



FINANCE COMMITTEE MEETING

Minutes of the meeting of the Finance Committee
held on the 23 January 2020 at 11.30 a.m. in William Morris Room

Present

Peter Pendle (PP) - Chair
Kevin Flanagan (KF) - Ordinary Member
Mark Griggs (MG) - Finance Manager
Paul di Felice (PdF) - Principal

In attendance

Lana Jackman (LJ) - Clerk

Apologies

Doug Nicholls (DN)
Paul Inman (PI)

The meeting was quorate

Item	Description	Action
1.	<p>Welcome and Apologies The Chair welcomed colleagues to the meeting. Apologies were received and accepted from Doug Nicholls and Paul Inman.</p>	
2.	<p>Declarations of Interest There were no additional declarations of interest other than those standing.</p>	
3.	<p>Minutes of the 8 November 2019 and Matters arising It was agreed that the Minutes of the Joint Finance and Audit Meeting held on the 8 November 2019 were a true and accurate record and were approved and signed by the Chair. A copy to be filed at the College.</p> <p>Matters arising: Bournville College dated July 2019 The Chair asked that the letter relating to an investigation that was undertaken at Bournville College in 2015-2016 and shown as Item 11 on the Minutes dated the 8 November 2019, be raised as an Agenda item for the next Audit meeting.</p> <p>The Principal gave a brief update on:</p> <ul style="list-style-type: none"> • UCU dispute and settlement going forward. • Financial Accounts, business planning and an update on Unity 	PdF/Clerk

Signed.....

Dated.....

	<p>Bank. The Finance Manager confirmed that a summary on the Annual Report would be covered in Item 3 below.</p> <ul style="list-style-type: none"> • Negative variance on pay cost, advanced student loan 24+, and falling HE numbers. Consequently, there followed a discussion on <i>where</i> and <i>if</i> savings could be made to assist with the financial health. • The Principal updated the Committee on the transition of the Social Work Course, the Social Work Tutor Vacancy and discussions with the Open University. The Committee noted that the Principal had discussions with Bucks University with a view of a potential partnership arrangement for accreditation. The Committee considered this option and it was agreed that the Board should have the same level of information, but concluded that monitoring should remain the remit of this Committee. 	
MANAGEMENT TEAM REPORTS AND SPECIAL ITEMS		

3.	<p>Finance Director’s report</p> <p>The Report was received and considered. The Finance Manager confirmed that the Report had no further changes following circulation prior to the Finance Meeting. Therefore, a summary overview on the Management Accounts for December 2019 would be provided for the purpose of the meeting, tabled below.</p> <ul style="list-style-type: none"> • An update was given on recruitment of new staff; VT overrun pay costs had left the budget outcome in a vulnerable position. • HE structure was received. The Committee was advised of the significantly low HE numbers and it was noted that further work was being done on an HE strategy to improve the HE offer. • FE provision remained strong with the College expected to deliver its full funding allocation. • It was reported that there were still issues around TU administration but there was an action plan in place to address the concerns. • KPI’s including the covenant ratio was discussed. <p>In conclusion the Finance Manager explained that the financial health and banking arrangements required improvement. He reassured the Committee that there had been robust discussions regarding performance and cash flow which was being carefully monitored in preparation for the March pinch-point; in addition to reaching a working agreement with understanding suppliers. The Finance Manager confirmed undertaking a process of determining a financial strategy for the next few months due to the crucial elements already identified. Accordingly the Committee agreed that the financial health, cash flow, HE numbers, the Co-Operative</p>	
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Signed.....

Dated.....

	<p>and Unity Bank covenant concerns should be a substantial agenda item at future meetings. The Chair requested an update on RSM signing of the accounts. The Finance Manager explained that the delay was due to RSM awaiting the outcome of the ESFA Audit. It was confirmed that once the Finance Manager was in receipt of the outcome, the financial statements would be updated, presented to the Board for signing and returned to RSM for final approval prior to filing.</p> <p>MGI The issue with MGI remains unresolved. It was agreed to review the item at the next Committee Meeting.</p> <p>The Finance Manager to provide a Progress Report for the next Audit Meeting.</p>	<p>MG/PdF</p> <p>MG</p>
	<p>FOR REVIEW AND PRESENTATION TO THE BOARD</p> <p><u>Financial Matters</u></p> <p>Key Risks - Confidential This was dealt with as a confidential matter, in accordance with the Confidentiality Clause 8 Protocol for Excellence in Governance and recorded in the confidential minutes.</p> <p>Estates and Property Matters</p> <p>Property Matters - Confidential This was dealt with as a confidential matter, in accordance with the Confidentiality Clause 8 Protocol for Excellence in Governance and recorded in the confidential minutes. The Chair requested that an update should be brought to the Board’s attention on the 5 March 2020 as a matter of urgency.</p> <p>Letting Services - Confidential This was dealt with as a confidential matter, in accordance with the Confidentiality Clause 8 Protocol for Excellence in Governance and recorded in the confidential minutes.</p>	
<p>4.</p>	<p>Any Other Business It was proposed and agreed that a Risk Register be a standing item on the Agenda.</p> <p>There being no further business, the meeting ended at 13.00 p.m.</p>	
	<p>The date of the next meeting - 17 March 2020</p>	

Signed.....

Dated.....