



TRURO AND PENWITH COLLEGE CORPORATION



Finance and General Purposes Committee

Minutes of the Finance and General Purposes Committee held on Tuesday 25 May 2021 via Teams.

Members: Mr P Callen, Mr D Collins, Mr M Cooper, Mr M Tucker (Principal), Sir Robert Owen and Mr A Young (Chair)

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

Apologies: Ms K Prosser

Item	Discussion/Decision	Action
21/28	<p>Minutes</p> <p>The minutes of the meeting held on 17 March 2021 were APPROVED as a correct record.</p>	
21/29	<p>Matters Arising</p> <p>29.01 Music Tuition (Minute 21/14.03)</p> <p>The Committee noted that the outcome of the annual curriculum costing review would in future be reported to the Self Assessment Review Working Party each November (which all Governors were invited to attend).</p> <p>29.02 Transport Procurement Update (Minute 21/20)</p> <p>Governors noted that arrangements for the new student transport system were being finalised for 2021/22.</p> <p>29.03 Investment Risk Review (Minute 21/22)</p> <p>The Committee noted that a discussion had taken place at the recent Corporation meeting and steer provided on risk attitude and removal of the requirement to use more than one investment management firm. The Investment Policy would be amended accordingly.</p>	Action by Clerk
21/30	<p>Management Accounts August 2018 – March 2019</p> <p>The Committee considered the management accounts for the first nine months of the 2020/21 financial year and discussed variations from the budget projections. Governors noted the unprecedented uncertainty due to the pandemic.</p>	

	<p>Key variations included increases in Apprenticeship income, tuition fees and Learner Support Funds. Expenditure was slightly higher than expected in a number of areas, including IT costs, curriculum areas and support staff costs (as pay rates for Learner Support Assistants and a number of other low paid roles had been adjusted). In addition, there had been savings in trips, marketing, exam fees, administration and professional services this year. Premises costs had also risen although some improvements were being supported by DfE match funding.</p> <p>In response to questions about a late invoice for a curriculum cost from an earlier year, Governors were assured this was caused by a delay with the supplier's invoice, rather than an internal system failure and was unlikely to occur again.</p> <p>Governors also asked for clarification on Stadium for Cornwall expenditure and noted that the College had spent £300k from its total commitment of £2m towards the project and would be likely to make a provision against the £300k on the balance sheet for the stadium in the current financial year. At this stage no additional expenditure was expected and the position would be reviewed at the next meeting.</p> <p>The Committee NOTED that overall, the impact of the variations was a slight fall in the projected surplus, although a very positive outturn of around £900k was still forecast. This would enable the College to achieve a financial health score of Outstanding.</p>	
21/31	<p>Cashflow Projections</p> <p>The Committee considered the cashflow projections to July 2023 incorporating the proposed budget for 2021/22. Adjustments since the last meeting were discussed and largely related to the scheduling of funding for capital projects, including the SW Institute of Technology building which had been recently completed, ongoing work on Ottery (at Bodmin) and allocations to support T Level delivery.</p> <p>The Committee NOTED that a low point was expected in Spring 2022 when it could be necessary to access long term, managed investments to maintain sufficient working capital.</p>	
21/32	<p>College Budget for 2021/22 and Pay Proposals</p> <p>This confidential item is separately minuted.</p>	
21/33	<p>Investment Panel Update</p> <p>This confidential item is separately minuted.</p>	
21/34	<p>Capital Equipment Budget Update</p> <p>The Finance Director presented a summary of the capital equipment expenditure to the end of April 2021 and the proposed budget to December 2022.</p> <p>The Committee noted that as well as the allocation from College funds, additional grants had been received from the Office for Students (OfS) and to support T Levels and HE Nursing courses.</p>	

	<p>The actual expenditure to date was noted and it was proposed that the budget was extended by £1.2m to provide a total sum of £2.1m to cover equipment needs to the end of December 2022. This would include a rolling replacement cycle for computer equipment, improvements to IT infrastructure as well as curriculum costs.</p> <p>Following consideration, the Committee APPROVED the capital equipment budget of £2.1m to December 2022.</p>	
21/35	<p>Premises Matters</p> <p>The Committee NOTED:</p> <ul style="list-style-type: none"> • Valency (Truro) – the building and fitting of new workshop had been completed with some snagging issues being addressed • Ottery (Bodmin) – building work was progressing well with completion due by March 2022 • T Level delivery – grant funding was supporting additional Construction facilities at Seaton and development of new science labs at Truro and Penwith • Summer works – a programme of work had been agreed which would include expanding/upgrading the CCTV coverage and car parking barriers (Truro). 	
21/36	<p>Any Other Business</p> <p>ESFA Annual Strategic Conversation</p> <p>The Committee noted that the College’s Annual Strategic Conversation with the ESFA and FEC representative had taken place on 21 May 2021. The meeting discussed current and future plans and challenges. The discussion had been positive and a report on the meeting was awaited.</p>	
21/37	<p>Date of Next Meeting</p> <p>The Committee would next meet at 5.00 pm on Tuesday 22 June 2021.</p>	ALL to note