

**CITY COLLEGE PLYMOUTH**  
**CORPORATION FINANCE COMMITTEE**

**MINUTES OF THE MEETING OF THE CORPORATION FINANCE COMMITTEE**  
**HELD ON WEDNESDAY 23<sup>rd</sup> NOVEMBER 2016 AT 4.30PM IN ROOM K021**

**MEMBERS PRESENT:**

Mrs Emma Tringham – ET - Chair  
Mr Phil Davies – Principal – PD  
Mr Martyn Starnes - MS  
Mr James Venning – JV

**IN ATTENDANCE:**

Ms Nicola Cove – Deputy Principal - NC  
Mrs Julia Tindall-Jones - Clerk

**F16/21      Apologies**

Apologies were received from Mike Jones and Iain Perring.

**F16/22      Item 1.2 - Minutes of the Last Meeting**

RESOLVED that the minutes of the Meeting of the Finance Committee held on the 28<sup>th</sup> June 2016, which had been previously circulated, be approved and signed as a correct record.

**F16/23      Matters Arising**

There were no matters arising not already covered by the agenda.

**F16/24      Item 1.3 - Confidential Business**

RESOLVED that agenda item 2.1 required to be treated as In Commercial Confidence until approved by Corporation on 14<sup>th</sup> December 2016.

NOTED that no declarations of interest were made at the meeting.

**F16/25      Item 1.4 – Finance Committee Dashboard**

NC introduced the Financial Dashboard reminding Governors that it covered the current year and the three previous years. NC commented that at this stage of the year there was virtually no difference between the budget and the projected outturn.

**The Committee NOTED the Dashboard.**

**F16/26      Item 2 – Skills Funding Agency Letter**

NC then referred to the SFA letter which had recently been received indicating its agreement that the College's Financial Health Self-Assessment of Satisfactory following the submission of the Financial Plan in July is appropriate. ET referred to the SFA dashboard and asked whether it raised any concerns and NC responded that the data was accurate and reflected the College position.

MS then asked a question regarding the vacation and disposal of the Goschen site and NC confirmed that the College had responded to the SFA outlining the actions taken and future plans in place to mitigate the potential risks associated with the disposal process. NC commented that the College was building up its cash reserves to cover any gap between completion of the STEM centre, related vacation and then disposal of GC.

**The Committee NOTED the Skills Funding Agency Letter.**

**F16/27      Item 3.1 –In Commercial Confidence**

**F16/27      Item 4.1 – External Audit Management Letter**

NC introduced the Audit Completion Report from Francis Clark and informed the Committee that the Audit Committee had scrutinised it closely at their last meeting but that she wished the Finance Committee to have the opportunity to comment should they wish to do so. The Chair noted that there were no substantive unadjusted errors and commented positively on the layout of the report and the professionalism of Francis Clark auditors.

**The Committee NOTED the External Audit Management Letter.**

**F16/28      Item 5.1 – Risk Management Annual Report**

NC proceeded to introduce the Risk Management Annual Report, again asking Governors to note that it had been examined in detail by the Audit Committee before being recommended to Corporation. NC informed the Committee that the format of the report complied with recognised best practice and the Code of Good Governance and that the auditor's grading of "adequate" was as high as it could go.

**The Committee NOTED the Risk Management Annual Report.**

**F16/29      Item 6.1 – Student Union Annual Accounts 2015/16**

NC then introduced the Student Union Annual Accounts explaining that they did not require approval as they are included as a separate cost centre within the College accounts. However it is a requirement

of the SU constitution that the accounts are brought to the Finance Committee on an annual basis for information.

NC proceeded to give a short summary of the SU activities over the year and commented that net SU income had increased through the sale of NUS cards online, adding that the national move for NUS cards to be issued online means that transactions are now represented by purely an income line.

**The Committee NOTED the Student Union Annual Accounts**

**F16/30 Item 7.1 - Update on Renegotiation of Engineering Loan Covenants re FRS 102**

NC informed the Committee that, as a result of the move to FRS102 the two financial covenants pertaining to the engineering loan facility required restating. NC commented that some banks who support loan facilities at other Colleges had taken the opportunity to enhance their own terms but that the College's bank, through extensive negotiation, had agreed that the covenants should be restated on the basis of neutrality. NC confirmed that the wording for the two covenants has been changed to reflect FRS102 and asked the Committee to recommend their approval by Corporation. When asked, NC confirmed that the College was in compliance with both the covenants.

**The Committee NOTED the Update on the Renegotiation of Engineering Loan Covenants re FRS102 and AGREED to RECOMMEND them to Corporation.**

**F16/31 Item 8.1 – Date of Next Meeting**

The next meeting of the Finance Committee will be held on Wednesday 22<sup>nd</sup> February 2017 in room K021 commencing at 4.30pm.

There being no other business the meeting closed at 6.05pm.

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_