

# Minutes

## Part I

| <b>Finance and General Purposes Committee</b>                            |  |
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| Meeting Time and Date  | <b>1700 on 20 June 2018</b>  |
| Meeting Location   | <b>Room H2, Enfield</b>  |
| Present  | Doug Fussell (Chair)<br>Roger McClure (Vice Chair)<br>Don Gratton<br>Lady Milnes-Coates<br>Christine Bianchin (Observer)<br>Damien Fallon (Finance)<br>Malcolm Goodwin (Principal)<br>Richard Prowse (Facilities)<br>Joanne Coffey (Clerk) |
| Apologies  | Susanne Datta (HR)<br>Lynn Hart (Academic)   |
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|  | <b>Action</b> |
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| <b>1. Apologies</b><br><br>1.1. Apologies were given by Susanne Datta and Lynn Hart.   |               |
| <b>2. Declaration of Interests</b><br><br>2.1. None.   |               |
| <b>3. Minutes (Decision)</b><br><br><b>Resolved to</b><br><br>3.1. <b>Approve the minutes of the Finance and General Purposes Committee meeting held on 12 March 2018 as a correct record and authorise the Chair to sign them.</b>                  |               |
| <b>4. Matters Arising</b><br><br>4.1. No matters were discussed.   |               |
| <b>5. Review of Finance and General Purposes Risk (Decision)</b><br><br>5.1. The new Risk Register includes an assessment of inherent and residual risk as reflected in the new Risk Management Policy.<br><br><b>Lady Coates joined the meeting</b> |               |

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| <p>5.2. The Risk Management Policy key to be added to the Risk Register to clarify the levels of risk.</p> <p>5.3. The risk regarding terrorism or extremism, originally designated to the Health and Safety Committee, was accepted by the Committee.</p> <p><b>Resolved to</b></p> <p>5.4. <b>Enter the above revisions or additions to the Risk Register.</b></p>   | <p><b>Principal</b></p> <p><b>Principal</b></p>      |
| <p><b>6. Nine Month Management Accounts 30 April 2018 (Decision)</b></p> <p>6.1. The operational outcomes are in-line with the College's key accounting ratios and the balance sheet has increased in value by £486k.</p> <p>6.2. Scrutton Bland conducted a high level review of the College's sales ledger which demonstrated over £300k of debt collected.</p> <p>6.3. Despite external pre-screening, a small percentage of students relying on student loan finance do not complete their courses, thus blocking potential new students from enrolling. This risk to be added to the Risk Register.</p> <p><b>Resolved to</b></p> <p>6.4. <b>Accept the group management accounts for the third calendar quarter to 30 April 2018 and recommend them to the Governing Body for their approval (Appendix I).</b></p> | <p><b>Principal</b></p> <p><b>Governing Body</b></p> |
| <p><b>7. Forecast Budget Outturn 2017-18 (Decision)</b></p> <p>7.1. The revised budget demonstrates the growth in high needs income which will be factored into future year budget forecasts.</p> <p><b>Resolved to</b></p> <p>7.2. <b>Approve the revised projected comprehensive spending review, cash flow and balance sheet for the year ended 31 July 2018 (Appendix II) and recommend them to the Governing Body for approval.</b></p>   | <p><b>Governing Body</b></p>                         |
| <p><b>8. Financial Plan 2018-19 (Decision)</b></p> <p>8.1. The higher income expected from Higher Education provision has been factored into the Financial Plan.</p> <p>8.2. The forecast increase of 40 students per year is supported by:</p>  |  |

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| <p>a) The current funding methodology, which is expected to be in place for the next two years</p> <p>b) Staffing increases</p> <p>c) Planned accommodation growth.</p> <p>8.3. Apprenticeship recruitment is demonstrating healthy growth which the College can comfortably accommodate.</p> <p>8.4. The Committee felt that networking with regional representatives would provide more targeted advice and expertise for the College's East and West London development projects.</p> <p><b>Resolved to</b></p> <p>8.5. <b>Endorse these assumptions as the basis from which the Financial Plan 2018-2020 will be derived.</b></p>   | <p><b>Principal</b></p>      |
| <p><b>9. Proposed Budget 2018-19 (Decision)</b></p> <p>9.1. The College has negotiated an increase in its funding with the Education and Skills Funding Agency (ESFA) by £452k based on the previous year's actual recruitment.</p> <p>9.2. Higher Education recruitment is expected to increase to 70 students in 2018-19.</p> <p>9.3. The planned appointment of a new chef at the Enfield site, to recover historical operating margins, should increase income and reduce expenditure in Catering.</p> <p>9.4. The Committee noted that the balance between providing catering to both students and visitors at Enfield will remain a challenge until the development of the new Visitor Centre.</p> <p>9.5. The recruitment of stronger middle-management and more full time staff to replace interim academic roles and agency staff are expected to manage salary costs in the long-term.</p> <p><b>Resolved to</b></p> <p>9.6. <b>Recommend to the Governing Body that they adopt the proposed comprehensive spending budget for the financial year 2018-19 (Appendix III) to become the baseline for the College Financial Plan 2018-20 to be considered by the F&amp;GP Committee at a special meeting on 18 July 2018.</b></p> | <p><b>Governing Body</b></p> |

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| <p><b>10. Planned Capital Expenditure 2017-18 and 2018-19 (Decision)</b></p> <p>10.1. The approved allocation of £8.8m for the Crystal Palace Park and Greenhouses Enfield projects was brought forward from 2017-18.</p> <p><b>Resolved to</b></p> <p>10.2. <b>Approve an allocation of £264k to fund capital expenditure in 2018-19.</b></p>  |  |
| <p><b>11. Report of the Director of Finance</b></p> <p>11.1. The financial statement's auditor has confirmed that they will be using the same audit strategy as the previous year.</p>  |  |
| <p><b>12. Projects and Partnerships</b></p> <p>12.1. Tottenham Hotspur Football Club's (THFC) development of the nature reserve at Dickenson's Meadow is close to commencement, whereby the College will be responsible for the teaching provision and maintenance of the wildlife reserve.</p> <p>12.2. Negotiations are in progress with the New Covent Garden Market, for a College facility to provide horticultural teaching for apprenticeships, higher education, professional short courses and aspirations for food production in the future.</p>  |  |
| <p><b>13. Report of the Assistant Principal Facilities, Health and Safety</b></p> <p>13.1. The 5 year draft maintenance plan from 2016 (not officially adopted) is progressing well with safety tasks either completed or in progress. Other maintenance activities have been prioritised.</p> <p>13.2. A new draft of the plan to incorporate Forty Hall Farm and the Bartlett Arboriculture Training Centre/Princess Royal Building has been proposed and quotes obtained.</p> <p>13.3. The first phase of the Gilmore Lane development is due for completion in June 2018 and will provide sustainable recycling for the Enfield site.</p> |  |
| <p><b>14. Report of the Director of Human Resources</b></p> <p>14.1. The Director of Human Resources has made considerable advances with ensuring statutory requirements have been fully met by the College.</p> <p>14.2. The breadth of new developments and improvements across the College in the human resources area was noted.</p>  |  |



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| 17.1. A Special Part I Finance and General Purposes Committee meeting will take place on Wednesday 18 July, 2018 at 1700. |  |
| 17.2. The next Finance and General Purposes Committee meeting will take place on Wednesday 21 November, 2018 at 1730.     |  |