

THE CORNWALL COLLEGE GROUP

**Minutes of the Finance and Resources Committee meeting
held on 14th September 2023 at 10:30am on Microsoft Teams**

Committee members present

Geoff Warring	GW	Committee chair	Karen Burrows	KB
John Evans	JE		Ellen Winser	EW

In Attendance

Wendy Randle	WR	Director of Governance
Mathew Davies	MD	Finance Controller
Adrian Ford	AF	Group Deputy Principal Group Operations
Jayne Nines	JN	Director of HR

Number	Item	Action
1	APOLOGIES AND DECLARATIONS OF INTEREST Apologies were received and accepted from Will Charnley and Patrick Newberry. The meeting was quorate and there were no further declarations of interest to those contained on the register.	
2	MINUTES OF THE MEETING HELD ON 21 JUNE 2023	
2.1	The minutes, to include the confidential minutes, of the meeting held on 21/06/2023 were agreed to be an accurate record of the meeting.	
2.2	MATTERS ARISING A matters arising report had been circulated prior to the meeting and progress against actions noted.	
3	TEN YEAR FINANCIAL PLAN The Committee received the Ten Year Financial Plan. The Group Deputy Principal Group Operations (DPGO) shared the following key messages and assumptions. Further detail contained in the confidential minutes.	
4	FINANCE MATTERS	
4.1	Update on year end financial position was provided It was reported that the College are working through the year end position in preparation for the planned External Auditor's visit. It was noted that the recent AoC Finance Directors forum reflected on pensions; the differences were noted with the triannual evaluation expected this year.	
4.2	Early enrolments update It was reported that the College are 8% above the ESFA allocation for the first time in many years due to a significant increase in 16-19 year olds, with the increase likely from local market share and a result of the GCSE grading position. Student retention remains important for the coming weeks. Other highlights include: <ul style="list-style-type: none"> ▪ The decline at the Bicton campus was shared, as previously predicted and shared with Board. ▪ Other campuses are in a strong position. ▪ External factors and enrolment timings continue to impact on HE enrolments which will be reported once known. ▪ Early indications suggest Counselling and Apprenticeships are performing strongly. ▪ Adult enrolments are up compared to the previous year, yet the target was lower. 	

<p>4.3</p> <p>4.4</p> <p>4.5</p> <p>6</p>	<ul style="list-style-type: none"> ▪ The data evidences an improved curriculum planning process. <p>A Governor expressed concerns regarding the land based campuses growth, speculating whether this was the beginning of a trend for land based, specifically with agriculture being in decline. The College updated on a bid submitted to support changes within agriculture and had been surprised with the Equine and Equine Science programmes being a little down at Bicton, yet not at Stoke. Funding for Sports and MAPs will change in a year which might have impacted on student numbers.</p> <p>Pay award communication to staff The Committee received the communication circulated to Board which had been shared with staff. In response to Governor questions, it was noted that the Chair of the Board had supported the pay award decision which had been attributed to all staff roles where relevant, not just those linked to those areas the DfE allocation which was based on; 16-19 years olds and weighted areas. The pay award also enabled the College to get ahead of the national minimal living wage predicted increases. Further detail contained in the confidential minutes.</p> <p>Balanced Scorecard (BSC) The Committee received the BSC. A Governor noted the decline in work placement as part of study programmes achievement rates are down; it was reported that there is no mandatory requirement on a College to support a three month placement yet this has remained as a target for the College.</p> <p>Financial Approvals: Approval of orders over £100,000 ex VAT – and recommendation of over £250,000 to Board The Committee received the paper. A conversation took place on the information presented and it was agreed that the process around approvals required further refinement, to include within reports to Committee, whether an item had been included in the original budget.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> ▪ There had been an increase in the Equine insurance due to in College incidents. ▪ The College are considering longer term software licence contracts to secure future pricing. It was noted that the 2022/23 budget had not included this item yet had incorporated some IT related costs which the Financial Controller will liaise with the Committee Chair on. <p>Recommendation to Board contained in the confidential minutes.</p> <p>The Committee and College were reminded to seek approval of invoices and orders in line with the financial regulations prior to committing with a supplier.</p> <p>Debtor write off The Committee received the report for the period since the last meeting and noted Concorde’s improved debt position; £774.82 of bad debt was written off due to administration of suppliers.</p> <p>Detail of the College debt write off was shared; a total of £17,340.42 was written off with detail of action taken included within the report.</p> <p>Asset disposals In line with the detail in the paper the Committee approved asset disposals of seven items from the College print department which are surplus to requirements due to outsourcing the facility.</p> <p>Overseas expenses There were no expenses related to ELT overseas travel.</p>	<p>MD</p>
<p>6</p>	<p>PROCUREMENT AND CONTRACT MANAGEMENT AUDIT REPORT It was noted that the Audit and Risk Committee had requested that the F&R Committee review this RSM (Internal Auditors) report. The College reported that RSM concluded a split opinion; providing a reasonable assurance opinion on the design of framework and a minimal assurance opinion for</p>	

