



TRURO AND PENWITH COLLEGE CORPORATION



Finance and General Purposes Committee

Minutes of the Finance and General Purposes Committee held on Tuesday 22 January 2019 at Truro College.

Members Present: Mr P Callen, Mr D Collins, Dr J Lander (Chair), Sir Robert Owen, Mr D Walrond and Mrs E Winser

Also Present: Ms J Cashmore (Director of Operations), Mr D Haughton (Finance Officer), Mrs C Mewton (Director of Studies), Mr A Stittle (Director of Teaching and Learning), Mr M Tucker (Director of Penwith College), Mr M Wardle (Director of Curriculum) and Mrs A Winter (Clerk to the Corporation)

Apologies: Ms L Edge
Also, Mr M Arnold (Director of Quality)

Item	Discussion/Decision	Action
19/01	<p>Minutes</p> <p>The minutes of the meeting held on 13 November 2018 were APPROVED and signed as a correct record.</p>	
19/02	<p>Matters Arising</p> <p>02.01 Catering (Minute 18/63.01)</p> <p>Governors asked about new provider, Caterlink, and was pleased to note a positive relationship had been developed, the company was responsive to feedback from students and staff and was continuing to make changes to enhance provision.</p> <p>02.02 Institute of Technology (Minute 18/65)</p> <p>Governors noted that the DfE would be conducting interviews in early March in order to select twelve successful IoT bids. The South West IoT proposal had been highly graded in the shortlisting process and was well placed to gain approval.</p> <p>02.03 Review of Transport Policy for 2019/20 (Minute 18/69)</p> <p>The Finance Officer confirmed that the contract with First Buses had been extended, as agreed by the Committee, pending further developments with the Council's 'One Public Transport for Cornwall' scheme.</p>	

<p>19/03</p>	<p>Management Accounts 1 August 2018 – 31 December 2018</p> <p>The Committee considered the management accounts for the first five months of the 2018/19 financial year and the expected variations to the agreed budget, which included:</p> <ul style="list-style-type: none"> • an increase in the level of ESFA funding 16-24 Element 2 funding to support high needs students • additional EU revenue as a result of successful bids for a number of new projects – additional staffing costs would also be necessary to deliver the projects • an increase in other grants as a result of growth in Teaching School and Maths Hub activities as well as HEFCE funding for a national outreach programme and a Sport England grant for the two College Sport Activators – the increased activity would also result in higher staffing costs • an increase in the extracurricular budget arising from a review of costs and reclassification of some expenditure • a rise in staffing costs as some planned savings had not yet fully taken effect, the National Minimum Wage would be increased in April 2019 and new posts were needed to deliver EU projects, Teaching School and Maths Hub activities. <p>Members noted that overall, the impact of the various adjustments was an increase in the estimated deficit. The Senior Management Team was continuing to closely scrutinise all areas and make additional savings wherever possible. The longer term financial outlook was also being addressed to try to identify further efficiencies next year and improve the budget position for 2019/20 and beyond.</p> <p>The Committee discussed the proposed budget adjustments and RECOMMENDED to the Corporation the approval of the revised budget for 2018/19.</p> <p>The Chair requested further updates on the expected ESFA Financial Health Grading for 2018/19</p>	<p>Recommendation for Corporation</p> <p>Finance Officer</p>
<p>19/04</p>	<p>Cashflow Projections</p> <p>The Committee considered the confidential cashflow projections to July 2020 and noted the assumptions on which the figures were based.</p> <p>The cashflow had been adjusted to incorporate the revised budget for 2018/19 and adjustments which related to ongoing capital projects. The latest market value for the managed investment portfolios had also been updated.</p> <p>Overall, the cashflow position remained positive for the next eighteen months with a low point expected in March 2020..</p>	
<p>19/05</p>	<p>Review of Financial Performance Indicators and Objectives</p> <p>The Committee received an update on the financial objectives for the College and the ESFA Financial Health scoring methodology.</p>	

