

**MEETING OF THE CROYDON COLLEGE FINANCE AND RESOURCES COMMITTEE
Wednesday 8 May 2019 at 6.00pm**

MINUTES

Present: Rosaleen Liard (Chair)
Gordon Smith
Caireen Mitchell (Principal)
Varsha Mehta
Chris Wright

Ann-Christine Harland (VP Finance and Resources)
Fadia Clarke (VP Training, Skills and HE)

Interim Clerk: Jill Small
Observer: Clare Mitchell, Clerk Designate

		Action
1.	Apologies for Absence Apologies had been received from Richard Beales and Dawn Cowcher.	
2.	Appointment of the Clerk It was agreed to appoint Jill Small as Interim Clerk. The Chair thanked JS for agreeing to assist the Board until Clare started in July.	
3.	Declarations of Interest There were no Declarations of Interest relating to matters on the agenda.	
4.	Minutes of the Meeting held on 6 March 2019 It was agreed that a reference to arrangement regarding the Finance staff at Coulsdon should be removed from the minutes. With this amendment Part 1 and 2 minutes of the previous meeting were approved and signed as a correct record of the meeting.	Clerk
5.	Matters Arising not on the Agenda Part 1: i) New Members (Item 1) The Clerk <u>agreed</u> to follow up the Board vacancies with Inspiring Governance. The Search and Governance Committee was due to meet on 12 June to consider new members. RL and CW agreed to join the meeting which would be held at 5.30pm prior to the next F&R meeting.	Clerk



	<p>ii) Financial Monitoring (Item 5)</p> <p>ACH confirmed that the appointment of RSM for the Coulsdon College 2018/19 accounts had been agreed. However, information was still outstanding from Croydon on pensions costs therefore the accounts would now go to the Audit Committee and next F&R in June.</p> <p>Other actions in the Part 1 minutes had been completed.</p> <p>Part 2:</p> <p>There were no specific actions but the Board had been informed that registration with the OfS had now been agreed. FC advised that the College was also having discussions with Croydon Council regarding their potential links with London South Bank University. The College had been reassured that there was no intention to compete with the College which would still be the key HE provider. CM advised that she believed the College provided excellent value for money and was already linked with a high quality provider in the University of Sussex. The College was keen to continue to improve the profile of the University Centre at Croydon.</p> <p>Discussions with Croydon were continuing. CW suggested that some kind of joint memorandum with the Council might be a useful way forward depending on developments.</p>	<p>ACH/Clerk</p>
<p>6.</p>	<p>Financial Monitoring and Student Number Reporting</p> <p>i) February 2019 Management Accounts</p> <p>ACH introduced this item. This was the first set of management accounts for the merged College to include income and expenditure from Coulsdon and so had presented many challenges. The figures also included the Restructuring Facility Grant to date.</p> <p>Members were reminded that the total Restructuring Grant was £6.4m. The total drawn down by the end of February was £4.7m and the report gave a breakdown of the items of expenditure funded by the Grant. ACH advised that the additional pension costs relating to LGPS would not be funded by the Transactions Unit as these were not allowable. The Lloyds loan repayment had been made direct by the TU to the bank. The VAT repayment of £1,164k had been paid to HMRC in March. The remainder of the Grant had been claimed and paid by the deadline of 29 March.</p> <p>The overall position was currently an adverse variance of £147k but it was expected that this position would improve up to year end with the forecast for the merged College being a surplus of £4,072k (including the RF Grant).</p> <p>Members reviewed the detailed figures provided in the report. A question was raised about the delay in payment of the income for non-levy apprenticeships from New City College. FC advised that this was being actively pursued and she believed it would be paid in full.</p>	



