

CALLYWITH COLLEGE TRUST

Minutes of a meeting of the Finance, Employment and Audit Committee held on 6 March 2018 at Callywith College

Trustees Present: Mrs S Dickinson, Dr C Gray, Mr P Reed (Chair), Mr P Ugalde, and Mr M Wardle (Principal)

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: Mr D Walrond

Item	Discussion/Decision	Action
18/01	Welcome The Chair welcomed Dr Claire Gray to her first Committee meeting.	
18/02	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.	
18/03	Minutes The Minutes of the meeting held on 14 November 2017 were APPROVED and signed as a correct record.	
18/04	Matters Arising 04.01 Lease Agreement (Minute 17/03) The Education and Skills Funding Agency (ESFA) had requested a wide range of documentation (eg. warrantees, sub-contractor appointment forms etc) before the lease agreement with Truro and Penwith College (TPC) could be signed. It was hoped this would be finalised shortly. 04.02 VAT Claim (Minute 17/03) It was expected that a VAT rebate claim would be submitted once the checking of invoices and records had been completed. 04.03 Depreciation (Minute 17/03) The treatment of depreciation was being clarified with auditors. 04.04 Reserves Policy (Minute 17/03) At this stage, the Trust had no reserves. A Reserves Policy would be developed if/when this became relevant.	 RL to expedite claim RL to clarify

	<p>04.05 Management Accounts (Minute 17/04)</p> <p>A record of the support being provided by TPC was being maintained in order to inform future budgeting. A summary would be provided for the next meeting.</p> <p>04.06 Internal Audit (Minute 17/07)</p> <p>Confirmation of the proposed internal audit work plan for 2017/18 would be sought from TIAA and appropriate review work would be initiated.</p> <p>04.07 Confidential HR Matters (Confidential Minute 17/09)</p> <p>The Committee noted that HR matters reported to the last meeting had been concluded as far as the College was concerned.</p> <p>As part of the College's ongoing risk monitoring processes any potential risks related to HR matters would continue to be kept under review.</p> <p>04.08 Premises Matters (Minute 17/10)</p> <p>The official handover of the site by contractors had taken place in January and the formal snagging process was ongoing.</p>	<p>RL/SD to produce summary for June meeting</p> <p>RL/MW to liaise with Internal Auditor</p>
18/05	<p>Committee Terms of Reference</p> <p>The terms of reference adopted by the Board before the Committee had been established were reviewed and ACCEPTED.</p>	
18/06	<p>Management Accounts and Mid-Year Review of Budget 2017/18</p> <p>The Committee reviewed the management accounts for the first five months of the 2017/18 financial year to 31 January 2018. Trustees noted that core ESFA funding had been adjusted in February and was now based on 331 actual enrolments (rather than the PAN of 284). However, no funding would be provided in 2017/18 for an additional 3 students recruited since the census date. Increased allocations for Learner Support Funds (LSF), Free School Meals (FSM) and Vulnerable Student Bursaries as well as the receipt of Local Authority funding for LLDD (Learners with Learning Difficulties and Disabilities) had helped to improve the budget position.</p> <p>The Committee considered the areas where expenditure was significantly higher than budgeted (utilities, premises contracts and home to college transport) and discussed the reasons for the variations. Expenditure would be closely monitored and minimised where possible.</p> <p>In response to questions, Trustees noted that external bookings for sports and meeting facilities were continue to grow and revenue would contribute to maintenance costs and the renewal of the Astroturf pitch (expected in 10-12 years).</p> <p>Catering was provided on a zero cost basis by the external provider and plans to expand facilities in 2018/19 were being developed.</p>	

