which was fully compliant with regulations.</p> <p>The Committee NOTED the various transactions which had been completed in accordance with the Financial Regulations.</p>	
21/18	<p>Bad Debts</p> <p>Members noted that under the College's Financial Regulations, the Director of Finance, after consultation with the Principal, had authority to write off debts up to £500 and 14 small debts totalling £2,287 had been written off during the 12 months to March 2021 (compared to 15 debts totalling £3,470 in March 2019).</p> <p>Any debt in excess of £500 which was irrecoverable, could only be written off with the authorisation of the Committee.</p> <p>Details of seven debts, totalling £24k were discussed. All but one related to HE tuition fees. In each case there had been partial payment and they were a very small fraction of the College's total HE tuition fee income of £4m.</p> <p>Following consideration, the Committee AGREED to authorise writing off the seven debts in excess of £500.</p>	
21/19	<p>Inventory Write-Offs</p> <p>Members noted that in accordance with the College's Financial Regulations any inventory write-offs with a value over £500 should be reported to the Committee and any over £2,000 required approval.</p> <p>The Committee NOTED there were no inventory write-offs this year.</p>	

21/20	<p>Transport Procurement Update</p> <p>This confidential item is separately minuted.</p>	
21/21	<p>Cleaning and Insurance Procurement Update</p> <p>The Committee NOTED that tender processes for cleaning and insurance were underway and were due to conclude by 31 July 2021.</p>	
21/22	<p>Investment Risk Review</p> <p>The Committee was invited to consider whether the Investment Policy and current investments remained consistent with the Corporation's investment aims and risk appetite.</p> <p>Following discussion, the Committee AGREED that further clarification from the Corporation was needed, in particular:</p> <ul style="list-style-type: none"> (i) a definition of 'acceptable risk' as stated in the Investment Policy, and (ii) the reasons for using more than one investment manager. 	For clarification by Corporation
21/23	<p>Truro and Penwith College Trust Financial Statements 2019/20</p> <p>The Committee received the annual accounts for the charity which was established to alleviate hardship amongst students. The Trustees had intentionally encouraged dispersal of more funds in recent years and awards had been made to 134 College students in 2019/20.</p> <p>Governors were reminded that the Trust also encompassed the charitable activities of the Boom Shewula Wula scheme in Eswatini, providing education and support to orphans. Due to the pandemic, no student trips to Shewula had been possible during 2020, fund raising had been stalled and the situation in Eswatini remained uncertain.</p> <p>Members NOTED the Trust remained in a sound financial position.</p>	
21/24	<p>Callywith College Trust Financial Statements 2019/20</p> <p>The Committee received and NOTED the financial statements for Callywith College which indicated that the academy trust had achieved an operating surplus and remained in a sound financial position.</p>	
21/25	<p>Truro and Penwith Academy Trust Financial Statements 2019/20</p> <p>The Committee received and NOTED the financial statements for TPAT which indicated that the multi-academy trust remained in a sound financial position with significant reserves.</p>	
21/26	<p>Premises Matters</p> <p>26.01 Estates Strategy Update</p> <p>The Committee reviewed and APPROVED the Estates Strategy for 2018-2021. In response to a question, the Director of Operations confirmed the Leisure Centre was leased by GLL and the College had no responsibility for the premises.</p> <p>26.02 Proposed Summer Works</p> <p>The Director of Operations explained that during the lockdown period and due to the ESFA capital grant it had been possible to complete</p>	

	many of the planned upgrades, refurbishments and minor works during the year leaving fewer projects for the summer break.	
	Proposals for a range of additional works and estimate costs were reviewed and SUPPORTED . 26.03 STEM and Health Skills Centre at Bodmin Governors NOTED that work on the STEM and Health Skills Centre (Ottery) had started and completion was due in spring 2022.	
21/27	Date of Next Meeting The Committee would next meet at 5.00pm on Tuesday 25 May 2021.	ALL to note