

**THE CORNWALL COLLEGE GROUP
FINANCE AND RESOURCES COMMITTEE**

**Minutes of the meeting of the Finance and Resources Committee
Held at 4.00 pm on 28 November 2018 at CC St Austell**

| | | | |
|----------------------|------------------------------------|-----|-----------------------------------|
| Present | Karen Burrows | KB | Chair |
| | Peter Child | PC | |
| | Elaine McMahon | EM | Principal and Chief Executive |
| | Thelma Sorensen | TS | |
| | Geoff Warring | GW | |
| Apologies | ** Ian Tunbridge | IT | |
| In Attendance | Alison Phillips | AMP | Corporation Secretary |
| | Michael Collins | MC | Director of Finance and Resources |
| | Sally Foard | SF | Group Director Development |
| | <i>To minute 4.2</i> Malcolm Palin | MP | Corporate Estates Manager |

I. WELCOME

The Chair welcomed colleagues to the meeting. She particularly welcomed Elaine McMahon, Interim Principal and Chief Executive, who was attending her first meeting of this committee.

The Chair reminded governors that this meeting would be followed by a joint meeting with the Audit and Risk Committee to consider the external auditor's report and financial statements for the year ended 31 July 2018.

Apologies were received.

1.1 Declaration of interests

No additional interests, to those already disclosed, were declared.

2. MINUTES

2.1 Minutes of the Finance and Resources Committee meeting held on 20 June 2018

The minutes of the meeting, as circulated, were agreed as a correct record and signed by the Chair.

2.2 Confidential minutes of the Finance and Resources Committee meeting held on 20 June 2018

The confidential minutes of the meeting, as circulated, were agreed as a correct record and signed by the Chair.

3. MATTERS ARISING FROM THE MINUTES

3.1 Property Matters - Future Farm (Confidential minute 4.1.1)

A paper had been presented to the Board in October 2018 and an update was included in the papers for this meeting.

3.2 Budget Planning 2018/19 (Confidential minute 4.2.3)

The budget for 2018/19 had been presented to and agreed by the Board at its July 2018 meeting.

4. FOR REVIEW AND PRESENTATION TO THE BOARD

4.1 Estates and Property Matters

4.1.1 Property Matters – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation’s policy on confidentiality, and recorded in the confidential minutes.

4.1.2 Lease Matters – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation’s policy on confidentiality, and recorded in the confidential minutes.

4.2 Finance Matters

4.2.1 Financial Update (including Management Accounts, Cashflow, Debtors and Creditors and Forecast at April 2018) – Confidential

This was dealt with as a confidential matter, in accordance with the Corporation’s policy on confidentiality, and recorded in the confidential minutes.

4.2.2 Fresh Start Restructuring Fund Application – Confidential

An update had been considered in the previous agenda discussion.

4.2.3 ESFA Health Assessment 2017/18 and 2018/19

A letter from the ESFA to the Principal confirming the assessment of the College’s health as inadequate for 2017/18 and 2018/19 was received. The assessment was as previously advised and the Principal explained that the College would be unable to grow until the financial position was addressed.

4.3 Health and Safety Matters

The updated Health and Safety Policy was received. MC explained that the policy had been reviewed and revised. He confirmed that the changes proposed were housekeeping changes and the committee agreed to recommend the revised policy to the Board for approval.

MC/amp

5. DELEGATED MATTERS FOR DECISION BY, OR INFORMATION OF, THE COMMITTEE

5.1 Financial approvals

The report was received and considered.

Responding to members’ questions MC outlined the order approval process and explained that partnership arrangements did not usually go through the procurement process. He undertook to look into why an order had been raised for Cornwall Neighbourhoods for Change and update governors. The Chair requested that the wording on the orders summary be reviewed and MC undertook to review the report to improve clarity. Following further discussion of specific orders the committee agreed to approve the following orders over £25,000 and below £100,000 excluding VAT

MC

| Supplier | Description | Amount |
|---|--|---------|
| Hamilton Gray | College Transport for 2018/19 | £49,305 |
| Dartline Coaches | College Transport for 2018/19 | £35,638 |
| Dartline Coaches | College Transport for 2018/19 | £35,119 |
| Kings Tours | College Transport for 2018/19 | £35,984 |
| Kings Tours | College Transport for 2018/19 | £30,794 |
| Dodds Group | Sports Hall Boiler | £34,391 |
| Discovery Quay (National Maritime Museum) | Ponsharden workshop rent and service changes for academic year 2018/19 | £27,620 |
| Brady Construction | Design services for future farm | £30,000 |

| | | |
|------------------------|--|---------|
| TEC Construction | Annual rent for 24-25 Sisna Park Plymouth | £28,000 |
| Cornwall Council | Annual rent for Rosewarne Nursery | £70,000 |
| Nova Truro | Rent for Chiltern House | £75,000 |
| RSM Risk Assurance | RSM IA Plan | £28,000 |
| Real Staffing | Consultant worker | £37,500 |
| PricewaterhouseCoopers | Audit services | £41,927 |
| Academia | Computer software | £28,294 |
| Phoenix Software | Computer software | £72,169 |
| Dell Computers | Computer hardware | £69,272 |
| First South West | College transport 2018/19 | £26,471 |
| Free Movement | TGS student support | £25,020 |
| Smallridge | Annual tractor hire | £31,700 |
| Darren Gass Golf | Golf coaching | £52,500 |
| St Mellion Golf | Golf facilities | £42,500 |
| The Golf College | Reimbursement of FE students | £57,600 |
| Crylla Valley Cottages | Student accommodation | £64,000 |
| Golf Ed | HE students (25 @ £1,2500) | £31,250 |
| A Line Coaches | College Transport | £44,980 |
| Biffa Waste | Waste disposal | £30,787 |
| Cornwall Council | Subsidised transport services for learners provide by Cornwall Council summer term | £49,196 |

In addition the committee agreed to recommend the following order over £100,000 ex VAT to the Board for approval:

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|-------------------|---------------------------|----------|
| Stage Coach Devon | College transport 2018/19 | £112,277 |
|-------------------|---------------------------|----------|

MC/amp

The committee noted that there had been no debt write offs or assets disposals over £10,000 since the last committee meeting.

5.2 CCMS (2000) Limited – Confidential

The confidential report was received, discussed and noted.

6. DATES AND TIME OF NEXT MEETINGS

20 March 2019 at 9.00 am

24 June 2019 at 9.00 am

These meetings would be held at CC St Austell