

CAPEL MANOR COLLEGE
SPECIAL FINANCE AND GENERAL PURPOSES
PART II COMMITTEE MINUTES
WEDNESDAY 12 JULY, 2017

Members: Douglas Fussell (Chair)
Lady Milnes Coates
Don Gratton
Joy Hillyer
Roger McClure (Vice Chair & Chair of Governors)
Lady Salisbury
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

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATION OF INTERESTS

None.

3. TWO-YEAR FINANCIAL PLAN 2017/18 TO 2018/19 AND PROJECTED FINANCIAL HEALTH CATEGORY

RECEIVED: Paper 3 - Report of the Director of Finance, for decision.

NOTED:

- i. As part of the validation process of the College's Financial Plan, a questionnaire (designed by BIS) was completed and copied to Governors to provide them with assurance. This was felt to be good practice but is not obligatory.
- ii. The question 'Does the commentary include the general level of pay awards assumed in the plan?' to be amended to 'Yes' as the College assume no inflationary pay award (Appendix I).
- iii. The College continues to align the College's Financial Plan against the Education and Skills Funding Agency (ESFA)'s financial checklist of good practice which will be submitted to the ESFA by 31 July 2017.
- iv. The Director of Finance and his team were congratulated for the thoroughness of their work and the detail included in the report.
- v. The 'Premises area per learner' within the Property Schedule (10) was being erroneously calculated by the software and the correct figure (9.69) would be added.

vi. An expected increase in staffing costs in 2018/19 is due to:

- the additional teaching staff required
- support phased growth in provision (with no estimate of a vacancy factor)
- continued upward drift of pay cost due to increased on-costs and more permanent staff

RECOMMENDED TO THE GOVERNING BODY that:

- i. **adopt the commentary, checklist and Financial Plan 2017-2019;**
- ii. **approve the Principal to sign the Financial Plan 2017-2019;**
- iii. **submit a copy of the signed Financial Plan 2017-2019 and commentary to the Education and Skills Funding Agency by 31 July 2017.**

4. MINUTES OF THE STRATEGY COMMITTEE MEETING HELD ON 5 MAY 2017

RECEIVED: Paper 4 - Minutes of the Strategy Committee meeting held on 5 May 2017, for decision.

NOTED:

- i. The Chair drew the Committee's attention to consideration of the HR Strategy at their next committee meeting.

RESOLVED to:

- i. **consider the following proposed overarching statement for the College's finance, enterprise and fundraising strategy, and subject to this, the statement should be recommended to the Governing Body (Part I):**

"The College shall seek to maximise, deploy and invest its funding, reserves and resources to support its core activities and achieve its strategic aims, in a manner which is responsible, ethical and sustainable and enhances its efficiency and effectiveness."

5. MATTERS ARISING FROM THE MINUTES OF THE STRATEGY COMMITTEE MEETING OF 5 MAY 2017

RECEIVED: Paper 5 - Matters arising from the minutes of the meeting held on 5 May 2017, for information.

NOTED:

- i. All matters outstanding had been discussed.

DATE OF NEXT MEETING: Wednesday 22 November 2017 at 4.45pm.