 **CALLYWITH COLLEGE TRUST**

**Minutes** of a meeting of the Finance, Employment and Audit Committee held on 5 March 2019 at Callywith College

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| **Trustees Present:** | Dr C Gray, Mr P Reed (Chair) and Mr D Walrond |
| **In Attendance:** | Dr J Grey (Assistant Principal), Ms R Loom (Business Manager), Ms L Maggs (Assistant Principal) and Mrs A Winter (Clerk to the Trustees) |
| **Apologies:** | Mrs S Dickinson, Mr P Ugalde and Mr M Wardle (Principal) |

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| **Item** | **Discussion/Decision** | **Action** |
| **19/01** | **Declarations of Interest**  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.  No interests were declared. |  |
| **19/02** | **Minutes**  The Minutes of the meeting held on 20 November 2018 were **APPROVED** and signed as a correct record. |  |
| **19/03** | **Matters Arising**  **03.01 Draft Final Accounts 2017/18 (Minute 18/34)**  The Chair requested that in future, a schedule of the differences between the end of year management accounts and audited financial statements should be provided.  **03.02 Related Party Transactions (Minute 18/37.02)**  The Business Manager reported that clarification from the Education and Skills Funding Agency (ESFA) concerning prior approval for related party transactions with Truro and Penwith College (TPC) was still awaited. | RL to action |
| **19/04** | **Management Accounts and Mid-Year Review of Budget**  The Committee reviewed the management accounts for the first five months of the 2018/19 financial year to 31 January 2019.  Trustees noted that the revised budget was based on core ESFA funding for 770 enrolments, slightly lower than the original forecast.  The key variations from the original budget were reviewed and explained, including increased income as a result of the additional post-opening per pupil grant, Local Authority Element 2 funding for |  |

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|  | LLDD (Learners with Learning Difficulties and Disabilities), the Government’s Teachers Pay Grant (over two years) and in-year capital bonus for the ‘little extras’. Lettings income was also very positive.  The Committee noted that expenditure was broadly in line with budget projections although it had been necessary to increase the budget allocation for premises costs. Also, bus pass income was below forecast and the budget had been adjusted accordingly.  In response to questions, the various maintenance contracts and plans to switch water supplier were explained. The withdrawal of AS Levels next year and implications for exam entry fees, teaching time and delivery costs were also clarified.  Overall, the financial position this year remained very tight. The revised budget would produce a close to breakeven position.  Following discussion, the Committee agreed to **RECOMMEND** approval of the revised budget for 2018/19. | Recommendation for Board |
| **19/05** | **Cashflow**  The Committee considered the cashflow forecast to May 2020 which included the revised budget figures and was based on 1100 learners in 2019/20.  Trustees noted that a published admission number (PAN) of 769 had been notified for 2019/20 and negotiations with the DfE about an increase were ongoing. At this stage over 700 applications had already been received and more than 400 current learners would be continuing in 2019/20.  The Committee debated the consequences of funding based on 769 and implications for cashflow and delivery. Given the enrolment estimate of 950 learners and potential risks associated with inadequate staffing, the Committee confirmed support for the current recruitment exercise to provide the intended staffing complement for 2019/20.  The Committee **NOTED** the cashflow position for the coming eighteen months, which would be updated for the 2019/20 budget. |  |
| **19/06** | **Review of Performance Indicators and Objectives for 2018/19**  The Committee considered an update on the achievement of the financial objectives and performance against the agreed indicators.  Trustees noted that in relation to the start of year indicators, core funding had been secured and student enrolments exceeded the target. Staffing costs as a percentage of total College income were high in 2017/18 but the growth in 2018/19 would help to improve operational efficiency and reduce the percentage this year. Until the College reached its maximum capacity of 1280 learners, staffing costs were expected to remain above sector averages.  In response to questions, the Assistant Principal confirmed that general teaching rooms (GTR) could accommodate group sizes of up to 24-26 and absorb the planned growth in 2019/20. |  |

