

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Finance, Employment and Audit Committee held on 23 June 2020 via Teams

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

In Attendance: Ms R Loom (Business Manager), Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Trustees)

Apologies: Mr J Burnett, Mr P Ugalde and Mr T Woodley

Item	Discussion/Decision	Action
20/15	<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>	
20/16	<p>Minutes</p> <p>The Minutes of the meeting held on 3 March 2020 were APPROVED as a correct record.</p>	
20/17	<p>Matters Arising</p> <p>17.01 Management Accounts (Minute 20/04)</p> <p>Further to previous discussion, the costs and implications of transferring the lowest paid staff from the minimum living wage to the higher national living wage (NLW) had been assessed. Currently 14 employees were in this category and this was expected to rise to 16 for 2020/21. Trustees noted that support provided by Learning Support Assistants for high needs students (HNS) was funding by the local authority (LA) on the basis of the lower pay rate. However, revised costings had been submitted to the LA for 2020/21 and the College was pressing hard for an uplift in funding.</p> <p>Following consideration of the costs and implications, the Committee APPROVED the implementation of the NLW as the minimum pay rate from 1 September 2020.</p> <p>17.02 Internal Audit Review (Minute 20/07)</p> <p>The Committee noted the outcome of the spring review had been circulated electronically in April. Only one observation had been raised in the report which related to debt collection. This had immediately been addressed and the outstanding invoice paid.</p>	RL to implement

	<p>17.03 Confidential Staffing Update (Minute 20/13)</p> <p>This confidential item is separately minuted.</p>	
<p>20/18</p>	<p>Management Accounts 2019/20</p> <p>The Committee reviewed the management accounts to 31 May 2020 and the expected outturn for 2019/20. A detailed commentary on the key variations to budget figures had been provided and was discussed. In particular, trustees noted:</p> <ul style="list-style-type: none"> • the Covid pandemic had caused many unexpected variations to both income and expenditure – opportunities to claim extra costs had been explored but the College did not meet eligibility criteria for extraordinary funding • Summer term field trips and visits had been cancelled and payments refunded to learners (costs recovered from insurance) • transport income had reduced significantly due to cancellation of summer term buses and refunds made to students for bus passes • substantial transport savings had also been made – following positive negotiations with Plymouth City Bus an agreement had been reached to pay 40% of the full amount for this term. <p>In response to questions, the Principal confirmed that feedback about the College’s response to the pandemic, the rapid switch to high quality online teaching, learning and pastoral support had been fantastic. The levels of student engagement and attendance at online classes had remained very high and staff enthusiasm and commitment had been maintained. Where necessary, individual learners had been provided with IT equipment and internet access to ensure they could fully participate. The ‘Your Future Week’ had been organised as a virtual event with around 150 employers providing interactive links and online materials for a virtual jobs fair.</p> <p>The Committee NOTED that income projections for the year had increased by £40k and expenditure was expected to fall by £69K with an overall improvement to the end of year position resulting in a very positive outturn of around £440k now forecast. This figure included payment of outstanding service charges to Truro and Penwith College by the end of the year.</p> <p>The Committee reviewed the balance sheet and cashflow forecasts which indicated that a healthy position would be maintained throughout the next 2 years</p> <p>Trustees THANKED all staff for their extraordinary response to the Covid crisis and exceptional commitment and hard work, balanced alongside their own family commitments and personal circumstances.</p>	<p>JG to convey thanks to staff</p>

<p>20/19</p>	<p>Proposed Budget for 2019/20</p> <p>The Committee considered the proposed budget which was based on student recruitment projections of 1280. Trustees noted that budget forecasts remained uncertain due to the pandemic and emerging DfE advice for the re-opening of colleges. Due to the level of uncertainty, the figures had been prepared on a very cautious basis and the underlying assumptions were explained.</p> <p>The transport budget for 2020/21 was particularly difficult to forecast as the take up rate could be lower if there was a partial return to on site delivery and reduced confidence in the Covid safety of buses. Plymouth City Bus were continuing to work well with the College to enhance their service and establish good communication to re-assure learners and families of the value and safety of the services.</p> <p>Also, the Committee asked about the significant increase in the TPC Service Agreement (which covered a range of services including Payroll, HR, IT and Marketing) and noted that it had been agreed following a detailed cost breakdown and clarification of the level of support and expectations. No other service provider would be able to offer the package of services tailored to the College for such good value. The costs and services would continue to be kept under review.</p> <p>A number of other specific areas were scrutinised in further detail including additional Covid-related expenditure (eg. IT and safety equipment).</p> <p>In response to questions about the extension of Free School Meal vouchers into the summer holiday, the Business Manager indicated that clarification was being sought about whether funding would be provided for Year 2 leavers as well as continuing students.</p> <p>Although there was an uplift in the ESFA core funding rate for 2020/21, this did not rectify the long term decline in funding for post-16 provision and there were significant concerns about the financial position across the FE sector.</p> <p>Following consideration, the Committee RECOMMENDED approval of the proposed budget for 2020/21 by the Board.</p>	<p>Recommendation for Board</p>
<p>20/20</p>	<p>HR Update</p> <p>The Committee received a paper outlining key HR matters linked to the Covid pandemic as well as a summary of recent recruitment and updates to policies and procedures.</p> <p>An assessment of staff with potentially increased vulnerability to Covid infection had been carried out on the basis of known risk factors and clinical vulnerability. A small number of staff were in the 'shielding' category. Workplace assessments and adjustments to reduce the risk of transmission between staff would be completed in preparation for an increase in on-site delivery in September.</p>	