	<p>During discussion the Committee considered the impact of the revised budget deficit. Governors noted that interest and investment income was excluded from the ESFA calculations.</p> <p>Following consideration, the Committee noted the financial objectives and AGREED to review the position in July 2019.</p>	DH to review position for July 2019 meeting
19/06	<p>19+ Tuition Fees 2019/20</p> <p>The Committee received and considered a paper explaining the 19+ tuition fees position and Learning Aims Matrix which determined the national fee rate based on the QCF (Qualifications Credit Framework) credit value.</p> <p>Governors noted that most 19+ courses were supported by loans and others which were not, (such as part time, recreational courses and professional business qualifications) were charged at full cost and delivered on a breakeven basis.</p> <p>Although there had been a decline in the take up of loans across full and part time courses since they were first introduced in 2013/14, income levels had begun to stabilise more recently.</p> <p>Following discussion and clarification the Committee APPROVED the proposed 19+ tuition fees for 2019/20 which would remain at the levels set in 2017/18 and allow the Principal to agree variations, to reflect specific cost issues or market pressures.</p>	
19/07	<p>HE Tuition Fees 2020/21</p> <p>Governors noted that as the prospectus was due to go to print shortly, a strong indication of the HE tuition fees for 2020/21 was needed at this stage. The decision could, however, be re-visited if there were changes to the current position as a result of the Augar Review of Post-18 Education and Funding (due to be published early in 2019) or other significant developments.</p> <p>Given the current uncertainties and recruitment challenges, the Committee APPROVED no change to HE tuition fees and bursary levels which would remain at the levels set in 2017/18.</p>	
19/08	<p>Callywith College Trust Accounts 2017/18</p> <p>The Corporation received and NOTED the Callywith College final accounts for 2017/18.</p> <p>Governors noted the remarkable development of the new College from 330 learners in 2017/18 to 770 in 2018/19 and a further substantial increase expected in 2019/20.</p> <p>In response to questions the Principal confirmed that Truro and Penwith College, as the sponsor body, was continuing to provide support with various functions such as the Management Information System (MIS), IT and HR. Callywith College had been charged £75k for services provided during 2017/18.</p> <p>Governors noted that the financial position remained very tight, but as Callywith College continued to grow towards the target 1280 learners, greater efficiencies would be achieved.</p>	

19/09	<p>Truro and Penwith Academy Trust Accounts 2017/18</p> <p>The Corporation received and NOTED the TPAT final accounts for 2017/18. The multi academy trust had grown to 25 schools and three additional schools were in discussions about joining the Trust in 2019. TPAT schools were continuing to perform well and all but one had achieved an Ofsted grading of 'Good'.</p> <p>The accounts confirmed that TPAT had achieved a small surplus and remained in a sound financial position.</p>							
19/10	<p>Premises Matters</p> <p>10.01 Stadium for Cornwall</p> <p>Governors NOTED that the detailed due diligence process being undertaken by Sport England (on behalf of the Department for Culture, Media and Sport) would be finalised at a site visit in mid-February and that funding for the project would then be confirmed. In the meantime, associated negotiations and activities were progressing well with construction work due to begin in June 2019 and completion expected by January 2021.</p> <p>10.02 Seaton Extension</p> <p>Governors NOTED that the facilitating groundworks and drainage system had been completed and the College had applied for the certificate of lawfulness from the Council to confirm the planning consent would remain live.</p> <p>10.03 Artificial Pitch</p> <p>Governors NOTED that the planning application for the replacement of an artificial pitch at Truro (part funded by the RFU) had been submitted and tender documents were being prepared. It was expected that work would commence around Easter for completion by September 2019.</p> <p>10.04 Morrab Road, Penzance</p> <p>Governors NOTED that the extensive roof repairs to the former library building had taken longer than expected due to complexity and listed building status, but had now been completed.</p> <p>10.05 Storm Damage</p> <p>A tree survey and checks on solar panels were being undertaken to ensure structures remained safe following winter storms.</p>							
19/11	<p>Dates of Meeting in 2019/20</p> <p>The dates of meetings in 2019/20 were confirmed as follows:</p> <table data-bbox="339 1798 1169 1910"> <tr> <td>Tuesday 15 October 2019</td> <td>Tuesday 17 March 2020</td> </tr> <tr> <td>Tuesday 12 November 2019</td> <td>Tuesday 19 May 2020</td> </tr> <tr> <td>Tuesday 28 January 2020</td> <td>Monday 29 June 2020</td> </tr> </table>	Tuesday 15 October 2019	Tuesday 17 March 2020	Tuesday 12 November 2019	Tuesday 19 May 2020	Tuesday 28 January 2020	Monday 29 June 2020	ALL to note
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<p>19/12</p>	<p>Any Other Business</p> <p>12.01 Review of IT Equipment</p> <p>The Committee was informed that a review of the College's 3,200 computers and 700 laptops was being undertaken, some of which were reaching the end of their lifespan and were due to be replaced.</p> <p>Following discussion, the Committee agreed in principle to a 7 year rolling programme for the replacement of obsolete computers. Governors requested a paper explaining the proposal and budgetary implications in further detail for consideration</p>	<p>Computer Services Team Leader/DH to produce paper for next meeting</p>
<p>19/13</p>	<p>Date of Next Meeting</p> <p>The Committee would next meet at 5.00 pm on Tuesday 12 March 2019 at Truro College.</p>	<p>ALL to note</p>