

## CAPEL MANOR COLLEGE

### FINANCE AND GENERAL PURPOSES COMMITTEE

#### MINUTES OF THE MEETING HELD ON TUESDAY 8 MARCH 2016

**Members:** Doug Fussell (Chairman)  
Paul Jolly (Vice Chair)  
Don Gratton  
Joy Hillyer  
Lady Coates  
Sir William Stubbs  
Lady Salisbury  
Steve Dowbiggin OBE, Principal

**In attendance:** Malcolm Goodwin, Vice Principal Curriculum & Quality  
Damien Fallon, Director of Finance  
Nick Evans, Director of Estates and Buildings  
Simon O'Hear, Director of Human Resources  
Clare Kendle, Clerk to the Governing Body

#### **1. APOLOGIES FOR ABSENCE**

There were apologies for absence noted from Douglas Fussell (Chair) and Paul Jolly (Vice Chair).

As neither the Chair nor Vice Chair were available the Clerk asked for a nomination for Acting Chair. Joy Hillyer was nominated by Lady Salisbury and seconded by Sir William Stubbs and unanimously elected as acting Chair for the meeting.

#### **2. DECLARATION OF INTERESTS**

That there were no interests raised in relation to this part of the meeting.

#### **3. MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 18 NOVEMBER 2015**

The Committee RECEIVED paper 3, minutes of the Finance & General Purposes meetings held on 18 November 2015 for decision.

#### **RESOLVED that:**

- i. the minutes of the meeting of the Committee held on 18 November 2015 be approved as a correct record and signed by the acting Chair.**

#### **4. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON THE 18 NOVEMBER 2015**

RECEIVED: Paper 4, from the Clerk for Information

NOTED:

- i. Governors are keen for the College's plan to adopt a high level dashboard system to oversee performance to be progressed.
- ii. That this is a priority for the College and is being progressed.

#### **Strategic**

#### **5. REPORT OF THE PRINCIPAL**

RECEIVED: Paper 5, from the Principal for Information

NOTED:

- i. The area review visit has gone well and has proved constructive but demanding.
- ii. The Governors were very well represented at the meeting with the FE Commissioner and in the discussions it was apparent that she had identified and understood key aims of the College and its uniqueness.
- iii. The Governors were well represented at the meeting and demonstrated a wide range of relevant experience and this strengthened the FE Commissioners view of the College.
- iv. The Patron visited the College on the 3<sup>rd</sup> March and the visit was greatly appreciated by both staff and students.

#### **6. UPDATE ON FUNDING MATTERS**

RECEIVED: Paper 6, from the Principal for Information.

NOTED:

- i. The College has received its 2016/17 EFA funding allocation since papers were circulated (and this was tabled).
- ii. This showed EFA funding of about £200k more for 2016-17 than expected in the three year forecasts and an £800k increase on the 2015/16 funding (due to lagged funding).
- iii. The need to continue to over recruit 16-18 year olds to maintain growth and achieve efficiencies of scale in the future.
- iv. The progress on achieving targets at 6 months was good (with the exception of adult loans).
- v. The budget set for 2015-16 is realistic and the College was in a good position to be in the black at the end of the year.

- vi. There is to be no reduction by the SFA funding in 2016/17 (the College had budgeted for a 10% reduction).
- vii. The SFA and EFA had indicated that the system currently used to calculate funding would be in place until 2019-2020.
- iii. The extra funding used to subsidise the cost of meals for 16-18 year olds in hardship is a very valuable resource and is taken up by a great number of students so its loss in 2016/17 is regretted.
- ix. The College is developing a cashless system to reduce any embarrassment to students qualifying for a free school meal.
- x. It is hoped funding can be found from continuing services as this has proved a valuable assistance to students.

## **Finance**

### **7. REPORT OF THE DIRECTOR OF FINANCE**

RECEIVED: Paper 7, from the Director of Finance for Information

NOTED:

- i. The sales debt profile is showing a reduction and officers feel that the provision currently made for 2015-16 will be adequate.
- ii. Concern over the level of debt with the student loan company. It was explained that the student loan company has specific paperwork it needs completed before it released funds, (but once this is complete the flow of the money has been reassuringly smooth).

### **8. UPDATE ON PROJECTS AND PARTNERSHIPS**

RECEIVED: Paper 8, from the Vice Principal, Curriculum and Quality to the Governors for Information

NOTED:

- i. RAU (Royal Agriculture University) has validated the two further Foundation Degrees (Urban Greenspace Management and Animal Management and Zoology). This is very positive and the recruitment of students for a start in Sept 2016 is underway. The UCAS approval has taken place (in 2015) and this should not hinder the process (as was the case in the previous year).  
The College has planned ahead for the capacity to increase in future years and feels that there is the space for the additional students in the College.
- ii. That the target is for a minimum of 30 and a maximum of 60 students to be recruited for 2016/17.
- iii. Historic and Botanic Garden Bursary Scheme has gone really well and our Patron was aware of the scheme and commented on how well it had gone as he has trainees from the scheme on his estate.

