

Meeting/Committee	Finance Committee
Date of meeting	29 th April 2021

1 Declarations of Interest and Eligibility

The Chair requested Governors declare any interests at the appropriate time during the meeting.

2 Welcome, introduction and apologies

Attendees:

J Pryke (Chair)
J Worsdale
M Rodzos
T Jackson
J Austin

In attendance:

C Mollart
K Noble
T De'Ath

Head of Corporate Services
Executive Director (ED) of Finance
Executive Director (ED) of Corporate Services

Apologies for absence:

There were no apologies.

3 Minutes of the Finance Committee meeting held on the 16th March 2021

Resolved: The minutes of the meetings held 16th March 2021 were agreed as a true and accurate record.

4a Matters Arising for meetings held on 16th March 2021

None noted.

4b Action Progress Report

There were no items of action additional to those on the Agenda.

5 COVID-19 Update

The ED: Corporate Services gave a brief verbal update on the current situation across the Group in relation to COVID-19:

- The College have masses of home testing kits.

- The test centres across the group were now closed and home testing kits were being distributed to those students who requested them.

6 Monthly Management Accounts

The ED: Finance gave an update on the P8 Management Accounts which had been circulated in advance of the meeting :

- The new forecast had been included within the P8 Management Accounts
- There has been no changes to the forecast
- The cashflow forecast has been updated since this review
- AEB – it has been confirmed that the threshold for underspend is 90%, therefore anything under this will be clawed back. TJ asked if there have been allowances from the ESFA because of Covid, the ED : Finance explained that the usual tolerance is 97% so it has been lowered. The CEO advised that there is a lot of lobbying in the sector to try and contest this. The ED : Finance said that she had made provision for some of this so the impact on the I&E could be around £100k.
- The ED: Finance explained about the impact on the covenants and how this will be monitored.
- 16-19 Tuition Funds – this has not been confirmed as yet but there is a potential it could be clawed back.

JP queried the balance sheet in terms of the creditors. KN explained the way that the Group receives funding which impacts on this and that this is a normal level at this time of year. The Chair was reassured following the explanation.

MR – asked about any risk to redundancy, the ED : Finance said that this is not a direct risk.

7 Funding Allocations 21/22

The ED: Finance explained the funding allocation for 16-19 :

- Year on year comparison is down by £800k, this is due to a drop in core programme funding and also disadvantage learner funding. The Chair asked if the shortfall could be recovered in any other areas. The ED : Finance said that if the Group over recruited it could request in-year growth additional funding, this will be dependent on enrolments in September.

The ED : Finance update on the AEB allocation :

- This year the budget is not devolved and the amount allocated to the Group was £7.8M.
- For the period 21/22 SCR is being devolved. Therefore, the funding from the ESFA is for the D2N2 region only and has been allocated at £2.5M plus £38K for L3 24+ courses (for anyone resident in that area).
- The SCR haven given indications that the Group will receive just under £4.5M including bursary monies and community delivery. The ED : Finance explained the conversations herself and the Deputy CEO had been having with the SCR.
- Non-levy allocations have been extended for a further year. The ED: Finance explained the DAS system and the risks associated with this and mitigating actions which had been taken.

The Chair asked if the split was similar to last year, the ED : Finance explained it was very close to last year.

8 Treasury Policy Review

The ED : Finance had circulated the updated Treasury Management Policy. The Group requested the document be resent with the track changes so that members can see the main changes.

TJ raised a point regarding the section relating to fraud (1.6) and suggested, due to the current climate with various scams circulating, that this section contain a little more detail.

Action : The ED : Finance will amend the section relating to fraud and email the tracked changes version.

11 Estates Report

The ED: Corporate Services gave an overview of the report submitted and highlighted the main areas of consideration as being:

- The Hub had been sold and completed on the 12th March
- Kiveton Park – no further movement
- Gas Test Centre – significant snagging and further works required, quotes currently being compiled
- Carlton Rd/Blythe Rd junction - Lidl have gone quiet on this, no further updates
- School Lane Langold – this is pending, further progress likely once the pandemic is over and when tenancy can be progressed
- Idle Valley – Notts Wildlife Trust not taken up the space at the moment so the site is very quiet
- Dinnington – still not completed as yet, was hoping to complete by the 23rd but this did not happen, hopeful to complete this week. The Chair asked what the delay is, the ED : Corporate Services said there were some changes to the TP1 which had been requested by the Council at a late stage, the Group had responded to this and it is now back with the Council for agreement. Whilst the meeting was in progress a further communication had been received from the Council with regards to services. The ED : Corporate Services to check with the Head of Estates in the morning prior to a response.
- The ED : Corporate Services advised of a conversation regarding wider discussions with a company relating to the sale of the remainder of the land at Dinnington and updated on other interested parties. The Chair said that the Group have a valuation for the land so she would be happy to have pre-market conversations. The ED : Corporate Services said that he intends to have a revaluation as the current valuation was almost 12 months ago
- Discussed the costs for the planning application for the land at Dinnington, – no further action until discussions had taken place and any offers realised
- Condition Works – positive progress all according to plan
- Changes to the Estates structure as two members of the senior staff were retiring. This will allow for a change in structure to allow a new post of environment & sustainability officer to help progress the green agenda.

12 Health & Safety

The ED: Corporate Services drew reference to the circulated report :

- Fire Marshall training had taken place, the target date for this had been adjusted to 31 May 2021 as future training was to be delivered via an online package.
- Risk Assessments have all been completed and signed. The new Curriculum Manager at RC has influenced some further changes via his industry knowledge and Risk Assessments are being amended as appropriate.
- Accidents & incidents are increasing slightly due to footfall increasing back on campus but none of a serious nature had been reported.

13 Update on Risk Management Software Rollout

The ED: Finance updated on the installation of the Risk Management software rollout:

- Currently in the process of transferring the risks from the register into the software which is a large manual process.
- RSM would be presenting the Risk Management system at the next Board Meeting.
- CMT will be trained in June with a view to rollout in July.

14 Any other items of urgent business

The ED : Finance explained the changes which are to be made to the Eastwood Reception incorporating a new accessible lift and a new SEND area. Tenders have been received for these works, the ED : Finance explained the tenders to the Finance Committee as background prior to seeking board approval – which would be requested via email tomorrow.

The Chair asked about the effect on the budget, the ED : Finance said that some would be grant funds and some from the Group’s capital funds. The ED : Finance also stated that quotes had come back more or less on budget.

The Committee agreed the update had been useful and would comment when circulated to Board.

15 Date and Time of Next Meeting

Thursday 10th June 2021 at 17:15.

The meeting closed at 18:30

Signed _____ Chair

Date _____