	<p>The Principal explained that the initial estimate of 800 students for 2018/19 had been rejected by the ESFA and a funding allocation based on 662 had been offered. A dialogue with the funding body about a more realistic figure was ongoing. The funding allocation needed to be resolved before the budget for next year could be prepared.</p> <p>Following discussion, the Committee agreed to RECOMMEND approval of the revised budget for 2017/18.</p>	AW for Board
18/07	<p>Cashflow</p> <p>The Committee considered the cashflow forecast to August 2019 which included the revised budget and other adjustments.</p> <p>In answer to a question about the impact of new staff it was noted that academic appointments would commence at the end of August. A low point in the cashflow was expected in September/October 2018, but until the revenue funding for 2018/19 had been confirmed by the ESFA, an accurate position could not be predicted.</p> <p>The Committee NOTED the current projections which remained positive throughout the coming eighteen months.</p>	
18/08	<p>Financial Management and Governance Self-Assessment</p> <p>Trustees noted that details of the College's financial management and governance arrangements had been submitted to the ESFA as required in December and followed up by a validation audit. The College had been required to produce additional information and supplementary evidence to substantiate all FMGS responses.</p> <p>Following a thorough review, the ESFA had concluded that the College was compliant in all areas. A number of best practice recommendations had been made and were being implemented.</p> <p>Trustees NOTED the audit findings and was satisfied that appropriate and timely action was being taken to address the recommendations.</p>	
18/09	<p>Review of Performance Indicators and Objectives</p> <p>The Principal provided an update on the achievement of the financial objectives set by the Board in November 2017.</p> <p>The Committee noted that in relation to the start of year targets, core funding had been secured and student enrolments exceeded the PAN. Staffing as a percentage of total College income was positive at around 75% (92% against core income).</p> <p>Trustees were pleased to note the achievement of these objectives and would continue to monitor other PIs as the year progressed.</p>	AW to circulate PIs/objectives with minutes
18/10	<p>HR Update</p> <p>The Committee received an update on staffing developments for September 2018. Fifteen new full-time and eight part-time academic posts had been advertised nationally to meet the anticipated growth in student numbers. A cautious approach to increased staffing, based on conservative enrolment estimates, had been taken. Increases to support staffing were being considered.</p>	

	<p>As well as recruitment processes and induction arrangements Trustees discussed the challenge of maintaining the quality and culture of the College with a significant expansion in the workforce. The potential development of management roles/and additional responsibilities was also raised.</p> <p>In response to questions, the Principal confirmed that priority would be given to maintaining continuity of lecturers for 2nd year students.</p>	
18/11	<p>Employer Engagement Update</p> <p>The Assistant Principal (Teaching and Learning) provided an update on links with local businesses which enabled students to participate in live projects, work experience and widen their understanding of employment opportunities.</p> <p>Preparation was underway for the Student Futures Week in late June when it was hoped that every student would take part in a three-day work placement and other activities including a Careers Fair, UCAS/Higher Education Day, talks and workshops.</p> <p>Cornwall Education Business Partnership had been commissioned to help with the extensive work involved in finding suitable opportunities, co-ordinating work placements and completing the necessary checks (eg. Health and Safety, Safeguarding etc.).</p> <p>The College was working with national industry bodies and seeking accreditation for specific courses where appropriate as well as building links with local employers at a course level. Relationships were also being established through groups such as the Bodmin Business Breakfast and Rotary Club.</p> <p>The Senior Team was encouraged to continue to foster partnerships with the local community and to explore links with the Bodmin Food Cluster and the re-formed Bodmin Chamber of Commerce as the curriculum offer at Callywith was expanded.</p>	SMT to continue to take forward employer engagement
18/12	<p>Review of Transport Policy 2018/19</p> <p>The Committee noted that the development of transport provision for 2018/19 was a work in progress with the complex analysis of likely enrolments, transport needs and bus routes based on mapping postcodes of applicants and current students.</p> <p>The College was negotiating with Plymouth City Buses on proposed routes, timetables and costings. It was hoped that proposals could be finalised for consideration by the Board later in March and announced to students in May.</p>	MW for Board
18/13	<p>Premises Matters</p> <p>Trustees noted that minor building alterations were being considered for summer 2018 to create additional studio space. Proposals would be brought forward in due course.</p>	

18/14	<p>General Data Protection Regulations (GDPR)</p> <p>The Principal summarised the key requirements of the General Data Protection Regulations (GDPR) which were due to be implemented on 25 May 2018. The new legislation would introduce additional obligations in relation to personal data. The College was working through the Information Commissioner’s Office (ICO) twelve point implementation plan and the steps being taken to ensure compliance were explained.</p> <p>Trustees NOTED the new GDPR requirements and were satisfied that appropriate preparations were being made for implementation.</p> <p>The Committee APPROVED the nomination of the Principal as the College’s Data Processing Officer to oversee this activity.</p>	MW to provide an update at June Board meeting
18/15	<p>Health and Safety Policy Statement</p> <p>The Committee considered the Health and Safety Policy which had already been subject to external scrutiny as part of the Ofsted pre-opening assessment. Trustees noted that the Policy was supported by an operational guidance manual.</p> <p>Trustees APPROVED the Health and Safety Policy Statement.</p>	
18/16	<p>Dates of Meetings in 2018/19</p> <p>Trustees NOTED the dates of meetings as follows:</p> <ul style="list-style-type: none"> • Tuesday 20 November 2018 at 4.00pm • Tuesday 5 March 2019 at 4.00pm • Tuesday 11 June 2019 at 4.00pm 	ALL to note
18/17	<p>Date of Next Meeting</p> <p>The Committee would next meet at 4.00 – 5.30pm on Tuesday 19 June 2018.</p>	ALL to note