	<p>the application of the framework. The Committee suggested that a further audit be undertaken in one year to review the College's position.</p> <p>In response to a Governor suggestion it was understood that the College are reviewing the number of quotes required during procurement.</p>	MD
7	<p>PROPERTY MATTERS</p> <p>St Austell new build - the DPGO reported on a recent meeting held with BAM and the DfE. It was reported that soft ground has been identified under one of the new build sites and due to this and the slope of the site, the main contractor (BAM) is investigating possible solutions including a piling solution and retaining wall built; this had not been allowed for in the original bid from BAM and will impact on the project costs and timeline. The College are requesting clarity on the whether this impacts on the overall timeline for the full project or just building number one.</p> <p>Camborne Redevelopment project – the project continues to progress well yet is currently over budget with the College submitting a grant application to the DfE for inflation.</p> <p>RAAC – the DPGO reported that Reinforced Autoclaved Aerated Concrete (RAAC) has been found in the Penhaligan building at the Camborne Campus. The College are exploring the reporting of the outcomes and next steps proposed; the full implications were not yet known. The impact on the sale and moving of staff out of the building were unknown. The Principal and Group Deputy Principal – Group Operations are in dialogue with the DfE to resolve.</p> <p>Wheal Eliza - the College plan to propose to Board the sale of the land at Wheal Eliza, with an investment of £50k to prepare the site for sale, with a potential sale value of £1m. The Committee agreed to recommend to Board the investment of £50k to prepare Wheal Eliza for sale.</p> <p>The Committee reflected on the recent grant applications to the Shared Prosperity Fund that received Board approval via written resolution. The College noted that they are required to move quickly on grant applications with Shared Prosperity funding and that applications might not fall within the Board meeting schedule.</p>	GW
7	<p>PEOPLE MATTERS</p>	
7.1	<p>HR Annual report to Board</p> <p>The Committee considered the draft annual report which will be presented to the October Board meeting; the College await further benchmarking data prior to going to Board. The following points were noted:</p> <ul style="list-style-type: none"> ▪ the biggest concern remains with the low completion rate of Performance Management Reviews (PMRs); an update on the strategies implemented to ensure improvements were shared. In response to a Governor question, the College will consider staff disciplinary action where PMRs are not undertaken. ▪ Staff turnover within the first year has not met the target. ▪ The biggest risk in retention is with job roles which are not FE sector specific. ▪ Improvements to job advertisements were noted. ▪ Recruitment has become easier, other than hard to fill roles where the College are competing with other Colleges or Universities. <p>A Governor requested historic data be incorporated into the report presented to Board to allow trend analysis.</p>	JN
7.2	<p>People Strategy</p> <p>A communication timeline is being developed for the strategy to support staff consultation. The strategy will be presented to the December Board for approval.</p>	

7.3	<p>External staff survey</p> <p>The quote outcomes were shared with the Committee. A lengthy conversation took place on the value added by completing the staff survey externally in terms of greater analysis of protected characteristics, that all staff are encouraged to approach the Principal with any concerns and that feedback, if anonymous, will not be responded to.</p> <p>It was reported that the College have a demo booked with Smart Survey and have requested that AoC consider providing benchmarking data. The Committee supported some form of external completion of the staff survey.</p>	
8	<p>ITEMS TO SHARE WITH THE BOARD/ COMMITTEES</p> <p>The Committee recommends to Board the approval of the following:</p> <ul style="list-style-type: none"> ▪ The impact of poor ground at St Austell on the new build project. ▪ Recommendation for approvals ▪ Recommendation to prepare Wheal Eliza for sale ▪ Inform Board that a 10 year Financial plan has been created; this will be reviewed with Board alongside the 10 year Curriculum plan in 2024. 	
9	<p>DATES OF NEXT MEETINGS</p> <p>13/11/2023, 10am 17/02/2024, 10am 04/03/2024, 10am 15/05/2024, 10am 24/06/2024, 10am</p>	