

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSE COMMITTEE  
OF CITY COLLEGE PLYMOUTH HELD ON 6 FEBRUARY 2019  
COMMENCING AT 1730**

**Present:**

Martyn Starnes (Chair) - MS  
Penny Wycherley (Principal) - PW  
Mike Jones – MJ  
Alain Kakuru - AK  
Emma Tringham - ET

**In Attendance:**

Sandra Wilson (Head of Finance) - SW  
Fran Stratford (Acting Clerk)

**F&GP19/01 - Apologies for Absence and Declarations**

No apologies were received.

**F&GP19/02 - Minutes of the Finance Committee held on 20 November 2018**

The minutes of the meeting held on 20 November 2018 were approved as an accurate set.

**F&GP19/03 - Matters Arising**

The Institute of Technology submission is going to formal presentation in early March.

**F&GP19/04 - Confidential Items**

**Resolved:** That F&GP19/07 should be dealt with In Commercial Confidence.

**F&GP19/05 – Finance Position Paper and 3 year Financial Plan**

The Principal reported on the draft Financial Plan for 19/20 of an operating surplus of £450k, financial health score of 180 = Good but this will depend on the sale of Goschen, additional income for learners aged 16-19, savings from workforce reforms being maintained, improved close management across College of income and expenditure and improvements in curriculum planning and course costings. Governors discussed curriculum planning, shortages of teachers in engineering etc and incentives.

This part of the item was deemed In Commercial Confidence and is subject to a separate confidential Minute.

The Head of Finance updated Governors that the 3 Year Financial Plan doesn't include pension costs and this is a draft that will go to Finance Committee in June for formal approval. Governors queried if Satisfactory financial health to Good in two years was achievable. The Head of Finance responded that taking into account the £1M for the workforce reforms, the additional funding for young people and £1M for Goschen then the College would have Good financial health, there are small margins but the intention was always to move to Good. Governors discussed the speed of the workforce reforms and lack of succession planning. The possible impact on the Ofsted Leadership and Management grade of financial health was also discussed.

The Principal updated the Committee on the key issues with last year and consequences of inadequate financial health. The Principal then updated on the challenges for 2018/19, and specifically ensuring the AEB allocation is spent this year. Governors queried the account shortfalls and revenue and probability that the financial health target will be achieved. The Principal responded that its likely (90-95%) that we will get to Satisfactory this year.

Governors discussed retention, DSATs and contingency plans. Governors commented that this level of detail has never been shared before and it was positively received.

**Resolved:** To **approve** the draft 3 Year Financial Plan.

### **F&GP19/06 – Corporate Performance Report and balanced scorecard**

The Head of Finance reported on the predicted forecast of £80k deficit and small margin surrounding it. Governor challenged the variables involved and risk and asked if there were any material updates on ATL or numbers. The Head of Finance responded there are weekly working groups taking place to monitor and ensure all targets are achieved. The Principal added that she will bring a paper to a future meeting on ATL which will include consideration of TUPE, novation of allocation and their unique identity. Discussed potentially changing the ATL contract to a more standard sub contract and the need to maintain ATL's financial viability.

Governors queried if there are any other grants not included in the forecast or in the pipeline. The Head of Finance updated that the CITB bid was achieved and also the Children in Need bid. The Institute of Technology bid is yet to be decided but would affect next years' budget onwards.

**Resolved:** To note the update.

### **F&GP19/07 – Workforce Reforms update – In Commercial Confidence**

This item was deemed In Commercial Confidence and is subject to a separate confidential Minute.

### **F&GP19/08 – Sale of Goschen**

Governors noted there was no further update since the Corporation meeting on 4 February.

**Resolved:** To note the update.

### **F&GP19/09 – Risk Register and Management**

Governors reviewed the College Risk Register. Governors queried if the financial item needed to be revised. The Principal responded that the residual risk now reflects our current position.

Governors commented on the substantial improvement in the risk profile which is reassuring. Discussed how anything below 15 is deemed a lower level risk. The Principal will inform Barclays Bank once the new Principal is appointed. Governors discussed shortlisting for the new Principal and whether the panel will consider the focus on curriculum or finance. Governors commented positively on having visibility of the risks the College is facing.

**Resolved:** To note the update.

**F&GP19/10 – New finance governor update**

The Principal reported that Adam Corney has been appointed as a new College Governor and will be proposed as a member of the Audit Committee.

**Resolved:** To note the update.

**F&GP19/11 – Any Other Business**

The Principal updated that the new Chief Finance Officer starts on 1 March.

Governors asked if students would notice any differences due to the current financial position. The Head of Finance responded that the College was keen to avoid any impact on students and queried if any differences had been reported. The Student Governor responded that students hadn't reported they had seen any changes.

The Chair on behalf of the Committee thanked S Wilson and her team for all the hard work which had gone into the reports for the FEC, ESFA and Barclays Bank.

**F&GP19/12 – Date of Next Meeting**

The next meeting will take place in April and the Clerk will find a convenient date.

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