



MINUTES

PRESENT: Rosaleen Liard (Chair)
Caireen Mitchell (Principal & CEO)
Varsha Mehta

CLERK: Fiona George

IN ATTENDANCE: Dawn Cowcher (DHR)
Ann-Christine Harland (VPF&R)

QUORACY: The meeting was quorate throughout

TIMING: 6pm to 8.40pm

1	APOLOGIES FOR ABSENCE Apologies were received from Gordon Smith.
2	DECLARATION OF INTEREST Members are invited to declare any interest in any item(s) in the agenda. There were no declarations on interest.
3	MINUTES OF THE MEETING HELD ON 31 October 2018 The minutes and confidential minutes of the meeting held on 31 st October 2018 were agreed as a correct record and signed by the chair.
4	Matters arising from the minutes not on the agenda Item 4. The self-assessment has been completed and will be circulated at the next meeting Item 5. The report on apprenticeships will be circulated following the meeting. The P&CEO gave a brief updated on the position with CUH who are now going through a procurement process. There are currently 96 apprenticeships in the pipeline including Brick to Brick. RL acknowledged the College representation at the councils 100 in 100 (100 apprenticeships in 100 days) where 3 members of the college were present. RL has committed to two apprenticeships on provision Croydon Council provides the scheme. Point 7 regarding the Financial Health Assessment early intervention status was queried. The VPV&R confirmed the ESFA will make a decision following the submission in December, confirmation is usually received around May. Item 13. The P&CEO will confirm if the art workshop has reopened Confidential minutes Item 15 completed, AC had spoken to TU and Barclays bank and the TU realised this would not be possible ACTION: Clerk to circulate self-assessment at next meeting ACTION: The VPTSH to circulate an apprenticeships report ACTION: The P&CEO to confirm if the art workshop has reopened

5	<p>Update on Merger This item is minutes under Part B – Confidential Minutes.</p>
6	<p>STUDENT NUMBERS UPDATE A student numbers report was circulated with the papers and taken as read. This shows business planning for 2019/20. The R04 return showed 1499 students enrolled, however, this is down to 1490. It is hoped to keep this number for the RO6 in early February. In regards to adult learners, the VPTSH is leading on new short course with January starts, there have been 80 expressions of interest but this is slow getting started.</p> <p>The college will need to decide in February whether to bring in sub-contractors. The committee queried if local businesses understand the courses are available and what the College can deliver. The P&CEO commented the college is offering some really interesting distance and blended courses which is hoped will interest businesses and agencies.</p>
	<p>FINANCIAL MONITORING</p> <p>a) November 2018 Management Account s The November 2018 Management Accounts were circulated prior to the meeting and taken as read.</p> <p>The VPF&R commented there had been issues around collection of income, with a variance of £225k adverse. The forecast variance for the year is £69k which includes £400k delivery by Croydon rather than a sub-contractor. The college is trying to reduce the costs relating to teaching agency staff. The support side is slightly over the accumulative budget and includes interim vice principal costs. The December management accounts show a saving in business support costs against budget.</p> <p>Cash flow is slightly under on income as no money has being received from City College for apprenticeships yet. The report included details of course contribution levels in curriculum areas.</p> <p>Members noted the November 2018 management accounts.</p> <p>b) Virements to the Croydon 2018/19 budget The financial year is now six months in and various assumptions made in setting the budget have now changed. Five adjustments are proposed which will reduce budgeted income by £505k, increase pay costs by £261k and reduce non pay costs by £762k, thus maintaining the original budgeted surplus of £57k.</p> <p>A paper was circulated at the meeting. There are five areas where the VPF&R is asking for changes to assumptions so when compared to the budget it gives a more realistic idea of where the college is. The VPF&R outlined the five areas;</p> <ol style="list-style-type: none"> 1. Inclusion of the Priory School budget income as this is not currently included. 2. To adjust for growth in the internal delivery of the Adult Education Budget. 3. To adjust for the assumption that the college would have signed a contract with CUH for their Apprentice Levy (£300k) in 2018/19 and correct the brought forward contract element (£74k). 4. Adjustments to reflect the shortfall and delays in recruiting to established posts and use of agency and interim staff. 5. Reduction in the HE tuition fees (-£350k) and Adult Loan assumptions (+£50k) offset against pay reductions and non-pay budgets.