	<p>ACH explained that the College still had an issue with the level of pay costs which was due to the high agency costs but this had been the subject of a concerted effort by HR and the latest figures demonstrated a reduction.</p> <p>The report included the summary of key performance ratios which demonstrated that the College met the criteria for financial health of 'Good'.</p> <p>VM asked about the AE delivery and ACH referred to Item 4 on the agenda which was the detail of the College plans to involve a subcontractor partner in assisting with delivery of £200,000 of the contract.</p> <p>VM asked about the potential for increasing rental or hire costs at Croydon. ACH advised that the rental and hire income at Coulston had been better due to the sports facilities and also the historical lack of VAT which would no longer apply. The College would like to increase this income at Croydon and FC was leading on this through the marketing team.</p> <p>VM asked about the over spend on the marketing budget. FC advised that the team was now more stable in terms of staffing and so would be challenged to generate increased income.</p> <p>ii) Apprenticeship Update</p> <p>FC gave members an explanation of the report provided. The income target had been revised to £580k but subsequently increased to £690k. Achievement so far was £649k and overall performance for the non-levy work was going well.</p> <p>The process of getting learners signed up had been slower than usual due to the delays in obtaining awarding body approvals for the apprenticeship standards. The focus now would be on quality with a new employer engagement team fully in place at the College.</p> <p>The Chair commented on the excellent service being provided by the new Skills Adviser, Holly Reynolds, who was considered to be a great ambassador for the College.</p> <p>The Chair said that there was a real need for private and social housing care assistants which would include basic english and maths (including ESOL) which would be a good area for the College to target. FC agreed to follow this up with the team.</p>	<p>FC</p>
<p>7.</p>	<p>Planning 2019/20</p> <p>i) Draft Budget 2019/20</p> <p>ACH explained that the report was an early draft to provide details of the work to date with the Heads of Schools and Curriculum Teams. A Curriculum Plan was now in place but the outcomes so far indicated that further work was required to reduce the costs in a number of areas. The report listed the further work to refine the initial income</p>	



	<p>and expenditure predictions, this work was taking place with the budget being presented to the next F&R meeting in June.</p> <p>The budget setting process had involved a much wider group of College staff this year and had also incorporated the curriculum plans for both Croydon and Coulsdon which would be considered by the respective LQC meetings in June. There was also staff consultation relating to efficiency savings taking place which would be completed shortly.</p> <p>Members noted the report and thank ACH for the explanation of the information.</p> <p>ii) Approval of HE Tuition Fees</p> <p>It was agreed that this item would be carried forward to the June meeting.</p>	<p>Clerk</p>
<p>8.</p>	<p>Approval of Contracts</p> <p>i) Adult Education Budget – Subcontract 2018/19-2019/20</p> <p>ACH presented this report which provided details of the tender process for the subcontracted Adult Education provision. The College had agreed to invite tenders for delivery of part of the agreed Adult Education contract specifically relating to courses outside the area of the College. The value of the tender was £200,000.</p> <p>The College had received four tenders for the work and had assessed these against criteria stated in the report including quality and financial performance. Following this assessment a recommendation was made to award the contract to Learning Curve Group Ltd.</p> <p>Members reviewed the report and the processes and assessment which had taken place. It was noted that the process was conducted in line with the ESFA requirements and would be subject to a full audit review in the next few months. Members asked about procedures for monitoring quality and were reassured that this would be an ongoing process through the Partnership Manager at the College.</p> <p>Following this consideration members agreed to recommend to the full Board that the College should proceed with the appointment of Learning Curve Group Ltd for delivery of the Adult Education contract as tendered.</p> <p>It was noted that this recommendation required ratification by the full Board (to meet ESFA requirements). The Clerk agreed to circulate the report and details to all Board members to obtain this ratification which would then be reported to the July Board meeting.</p>	<p>Clerk</p>
<p>9.</p>	<p>Human Resources</p> <p>i) Pay and Gender Gap Report</p> <p>This report contained Croydon data only at present. The content was</p>	



	noted by the Board. The Chair commented that comparison with other colleges would be useful in the future.	
10.	<p>Risk Report</p> <p>ACH introduced this item which outlined the risk attributable to the F&R Committee. The risk register had been reviewed by the Executive team on 7 May and updates were explained to members as indicated.</p> <p>Members noted the updated risk register including the adjustments within the report. The area of highest risk continued to relate to achievement of income and expenditure targets and the resultant potential deterioration in financial health.</p>	
11.	<p>Any other business</p> <p>There was no other business.</p>	
12.	<p>Date of next meeting</p> <p>Wednesday 12 June 2019 at 6.00pm.</p>	

Signed Chair

Date: