

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Finance, Employment and Audit Committee held on 15 June 2021 via Teams

Trustees Present: Mr J Burnett, Dr C Gray, Dr J Grey (Principal), Mr P Reed (Chair), Mrs T Roose and Mr D Walrond

In Attendance: Ms R Loom (Business Manager) and Mrs A Winter (Clerk to the Trustees)

Apologies: Mr T Woodley
Also, Ms J Brown and Mr A Jefferies

Item	Discussion/Decision	Action
21/20	<p>Declarations of Interest</p> <p>Trustees 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 - none were declared.</p>	
21/21	<p>Minutes</p> <p>The Minutes of the meeting held on 2 March 2021 were APPROVED as a correct record.</p>	
21/22	<p>Matters Arising</p> <p>22.01 Truro & Penwith College STEM Skills Centre (Minute 21/07.02)</p> <p>Trustees noted that work on the TPC Skills Centre was progressing with minimal impact on the Callywith College campus.</p> <p>22.02 Oxbridge Applications 2021 (Minute 21/07.04)</p> <p>Trustees were pleased to note that 3 students had accepted offers from Oxford/Cambridge and 7 had accepted offers for Medicine/Dentistry.</p> <p>22.03 College Capacity (Minute 21/07.05)</p> <p>The Principal provided an update on recruitment projections and on negotiations to establish the maximum capacity for 2021/22. Accurate enrolment estimates remained difficult due to the ongoing uncertainties caused by the pandemic and absence of usual opens days and visits. At this stage, projections suggested a slight increase from 1228 students this year to around 1250 for 2021/22.</p> <p>The net capacity assessment completed by the architect (based on the school formula) concluded that the campus is operating with a GIFA for teaching space that is below the minimum threshold for a school with 1280 pupils and Kilmar brings it to within 1m squared of the minimum threshold. An application for a substantial change to allow expansion has been prepared for submission to the Regional Schools</p>	Principal to take forward

	Commissioner (RSC). The required 4week consultation process was underway.	
	<p>In response to questions, the Principal confirmed that ESFA funding in 2021/22 would be based on 1228 learners. Any additional recruitment would result in an uplift to core funding in February 2022.</p> <p>22.04 Disaster Management Plan (Minute 21/14)</p> <p>The Principal confirmed that the Plan was in the process of being updated for 2021/22.</p> <p>22.05 Transport Tenders (Confidential Minute 21/08)</p> <p>The Business Manager confirmed that the contract with Plymouth Citybus was being finalised and would include a 4year break clause and accommodate any potential change in legal status of the College. Trustees noted that different transport arrangements and bus pass pricing had been adopted by Truro & Penwith College.</p>	Business Manager to finalise
21/23	<p>Capital Projects and Proposed Summer Works</p> <p>23.01 Post-16 Capacity Fund</p> <p>The Committee was advised of a new DfE Post-16 Capacity Fund enabling 16-19 academies and FE colleges to bid for capital funding (up to £4m) to accommodate demographic growth in the coming years. The application deadline was 21 June 2021 and projects would have to be completed by 31 August 2022. Match funding of up to 15% would be expected from the institution.</p> <p>The Principal explained that a bid was being prepared to convert the temporary Kilmar buildings into permanent facilities for 280 learners. This would consolidate and enhance the extra delivery space with minimal disruption and costs as groundworks, services and permissions were already in place. The project costs were expected to be around £1.8 - £2m.</p> <p>Trustees asked for clarification and discussed a range of issues including the costs of terminating the rental contract for the temporary structures, the potential impact on operations during construction, the VAT position and affordability of match funding if bid was successful.</p> <p>Following discussion, the Committee CONFIRMED unanimous support for the proposal.</p> <p>23.02 Proposed Summer Works</p> <p>The Committee noted a number of significant upgrades were due to take place over the summer:</p> <ul style="list-style-type: none"> • relocation and expansion of gym (from Garrow to Fox) • improved and expanded storage for art materials and resources • an additional office and quiet study area in Temple • a student services meeting room for multi-agency meetings • additional data and power wiring for Learning Resource Centres to increase capacity by approximately 100 networked computer workstations. 	Principal to take forward

