

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Finance, Employment and Audit Committee held on 19 October 2021 via Teams

Trustees Present: Mr J Burnett, Dr C Gray, Dr J Grey (Principal), Mrs N Morris, 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

Item	Discussion/Decision	Action
21/36	<p>Minutes</p> <p>The Minutes of the Meeting held on 15 June 2021 were APPROVED as a correct record.</p>	
21/37	<p>Matters Arising</p> <p>37.01 TPC STEM Skills Centre (Minute 21/22.01)</p> <p>Trustees noted that the LEP Board was due to visit the Truro & Penwith College's Ottery building on 26 November 2021 to view progress (as the co-investors in the project). The local MP was also due to take part in the visit.</p> <p>37.02 Oxbridge Applications 2021 (Minute 21/22.02)</p> <p>Trustees were interested to note that 23 students had submitted UCAS applications this term for Oxford, Cambridge, Medicine or Dentistry. Of the seven Callywith students who had secured places to study medicine starting in 2021, six had deferred entry until 2022.</p> <p>37.03 College Capacity (Minute 21/22.03)</p> <p>The Principal confirmed there had been no decision from the Regional Schools Commissioner (RSC) about increasing the PAN of 1280. At this stage enrolments were still settling but around 1214 learners were expected by the 42-day census date. This was slightly below the budget forecast and financial implications were being assessed.</p> <p>37.04 Transport Tenders (Minute 21/22.05)</p> <p>An update was provided on bus services which had been impacted by a national shortage of drivers, causing late arrivals and delays on some routes. The College was working with Plymouth Citybus to address the problems although there was no simple solution. The inclusion of additional KPIs in the contract was being explored.</p>	

	<p>37.05 Post-16 Capacity Fund (Minute 21/23.01)</p> <p>The Principal confirmed there had been no decision on the Post-16 Capacity Fund bid to the DfE. However, preparatory work towards the conversion of Kilmar was being taken forward to ensure readiness to proceed if the funding was approved.</p> <p>37.06 Proposed Summer Works 2021 (Minute 21/23.02)</p> <p>Most work had been completed but a number of projects had been deferred, due to the unavailability of contractors or supplies.</p> <p>37.07 Catering Services (Confidential Minute 21/31)</p> <p>The Committee was pleased to hear that the quality of food and services had improved since the appointment of Cleverchefs. Although there had been some teething problems and concerns about pricing, the company was receptive to feedback and addressing the issues.</p> <p>In reply to questions, trustees noted that the free school meal (FSM) allowance for college students (£2.41 daily), was topped up by the College to cover the price of the meal deal (£3.00). Cleverchefs were also providing a free Porridge Bar for students and staff each morning. The Council had recently confirmed that FSM funding would continue during the October half term.</p>	
21/38	<p>Draft End of Year Accounts 2020/21</p> <p>The Committee received the draft accounts for 31 August 2021 and commentary explaining the financial position, as reviewed at the recent Board meeting. Trustees noted that the accounts were still subject to change, pending some final end of year adjustments but a very positive outturn was expected. A transfer to reserves would help support a more challenging budget in 2021/22.</p>	
21/39	<p>Proposed Revised Budget for 2021/22</p> <p>The Committee noted that a revised budget was being prepared for the next meeting on the basis of confirmed enrolments and the outcome of capacity bids to the DfE and RSC.</p> <p>At this early stage in the year, transport income was very positive and catering income had also increased. The service agreement with TPC was still being finalised and exam board rebates for 2021 were awaited. As the original budget was based on 1250 students there would be in year funding claw back for below target recruitment.</p>	RL/AW for Nov agenda
21/40	<p>Cashflow Projections</p> <p>The Committee considered the cashflow projections to December 2022 and noted the assumptions on which the figures were based.</p> <p>The Committee NOTED that overall, the cashflow position remained strong for the next 12+ months.</p>	
21/41	<p>Internal Audit Report – Summer Visit</p> <p>The Committee noted that the report on the Internal Auditor’s review of Payroll, completed during the summer term had not yet been finalised. However, the draft findings had raised no concerns. The final report would be presented to the next meeting.</p>	RL/AW for Nov agenda

21/42	<p>External Audit Plan for 2021</p> <p>The Committee considered and NOTED the proposed plan for the 2021 audit, setting out the nature and scope of work to be completed. The new auditors had visited the College for three days, made very thorough checks and were working through the material provided. An audit completion meeting with the auditors to clarify queries would take place on 19 November and Committee members were welcome to attend.</p>	ALL to note
21/43	<p>Review of Financial Procedures Manual</p> <p>The Committee considered the updated Financial Procedures Manual setting out internal processes. The Manual had been revised to incorporate the requirements detailed in the new Academy Trust Handbook 2021 (previously known as the Academies Financial Handbook). The changes were highlighted and clarified.</p> <p>In relation to managing the risks of cyber crime, trustees noted that the IT system was provided by TPC and security was a key strength of the system. TPC had recently commissioned an independent, external review of cyber security and the Committee asked to see the outcome of the review.</p> <p>In reply to questions about compliance with the Financial Procedures Manual and how breaches were addressed, the Committee noted that as well as self-assessment monitoring, the external auditors checked practices against the agreed procedures and raised any failings in the Key Issues Discussion Document (KIDD) which was presented to the Board and to the ESFA.</p> <p>The Committee APPROVED the Financial Procedures Manual.</p>	Principal to request sight of review
21/44	<p>Academy Trust Handbook 2021 – Compliance Review</p> <p>The Committee received a review of compliance with the new Academy Trust Handbook and was satisfied that the College was adhering to the financial and governance requirements.</p>	
21/45	<p>HR Update</p> <p>The Principal reported that 13 new staff had joined the College for 2021/22 and 3 were leaving this term. The inductions for new staff were progressing well. Lesson observations for teaching staff would take place during the probationary period.</p> <p>The Human Resources and Employee Services (HRES) team from TPC were continuing to provide weekly clinics at Callywith to respond to queries. This worked well and a physical presence on site provided useful support for staff.</p>	
21/46	<p>Premises Matters</p> <p>The Principal reported that feedback from parents and visitors had been very positive about the fantastic condition of the buildings and facilities which continued to be maintained to a high standard. Prospective students and parents were keen to visit in person, attend events and experience the campus.</p>	

	The work on the TPC Skills Centre (Ottery) was progressing with some slippage in the schedule. The closure of an access road to enable a large crane to be positioned site had caused some disruption but work was not generally impacting on Callywith students and staff.	
21/47	<p>Any Other Business</p> <p>47.01 Parent Trustee</p> <p>The Committee noted that a recruitment process was underway to appoint a new parent trustee. Nominations were required by 1 November 2021 and if necessary, an election would follow.</p>	
21/48	<p>Date of Next Meeting</p> <p>The Committee would next meet at 3.30 – 5.30pm on Tuesday 30 November 2021 at Callywith College.</p>	ALL to note