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|  | Associated facilities such as refectory, computing rooms and student services would be under most pressure as the College expanded.  Trustees were pleased to note the achievement of these objectives and would continue to monitor other PIs as the year progressed. |  |
| **19/07** | **HR Update**  The Committee received an update on staff recruitment for September 2019 and the response to the academic posts that had been advertised nationally. The new appointments were based on a cautious approach and would provide the necessary staffing for 950 learners. Support Staff capacity, priorities and affordability were also being considered.  In response to questions, Trustees noted that although the English and Maths conditions of funding had been reformed (to permit Functional Skills as an alternative to GCSE), the requirement to continue in these subjects post-16 remained, and additional teaching capacity was necessary in these particular areas.  The Committee discussed probationary reviews and the early intervention measures such as additional support, peer mentoring, team teaching and developmental work to ensure high quality delivery was maintained. In general, the new staff appointed in 2018/19 were doing well. Any weaknesses were being addressed.  Staff absence rates were closely monitored and raised no concerns. |  |
| **19/08** | **Freedom of Information Policy**  The Committee considered the proposed Freedom of Information Policy which was based on advice from the Information Commissioner’s Office and the model document for post-16 colleges (attached as Appendix A). The Committee **RECOMMENDED** approval by the Board | Recommendation for Board |
| **19/09** | **Review of Transport Policy 2019/20**  The Committee noted that the development of transport provision for 2019/20 was based on the complex analysis of likely enrolments, transport needs and bus routes based on mapping postcodes of applicants and current students.  Plymouth City Buses had assessed the data provided and was working on proposed routes, timetables and costings. As negotiations were ongoing, this item was deferred for further consideration at the March Board meeting. | MW for March Board meeting |
| **19/10** | **Premises Matters and Proposed Summer Works**  Trustees **NOTED** that:   * Kier was continuing to work through the snagging list, complete landscaping and addressing minor issues – all work was due to be completed within 3yrs of handover * programme teams had been invited to submit suggestions for minor works by Easter | MW to confirm date |

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|  | * proposed summer projects would be brought forward to the next Committee meeting * modifications to the Temple reception area were being considered * improvements to car park markings were planned. | MW for next Committee meeting |
| **19/11** | **Dates of Meetings in 2019/20**  Trustees **NOTED** the dates of meetings as follows:   * Tuesday 26 November 2019 at 3.30pm * Tuesday 3 March 2020 at 3.30pm * Tuesday 23 June 2020 at 3.30pm | ALL to note |
| **19/12** | **Any Other Business**  **12.01 Adverse Weather**  Trustees thanked staff who had gone out of their way to ensure students remained safe and well when stranded overnight at College due to snow and travel disruption on 31 January. The Board also acknowledged support from the local Asda store which had donated food and other supplies.  **12.02 Trustee Resignation**  The Board noted the resignation of Sue Dickinson who had retired from her post as Finance Director at Truro and Penwith College (TPC) on the grounds of ill health. The Committee recorded its appreciation for Sue’s instrumental role in the establishment and development of Callywith College and for her significant contribution to the work of the FEA Committee.  **12.03 Senior Management Team**  The Chair of the Board reported that Lucy Maggs, Assistant Principal (Student Experience), would be leaving her role due to her appointment as Director of Teaching and Learning at TPC from September 2019. The Committee congratulated Lucy on her new appointment and noted that the senior management structure and implications were being reviewed.  **12.04 FEC’s Post-16 Review Steering Group**  The Chair of the Board reported that the second meeting of the Steering Group had taken place and the Further Education Commissioner’s Report would be published shortly. The outcome of the Cornwall College Group bid for restructuring funding was still awaited.  A further update would be provided to the March Board meeting. | MW for Board meeting  DW for Board meeting |
| **19/13** | **Date of Next Meeting**  The Committee would next meet at 3.30 – 5.30pm on Tuesday 11 June 2019. | ALL to note |