- iv. Floristry apprenticeships are being delivered at New Covent Garden. It has been a challenge to try and engage employers from the floristry industry but it is succeeding slowly but surely. The Head of School is also planning a level 4 qualification to be run out of New Covent Garden from September 2016.
- v. Plans to take a 25 year lease on Brooks Farm are progressing well and the College is on track to take possession from 15<sup>th</sup> April 2016.
- vi. The relationship with Marshalls PLC has strengthened further and is proving to be powerful to the College with both landscaping materials and expertise being donated to the College.

**9. MANAGEMENT ACCOUNTS FOR THE SIX MONTHS TO 31 JANUARY 2016 (See Paper 10a appended)**

RECEIVED: Paper 9, from the Director of Finance to the Governors for Decision

NOTED:

- i. The key performance indicators for cash days in hand is a minimum of 30 (not 25 as reported in the paper).
- ii. The extra £159k which will be paid in March for the overachievement of 16-18 year olds target in 2015-16 and the compensation for of the pylons will further strengthen the College's cash position.
- iii. The College is on the profile for its budgets (six month).
- iv. Given the College's current position and assuming a reasonable year for events and marketing, management are content that they will return a surplus at the end of the year.

**RESOLVED that:**

- i. **The Committee receive the management accounts for the second quarter of 2015/16 and recommend them to the Governing Body for approval.**

**10. REVISED BUDGET AND CASH FLOW FOR 2015/2016 (See Paper 10b appended)**

RECEIVED: Paper 10, from the Director of Finance for Decision.

NOTED:

- i. SMT are managing costs in line with projected income.
- ii. The College is now projecting an operating surplus of £10k.
- iii. The net effect on the bottom line is a £16k decrease in the operating surplus.
- iv. Salary costs should come in under cost budget but a conservative approach has been adopted.

- v. The pylon compensation will be additional to these figures below the operating result so as to not distort performance reporting.
- vi. In Note 6; (in regards to the reduction of fee charges to students). an explanation was given that this reflected a reduction in adult numbers due to less government funding available.

**RECOMMENDED TO THE GOVERNING BODY THAT:**

- i. The revised income and expenditure budget for 2015/16 be approved;**
- ii. The revised cash flow forecast for the remainder of 2015/16 be approved.**

**Estates and Buildings**

**11. REPORT OF THE PRINCIPAL**

RECEIVED: Paper 11, from the Principal for Information

Noted:

- i. Amendment to report 'good' access to the steel climbing tree is noted (rather than 'god' access).
- ii. The Vice Principal has secured the FE Skills Festival to be held at the College this year. The event is prestigious and widely known in the sector and will generate income.

**Human Resources**

**12. REPORT OF THE DIRECTOR OF HUMAN RESOURCES**

RECEIVED: Paper 12, from the Director of Human Resources for Information

NOTED:

- i. The staff satisfaction survey was in circulation, the data to come out of this will be analysed soon and reported to the next Finance and General Purposes meeting.
- ii. Although a higher figure of 50% return had been achieved the College would try for a 60% return.
- iii. The staff conference held in December 2015 went well, staff felt listened to and feel that the College is responsive to their views.
- iv. The managers' away day also looked at the key points to come out of the staff conference. This was a very positive day.

### **13. STAFF EQUALITY ANNUAL DATA REPORT FOR 2015**

RECEIVED: Paper 13, from the Director of Human Resources for Information

NOTED:

- i. In general staff are disclosing more to the College and the data shows that the College has a good diversity across all staff.
- ii. The marital status has to be analysed as part of the equality act (2012) but Governors questioned the relevance of the data.
- iii. The data showed no areas for bias on equality and diversity.
- iv. The staff training continues to be a positive area for staff.
- v. Staff retention and turnover (17.9%) for 2015 are well below Greater London College levels and also National College Levels and were felt to provide appropriate levels.
- vi. The length of service given by staff is good and remains at a high level.
- vii. The Director of Human Resources produced a student Equality data report which was presented to the Curriculum and Quality Committee.

#### **DATE OF THE NEXT MEETING**

**The date of the next main meeting is scheduled for 5.15pm on Thursday 30 June 2016.**

Joy Hillyer  
Acting Chair