	<p>The committee commented going forward the college would not expect to have variances to this extent and the VPF&R agreed.</p> <p>RESOLUTION: The F&R Committee recommended the virements to the March Board meeting for approval.</p> <p>ACTION: The Fees Policy and HE tuition fees to go to the March Board for approval.</p> <p>c) Proposed merged college 2018/19 budget from agreed merger date –</p> <p>Members to note that this budget can only be approved by the merged Board therefore it will need to be considered at the first Board meeting following the merger. (currently 20 March 2019)</p>
8	<p>Planning 2019/20</p> <p>a) Approval of Fees Policy 2019/20 The Fees Policy for 2019/20 was circulated with the papers and taken as read. The VP&R reported this Policy needs to go to the Board for approval. Changes are shown in red.</p> <p>Page 98 shows the proposed increase in HE fees to £7.5k, these are subject to OfS approval which is still awaited. The proposal is for 2020/21 and the rationale is that the increase of £1500 includes an amount that will be used for student support. The committee queried show this compared to other FE colleges. The P&CEO commented it is very similar to other FE colleges but the College will keep looking to ensure it is competitive. The VPTSH will have comparative data for the board meeting in March when the policy is circulated for approval</p> <p>ACTION: The VPTSH to provide comparative data on other FE college fees for the Board meeting in March.</p> <p>b) Approval of HE tuition fees 2020/21 (pending approval by OFS) The HE tuition fees 2020/21 were circulated with the papers and discussed above.</p>
9	<p>ANNUAL REPORT ON HR MATTERS</p> <p>The annual HR report was circulated with the papers and taken as read. The committee noted the report.</p> <p>The DHR outlined her report. There is a new payroll person starting and there will be a consultant coming in to work with her with the view to completing a payroll run by the end of the week. Coulsdon staff will be on the payroll for February.</p> <p>There are no HR staff working at Coulsdon so the College is providing upskilling, resources, training and inductions. The DHR outlined the staff learning day. There will be training for business support staff following the merger. The DHR is looking at staff wellbeing and reviewing occupational health.</p> <p>The college is developing the i-trente system to incorporate appraisals, learning development and management reporting. The DHR is reviewing policies and procedures for Croydon and Coulsdon but using two separate policies for now as terms and conditions are different.</p>

	<p>A staff engagement survey will be completed at Easter.</p> <p>DBS checks are now done online, however, finger printing is still done on paper and requires four counter signatories for this. There was a discussion around responsibility for signatories. Enhanced checks and right to work could change if the UK leaves the EU.</p> <p>The DHR outlined payslip changes which will include hours worked and pension employer's contribution.</p>
10	<p>DATES OF FUTURE MEETINGS</p> <p><i>6 March 2019</i></p> <p><i>8 May 2019</i></p> <p><i>12 June 2019</i></p>
11	<p>OTHER BUSINESS</p> <p>There was no other business.</p>

Signed _____ (Chair)

Date: _____

Item	Action	By Whom	Status
4	<p>Clerk to circulate self-assessment at next meeting.</p> <p>The VPTSH to circulate a apprenticeships report.</p> <p>The P&CEO to confirm if the art workshop has reopened.</p>	<p>Clerk</p> <p>VPTSH</p> <p>P&CEO</p>	
7	The Fees Policy and HE Tuition Fees to go to the Board for approval	VPF&R	
8	The VPTSH to provide comparative data on other FE college fees for the Board meeting in March.	VPTSH	