	<p>Implications would be discussed individually with staff during the one-to-one, annual appraisal interviews taking place in coming weeks to ensure anxieties and risks were addressed.</p> <p>The Principal reported on the appointment of two new Assistant Principals, (Jen Brown and Allyn Jefferies) as well as a number of additional lecturer posts who would be starting at the end of August. Recruitment for support posts was about to begin. Overall, online recruitment processes had worked very well.</p> <p>Members noted that a range of Personnel Policies and Procedures had been reviewed to ensure they remained consistent with legislative requirements, best practice and current arrangements. Most policies and procedures required no changes.</p> <p>The Committee considered and APPROVED revised:</p> <ul style="list-style-type: none"> • Compassionate/Dependents/Fertility and Paternity Policy (re-named Leave of Absence Policy) • Recruitment Policy. 	
<p>20/21</p>	<p>Staff Pay Proposals for 20/21</p> <p>This confidential item is separately minuted.</p>	
<p>20/22</p>	<p>Premises and Accommodation Matters</p> <p>22.01 Temporary Accommodation</p> <p>The Committee considered a paper setting out the expected accommodation needs for 2020/21 based on recruitment forecasts and post-Covid social distancing measures that were expected.</p> <p>As previously discussed, the recruitment forecasts indicated enrolments that could exceed 1280 learners which the buildings were designed to accommodate. With the added requirement for social distancing, the need to create additional capacity had become more essential in order to maintain safety and the quality of provision. The College also expected further growth in numbers for 2021/22.</p> <p>A detailed rationale and costings for the provision of eight temporary Portakabin units, providing extra capacity for up to 240 learners, was discussed by Trustees. A planning application for the temporary structures had already been submitted and a decision was expected by 30 June. Permission had also been sought from Truro and Penwith College, as the owners of the site, and the necessary legal and lease arrangements were being confirmed. The Memorandum of Understanding between the two colleges would also need to be revised. The timescale was very tight but it was expected the groundworks, installation, equipping and furnishing the new units could be completed for September.</p> <p>Following a full discussion of the proposed plans, risks and costs, the Committee RECOMMENDED the project to install eight temporary accommodation units was taken forward as soon as the planning consent, legal issues and lease arrangements were confirmed.</p>	<p>Recommendation for Board</p>

	<p>22.02 Capital Project Bids</p> <p>The Chair reported that the Minister for Housing, Communities and Local Government had written to Local Enterprise Partnerships (LEPs) inviting bids for ‘shovel-ready’ projects. As TPC had already drawn up plans and had planning consent for a Digital & STEM Centre as phase 2 of the Callywith campus, a bid had been submitted within the 3-day timeframe. The bid was based on matched funding for a capital project of around £8m. If successful, the Centre would be a complementary project enabling TPC to deliver digital and STEM courses at Callywith. The proposed building would not impact significantly on the existing Callywith campus, other than a potential overlap with the car parking area for the temporary accommodation. If necessary, space for car parking could be found elsewhere.</p> <p>The Chair explained the bid would need to pass a filtering process by the LEP before consideration by central Government.</p> <p>Trustees NOTED the TPC bid and potential development.</p>	
20/23	<p>Annual Review of Appointment of Auditors</p> <p>As the current contract with TIAA Ltd was due to end on 31 August 2020, the Committee considered a proposal from TIAA Ltd. to extend the contract for a further three years</p> <p>Benchmarking and comparisons in the sector demonstrated that despite a slight price increase, the service offered by TIAA remained cost effective and management confirmed ongoing satisfaction with the service provided by TIAA.</p> <p>Following consideration, the Committee RECOMMENDED to the Board the re-appointment of TIAA Ltd for a period of three years from 1 September 2020 – 31 August 2023 on the terms set out in the proposal.</p>	RL to take forward re-appointment
20/24	<p>Internal Auditor’s Strategy and Plan for 2020/21</p> <p>The proposed scope of work for 2020/21 was discussed and APPROVED.</p>	
20/25	<p>Health and Safety Annual Report for 2019/20</p> <p>The Committee considered the annual Health and Safety (H&S) Report and discussed the extensive range of monitoring activities, preventative measures and training. The Committee noted that during the year:</p> <ul style="list-style-type: none"> • an internal level 3 officer was now leading on H&S matters • the H&S Committee met each half term to oversee arrangements – the Committee included representation from across the College • a range of H&S related training would be completed this year • regular fire drills and fire safety checks had been conducted successfully 	

	<ul style="list-style-type: none"> audits and risk assessments were undertaken to ensure that effective arrangements were in place, including for various sporting fixtures and residential trips additional Covid-related risks and issues had been addressed and the latest policy and guidance were being closely tracked and implemented. <p>In response to questions about first aid incidents and reports of self-harm, the range of support and safeguarding measures as well as pro-active preventative strategies were explained.</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>	
20/26	<p>Proposed Cycle of Annual Business for 2019/20</p> <p>The Committee considered and APPROVED the cycle of business.</p>	
20/27	<p>Any Other Business</p> <p>As it was her final Committee meeting, the Committee thanked Lucy Maggs for her outstanding role in the establishment and success of Callywith College.</p>	
20/28	<p>Date of Next Meeting</p> <p>The Committee agreed an additional autumn meeting to review enrolment numbers, implications and financial impact on Tuesday 20 October 2020 at 9.30am – 11.00am.</p>	ALL to note