



**MINUTES OF THE FINANCE AND
GENERAL PURPOSES COMMITTEE MEETING
MONDAY 20 FEBRUARY, 2017 AT 5pm**

Members: Douglas Fussell (Chair)
Lady Milnes Coates
Don Gratton
Joy Hillyer
Roger McClure (Chair elect of Governors)
Lady Salisbury
Sir William Stubbs (Chair of Governors)
Stephen Dowbiggin OBE (Principal)

In attendance: Malcolm Goodwin, Deputy Principal
Joanne Coffey, Clerk to the Governing Body
Damien Fallon, Director of Finance
Simon O'Hear, Director of Human Resources
Richard Prowse, Assistant Principal Facilities, Health and Safety

ADMINISTRATIVE AND GENERAL ITEMS

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. DECLARATION OF INTERESTS

There were no additional declarations of interest relating to this meeting.

3. ELECTION OF VICE CHAIR OF FINANCE & GENERAL PURPOSES COMMITTEE

RECEIVED: Paper 3 – Report of the Clerk, for decision.

NOTED:

- i. The Clerk requested nominations for a Vice Chair of the F&GP Committee
- ii. Don Gratton nominated Roger McClure
- iii. Roger McClure indicated his willingness to stand for election as Vice Chair and Lady Salisbury seconded the nomination
- iv. There were no other nominations.

RECOMMENDED TO THE GOVERNING BODY that:

- i. Roger McClure be elected as Vice Chair of the Finance & General Purposes Committee for a 3 year term.**

4. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING HELD ON 16 NOVEMBER 2016

RECEIVED: Paper 4 – Minutes of the Finance & General Purposes meeting held on 16 November 2016, for decision.

NOTED:

- i. The minutes were recognised by Governors as a true reflection of the meeting.

RESOLVED to:

- i. approve the minutes of the meeting of the Committee held on 16 November 2016 as a correct record and authorise the Chair to sign them.**

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 16 NOVEMBER 2016

RECEIVED: Paper 5 – Matters arising from the minutes of the meeting held on 16 November 2016, for information.

NOTED:

- i. No further discussion was required regarding the ongoing matters arising.

STRATEGIC AND ESTATES

6. REPORT OF THE PRINCIPAL

RECEIVED: Paper 6 – Report of the Principal, for information.

NOTED:

- i. The Area Review report is still in production and there were details over how best to represent the London land-based sector accurately
- ii. The London Enterprise Action Partnership (LEAP) were aware of this and the fact that land-based Colleges in London were much more diverse
- iii. Marilyn Hawkins only signed the London report after she was satisfied this matter was rectified
- iv. The College has a collaboration with Tottenham Hotspur FC which will lead to the development of a Nature Reserve for Enfield schools
- v. As the Area Review identified the need for an East London Centre, it was suggested that an informal sub-group of the following Governors were formed to explore actions on behalf of F&GP:
 - Doug Fussell
 - Lady Salisbury
 - Roger McClure
 - Joy Hillyer

7. UPDATE ON FUNDING MATTERS

RECEIVED: Paper 7 – Report of the Principal, for information.

NOTED:

- i. The College's new, more sophisticated, MIS (Management Information System) results in data that can be used by staff in graphical format, also to be sent directly to the SFA in the correct format
- ii. Performance is slightly lower than in the previous year, however, the College is able to react immediately to progress towards targets because of the better monitoring
- iii. This exercise demonstrates good control mechanisms and no areas of concern.

FINANCE

8. REPORT OF THE DIRECTOR OF FINANCE

RECEIVED: Paper 8 – Report of the Director of Finance, for decision.

NOTED:

- i. The profit shedding deed of covenant between the College and Capel Manor Limited was historically used for tax legislation due to the charity status of the College
- ii. As profits now automatically cede the Corporation, the profit shedding deed is no longer required and should be cancelled
- iii. In future, Capel Manor Limited will gift aid a surplus to the College in the post accounting year
- iv. The memorandum of understanding between the College and Capel Manor Limited needs to be refreshed and will be brought to the next F&GP Committee.

RESOLVED that:

- i. the current profit shedding deed between Capel Manor Ltd and the Corporation is cancelled (as it has served its purpose)**
- ii. the Director of Finance is instructed to write to the Directors of Capel Manor Ltd explaining that the deed is cancelled and that it is no longer needed as any profits automatically cede the Corporation.**

9. PROJECTS AND PARTNERSHIPS UPDATE

RECEIVED: Paper 9 – Report of the Deputy Principal, for information.

