

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

**Minutes of the meeting of the Finance and Resources Committee
Held at 9.00 am on 11 March 2020 at CC St Austell**

Present	Karen Burrows	KB	Chair
	Martin Bailey	MB	
	Peter Child	PC	
	John Evans	JE	Principal and Chief Executive
	Ian Tunbridge	IT	
	Geoff Warring	GW	
In Attendance	Alison Phillips	AMP	Corporation Secretary
	Michael Collins	MC	Executive Director of Finance and Resources
	Adrian Ford	AF	Vice Principal Group Operations
	<i>To minute 4.2</i> Rob Insall	RI	Transaction Unit Programme Director
	<i>To minute 4.2</i> Malcolm Palin	MP	Corporate Estates Manager
	Jessamie Thomas	JAT	Deputy Corporation Secretary

I. WELCOME

The Chair, Karen Burrows, welcomed colleagues to the meeting. She particularly welcomed Martin Bailey, Governor, and Adrian Ford, Vice Principal Group Operations, who were attending their first meeting of this Committee.

KB informed the Committee that Michael Collins, Executive Director of Finance and Resources, had tendered his resignation, and thanked him for his tremendous dedication and contribution. MC wanted to be make it clear that he had made this decision on personal grounds, and stated his confidence in the leadership team.

1.1 Declaration of interests

No additional interests, to those already disclosed, were declared. Peter Child reminded colleagues of his interest in Cornwall Marine Network.

2. MINUTES

2.1 Minutes of the Finance and Resources Committee meeting held on 27 November 2019

The minutes of this meeting were received, agreed and signed by the Chair.

2.2 Confidential minutes of the Finance and Resources Committee meeting held on 27 November 2019

The confidential minutes of the meeting were received, agreed and signed by the Chair.

3. MATTERS ARISING

The Committee noted that all items had been addressed or were covered in the papers for this meeting.

4. FOR REVIEW AND PRESENTATION TO THE BOARD

4.1 Estates and Property Matters

4.1.1 Property Strategy and Financing Progress Update - 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 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.

4.1.3 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 January 2020) – 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 FE Fees 2020/21

The report was received.

An updated report was tabled by MC, following feedback at the ELT meeting of 10 March 2020.

The Committee recognised the College's responsibility to ensure that fees created financial sustainability, whilst remaining within sector guidelines.

Following discussion, the Committee agreed to recommend the proposed FE fees for 2020/21 to the Board for approval.

4.2.3 HE Fees 2021/22

The confidential report was received.

The Committee noted the importance of providers demonstrating value for money. The College did not propose any rise in fees for its learners for 2021/22 (noting that franchised arrangements were outside the scope of this proposal).

The Committee agreed that the proposed fees should be recommended to the Higher Education Committee, to be referenced against the Action and Participation Plan, prior to Board approval.

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

5.1 Financial approvals

The report was received and considered.

The following orders were presented for committee approval:

Supplier	Description	Amount
Brady Construction Limited	Brady Future Farm Construction valuation certificate number one	£ 80,669.82 Including VAT
Cornwall Council	Subsidised transport services for learners provided by Cornwall Council	£87,020 no VAT
Academia Limited	Annual licence for Adobe Creative Cloud Software	£49,799.54 Including VAT

Devon & Cornwall Windows Limited	Replacement of Windows to accommodation blocks at Bicton	£46,128 Including VAT
CAW (Cornwall) Limited	Replacement of Windows to Sports Hall, Camborne	£40,962 Including VAT
Abacus Lighting Limited	Replace existing Floodlights to Sports Pitch	£36,000 Including VAT
Autonomous Digital	Website Development project	£35,280 Including VAT
Ansdell Farm	Purchase of fifteen in calf heifers and ten in calf cows for Bicton Farm	£29,000 (no VAT)

The committee approved these orders

In addition the committee agreed to recommend to the Board for ratification the following orders over £100,000 ex VAT, which had been approved under delegated authority by the Principal and CE John Evans and by MC:

Supplier	Description	Amount
Brady Construction Limited	Future Farm Construction progress payments for November & December	£841,206.18 Including VAT
Brady Construction Limited	Agreed addition of Slurry tanks	£296,583.02 Including VAT
Brady Construction Limited	Remaining balance of Future Farm Construction	£2,328,497.74 Including VAT
Western Flat Roofing	Replacement and repairs to the roofs at Penhaligon and St Austell	£412,936 Including VAT
McArdle Sport-Tec Limited	Re-surface the existing All Weather Sports Pitch at Camborne	£161,816.42 Including VAT
European Electronique Limited	Replacement of existing IT Firewall	£145,246.98 Including VAT

College Debtor Write-Offs

The report was received.

JE confirmed that tighter controls would be put in place to identify student debt earlier in the academic year. MC undertook to discuss the mechanisms in place to try to identify 'untraceables' with the Chair of Board outside of the meeting.

Following discussion, the Committee agreed to write off the 23 debts, totalling £18,189.53, as detailed in the report. MC

Concorde Debtor Write-Offs

The report was received.

The Committee noted that a number of debtors were from the construction industry, including a further significant debtor which was outside the debt ledger. MB, who had management experience in the construction industry, urged caution regarding this sector's debt management and suggested that Concorde consider insolvency protection insurance. He also advised that they review their business continuity plan. Adrian Ford, Vice Principal Group Operations, noted this advice and would discuss further with Concorde's Managing Director. AF

The CCMS Board had scrutinised the company's debts at the recent CCMS Board meeting and confirmed that debt was robustly monitored at all Board meetings. MC MC

undertook to review the Concorde debtor write off information in the report and update the committee as appropriate.

Asset Disposals Over £10,000

Apart from the agreed disposal of Flying Start Nursery, there were no asset disposals to report at this meeting for the period 19 November 2019 to 29 February 2020.

Overseas travel

The report was received. The Committee endorsed the overseas travel by a senior post holder, to review College provision in Portugal, at a total cost of £672.43.

6. DATES AND TIME OF NEXT MEETINGS

The next meeting would be held on 24 June 2020 at 9.00 am at CC St Austell.

Closing the meeting, KB thanked colleagues for attending. KB thanked the Deputy Corporation Secretary, Jessamie Thomas for the support she had provided to the Committee, and wished her well, as she would be leaving the College at the end of the month.