21/24	<p>Management Accounts and Cashflow Projections</p> <p>The Committee reviewed the management accounts to 31 May 2021 and cashflow to August 2022. A detailed commentary on the key variations to budget figures had been provided and was discussed.</p>	
	<p>In particular, Trustees noted:</p> <ul style="list-style-type: none"> • EFSA clawback of £217k for over funding in 2020/21 as expected - an allowance had already been made for this • a receipt of £23k for mass Covid testing of students and staff • receipt of Pension and Pay Grants slightly higher than originally estimated • overall expenditure in line with budget • a very healthy end of year outturn of around £200k was forecast. <p>In response to questions the Business Manager explained the scheduling of payments which contributed to fluctuations over the year. Also, she indicated that there had been no information about rebates for any additional Covid-related costs (other than mass testing).</p> <p>The Committee reviewed the balance sheet and cashflow forecasts and NOTED that a healthy position would be maintained throughout the next 2 years.</p>	
21/25	<p>Proposed Budget for 2021/22</p> <p>This confidential item is separately minuted.</p>	
21/26	<p>Staff Pay Proposals for 2021/22</p> <p>This confidential item is separately minuted.</p>	
21/27	<p>HR Update and Staff Development Report</p> <p>The Committee discussed the workforce analysis report for 2020 providing an overview of current staffing, a breakdown of the full/part-time numbers, age range, gender profile and absence data.</p> <p>The Committee recognised that turnover and absence rates were very low compared to sector benchmarks, suggesting a committed and loyal workforce. Even during the pandemic and periods of working from home, the absence rates remained low. The relatively young age profile of staff meant that many of them were particularly impacted by childcare responsibilities and closure of schools but, despite this, had continued to fulfil their work commitments.</p> <p>In response to questions about the measures to support staff wellbeing the Principal described significant improvements and additional resources during the year. The range of support available was discussed and included additional counselling capacity, access to occupational health advice, a programme of Health, Wellbeing and Sport activities as well as additional online resources. The frequent announcements and new arrangements had given very little time to prepare and adapt to changes. A focus on staff wellbeing was an important aspect of the College's post-pandemic recovery.</p>	
21/28	<p>External Auditor Appointment</p> <p>This confidential item is separately minuted.</p>	

21/29	<p>Internal Audit</p> <p>29.01 Spring Visit 2020/21 – Finance Review (Income)</p> <p>The audit review considered financial controls with regard to income and compliance with financial procedures.</p>	
	<p>Remote delivery/working meant that for the period of the review no cash or cheques had been received but all other aspects of income were found to be in order.</p> <p>Overall, the review indicated that good financial controls were in place and no concerns or recommendations had arisen from the review.</p> <p>29.02 Internal Audit Plan for 2021/22</p> <p>The proposed scope of work for 2021/22 was being drafted and would be put to the Board on 29 June 2021.</p>	
21/30	<p>Premises/Health and Safety Annual Report 2020/21</p> <p>The Committee considered the annual Health and Safety (H&S) Report and discussed the monitoring activities, preventative measures and training. Trustees noted the extensive range of Covid-19 measures implemented and the specific Covid risk assessments that had been conducted for the College generally and for individual staff and students who identified as higher risk. Although very few students and staff had been on the campus during periods of lockdown, the regular compliance checks and testing had been maintained.</p> <p>In response to questions about incidents and accidents, Trustees were concerned to note the main reason for needing first aid was self-harm. The Committee discussed the training and support for first aiders.</p> <p>Trustees noted that member of staff was being trained to enable Fire Risk Assessments to be completed in-house in future and new banksman training had been completed by relevant staff to ensure the safe management of seventeen buses each day.</p> <p>The Committee CONCLUDED that effective health and safety procedures were in place with a comprehensive range of training and advice available to staff.</p>	
21/31	<p>Consideration of Catering Services</p> <p>This confidential item is separately minuted.</p>	
21/32	<p>Review of Committee Terms of Reference</p> <p>The Committee considered proposed amendments to the terms of reference to ensure compliance with the latest Academies Financial Handbook. The Committee RECOMMENDED approval by the Board (attached as Appendix A).</p>	<p>Recommendation for Board</p>
21/33	<p>Proposed Cycle of Annual Business for 2021/22</p> <p>The Committee considered and APPROVED the cycle of business.</p>	
21/34	<p>Any Other Business</p> <p>34.01 Remote Governance</p> <p>Following the government announcement that the easing of Covid restrictions would be postponed until mid-July, Trustees agreed that it</p>	

	would be inappropriate to meet on site for the Board meeting on 29 June and Strategy Day on 1 July.	Clerk to inform Trustees
21/35	Date of Next Meeting The Committee would meet on Tues 19 Oct 2021 at 9.30-11.30am.	ALL to note