NOTED:

- i. The new Vice Chancellor of the Royal Agricultural University (RAU), Professor Joanna Price, is now in post and will visit Capel Manor's Enfield site at the end of April 2017
- ii. There is a 20% fee payable to RAU for conferring degrees to our students which also helps facilitate study weeks at RAU's halls in Cirencester
- iii. The College may arrange for a reciprocal arrangement which allows RAU's students to study at the Enfield site
- iv. As this was a partnership (rather than a franchise agreement) this has been reflected in its shared success, as Capel Manor is seen as enhancing the RAU's curriculum offer

- v. The College will seek to further develop its collaboration with English Heritage and National Trust, and there is more frequent communication with them
- vi. The projects and partnerships clearly demonstrate the College's commitment to providing an enhanced experience for the College's students.

10. MANAGEMENT ACCOUNTS FOR THE SIX MONTHS TO 31 JANUARY 2017

RECEIVED: Paper 10 – Report of the Director of Finance, for decision.

NOTED:

- i. An amended page was tabled (see **Appendix I, Schedule II** attached)
- ii. The College has operated within the key accounting ratios approved by the Governing Body for this period
- iii. Expected income has decreased by 1% but this is not significant as costs are 6% below budget
- iv. The College retains good reserves and is well positioned to respond to the challenges of the current and future years.

RESOLVED to:

- i. **receive the management accounts for the second quarter of 2016/17, with the amended schedules, and circulate them to the Governing Body (attached as Paper 12a).**

11. REVISED OUTTURN AND FORECAST FOR 2016/2017

RECEIVED: Paper 11 – Report of the Director of Finance, for decision.

NOTED:

- i. The College is managing costs and is now projecting any operating surplus of £185k for the year
- ii. The London Borough of Enfield Pension Scheme officers have advised that both the monthly payroll and the annual lump sum may reduce. Confirmation of the actual figures are awaited and will be reported to the Governing Body
- iii. As the pension deficit led to the worst valuation in July 2016, this year's accounts are expected to result in a surplus on the LGPS pension valuation
- iv. The Chair of F&GP was thanked for his advice and guidance in this matter.

RECOMMENDED TO THE GOVERNING BODY that they (attached as Paper 12b):

- i. **approve the revised Comprehensive Spending Review Forecast for 2016/17 as detailed in Appendix I, Column B**
- ii. **approve the revised cash flow forecast for the remainder of 2016/17 detailed in Appendix II.**

NB: Governors to note that the revised Comprehensive Spending Review results in a £107k increase in the current planned surplus to £185k.

The proposed change in budget requires approval as the movement in several of the absolute figures are in excess of £80,000.

HUMAN RESOURCES

12. REPORT OF THE DIRECTOR OF HUMAN RESOURCES

RECEIVED: Paper 12 – Report of the Director of Human Resources, for information.

NOTED:

- i. The HR Annual Plan has been adopted and is in line with the current HR Strategy
- ii. The revised HR strategy (to 2020) will be considered by F&GP before it goes to the Strategy Committee
- iii. Staff satisfaction surveys are being distributed in the Spring term 2017, in line with the Annual Plan
- iv. The staff conference this year was well received and focused on the Ofsted inspection, where staff were split into teams to reflect back and identify key improvements and developments being sought in 2016-17.

13. STAFF EQUALITY ANNUAL DATA REPORT FOR 2016

RECEIVED: Paper 13 – Report of the Director of Human Resources, for information.

NOTED:

- i. This report forms part of the annual Equality Data report which will be considered by the College's Equality and Diversity Group in March 2017
- ii. The data looks at the nine strands of the Equality Report and provides a comprehensive analysis of diversity and ethnicity which allows for the College to monitor its performance and identify any areas where it may be discriminatory against a group identified by the scheme
- iii. The Action Plan has been drafted and revised
- iv. As some statistics remain undeclared (despite this number reducing substantially each year), encouragement of staff is required with the understanding that the capturing of data is solely for global statistical use
- v. As the College's recruitment software now flows into the HR system, more data should be revealed as this is shared more freely at the recruitment stage
- vi. Marital status is still included
- vii. The system has been simplified to capture gender as male or female (as any pre-gender status is deemed as insignificant)
- viii. The College strives to encourage a richness of diversity with both staff and students and to reflect proportionately on London as a multi-cultural and gender-neutral City
- ix. To attract a wider variety of students, the College's marketing was being focused towards how students could be running their own business, and be their own boss, rather than primarily about them working on the land
- x. The Director of HR was thanked by the Governors for his extensive and impressive work on this report, which further demonstrates the College's openness and transparency.

DATE OF NEXT MEETING – Thursday 27 June, 2017 at 4.45pm