

Resources Committee Meeting

Tue 12 November 2024, 08:30 - 10:00

Over Teams

Attendees

Board members

Usha Puri-Dewage (Member), Andy Boucher (Member and Corporation Chair), Hussa Al-Mima Ali (Director of Finance), Harriet Muxlow (Head of HR (joining for Reserved Item)), Kay Sandford-Beal (Director of Governance), Chloe Hall (Member), Rosali Pretorius (Committee Chair)

Absent: Dave Vasse (Principal), Nazerine Noorani (Member - Teaching Staff)

Meeting ID: 374 981 527 776

Passcode: XGZQGM

Meeting minutes

1. Welcome, Apologies for Absence and Quoracy

Information

Rosali Pretorius

To welcome members, including new member, Chloe Hall to the meeting, accept apologies and note absence. To confirm that the meeting is quorate.

The Chair welcomed members to the Committee, including new Governor, Chloe Hall. Apologies had been received from Dave Vasse and Nazerine Noorani, who had been required to meet inspectors at the beginning of the Enhanced Ofsted Inspection running 12th - 15th November 2024.

The meeting was confirmed as quorate.

1.1. Confidentiality Statement

Information

Rosali Pretorius

All matters discussed during this meeting are confidential until the minutes are approved. Any items recorded as Reserved business, **remain confidential after** the Reserved business minutes have been approved.

The Chair reminded all members of the standard confidentiality statement.

2. Declarations of interests

Information

Rosali Pretorius

Governors to declare conflicts of interest against any item on the agenda.

None were declared.

3. Minutes of the meeting on the 18th June 2024

Decision

Rosali Pretorius

To approve the minutes of the last meeting on the 18th June 2024

DECISION: The minutes were **approved** as a true record of the previous meeting.

 3. Draft Minutes_Resources Committee_180624.pdf

4. Matters arising from the minutes of the last meeting on the 18th June 2024

Information

Rosali Pretorius

To monitor the actions arising from the meeting on the 18th June, not covered elsewhere on the agenda.

DV was not able to attend to report progress on the Refit Accelerator. KSB understood that the college was not eligible to apply for this funding but would double check with DV post inspection and report back to members.

ACTION: KSB

AB reported that he had secured pro bono support from Linklaters to advise on the redrafting of the college's financial regulations. These were scheduled to be reviewed by the Resources Committee at the March 25 meeting.

HA explained that due to ongoing staff shortages within the Finance Team, she had been required to prioritise the Annual Report, Financial Statement, Regularity Assessment, Letter of Ongoing Concern and Management Accounts prior to turning attention to the Financial Regulations. These would have focus in the new year, when Linklaters support would be used.

ACTION: AB to contact Linklaters to advise that their support would be very welcome in the new year.

 4. Action log Resources Committee 180624.pdf

5. Draft Audited Annual Report & Financial Statements for the year ended 31 July 2024, Regularity Self-Assessment Questionnaire and Going Concern Letter

Decision And Information

Hussa Al-Mima Ali

Governors to note 5.1, 5.2 and 5.3.

5.1. Draft Report and Financial Statements 31st July 2024

Decision

Hussa Al-Mima Ali

Governors to note the financial statements ahead of approval by the Audit Committee, for recommendation for approval by the Corporation.

HA reported that she had had a very positive meeting with the external auditors and highlighted to members that the college was required to declare the names of all staff receiving a salary over £60k.

The surplus generated stood at £38k against a forecast of £17k. This achievement above budget would act as a good indicator for the ESFA.

Members were reminded that the college has no control over pension costs and that the figure provided is an estimate. The next pension actuarial valuation would not be available until March 2025.

HA reported that the capital build had been successfully completed on time and within budget, with minimal snagging now in process.

The Auditors had reminded the college of the potential future need for VAT registration should the level of income generated reach £90k or above. The college is not currently in this position but the Finance Director made members aware that Finance personnel would need to be employed to deal with VAT processing should the status change.

The Chair noted that the financial statements were very encouraging and that the tracking of the KPIs was very positive. Congratulations were given to the Finance Director. HA was advised of minimal typo errors to be corrected prior to being presented to the Audit Committee for approval.

ACTION: HA

Members noted the report and financial statements and thanked the Finance Director for her work.

5.2. Regularity Self-assessment Questionnaire (2023 to 2024)

Decision

Hussa Al-Mima Ali

Governors to note the Regularity Self-assessment Questionnaire.

The Chair noted that the template (provided by the ESFA) was particularly challenging to interpret.

The Chair suggested the inclusion of the College's Academic Society as an example of Learning Support within the questionnaire.

The Chair also advised the Finance Director to highlight, within the 'Novel Transactions' section (those being above £25k), that the building development work transaction details (also novel transactions) are disclosed separately.

Members again congratulated the FD on the work delivered.

5.2 Draft Regularity_self_assessment_questionnaire_2023_to_2024.pdf

5.3. Going Concern Letter for External Audit

Information

Hussa Al-Mima Ali

Governors to note the Going Concern Letter.

Governors noted the Going Concern letter which would be presented to the Audit Committee on the 26th November 2024.

5.3 Going Concern Letter Audit 2024.pdf

6. Management Accounts 2024-25 to Period 2 (30 September 2024)

Information

Hussa Al-Mima Ali

Governors to note the College's Financial Health Assessments and Financial Dashboard.

Governors examined and noted the Management Accounts for the period up to the 30 September 2024. HA highlighted that the cash in hand currently stood at 12 days but informed members that ESFA income was due to be received imminently.

The Chair queried the impact that the recent change to employer contribution to national insurance would make to the college. This was potentially an additional cost of £108k. It was anticipated that in the same way that the Treasury carried additional costs of teacher pensions, the Treasury would also cover this additional cost. This would be confirmed by January 2025 and be introduced from April 2025. With this in mind, HA planned to review the budget to ensure that contingency funds were available.

The Chair emphasised that this factor created great uncertainty.

Q - Gov: Is there a risk that the Treasury will cover college staff costs, but not the agency staff used by the college?

A - HA: Yes, this is the risk.

Q - Gov: I am aware that in meeting with the ESFA previously, there was a concern from the DfE around the number of cash days, resulting in the need for cash flow to be monitored very carefully by the college.

The Finance Director confirmed that the ESFA considered the college financial health to be 'Good' in 23-24 and also for 24-25. It was highlighted that the funding for the building development work was also now due (post project completion) and that this would now be chased.

A Governor shared that that he was less concerned about the temporary dip in cash days but needed clarification around the potential intervention trigger referred to within the ESFA communication.

HA reassured that this was a standard letter but that she would write to the ESFA to clarify that the college was not experiencing cash day issues. A Governor advised that it should be flagged that the college does not have a debt problem and that additional funds were due to be received within the following month.

ACTION: HA

7. Financial Policies for Review and Approval

Decision

Hussa Al-Mima Ali

Governors to review and approve the following policies as required annually:

7.1. Treasury Management Policy

Decision

Hussa Al-Mima Ali

Governors to review and approve the Treasury Management Policy

DECISION: The Treasury Management Policy was **approved**.

 7.1 Treasury Management Policy.pdf

7.2. Anti-Bribery Policy

Decision

Hussa Al-Mima Ali

Governors to review and approve the Anti-Bribery Policy

DECISION: The Anti-Bribery Policy was **approved**.

 7.2 Anti-Bribery Policy.pdf

8. Health and Safety Policy

Decision

Kay Sandford-Beal and Rosali Pretorius

Governors to review and approve the Health and Safety Policy.

KSB explained that the level at which the College Health and Safety policy was approved had recently been reviewed. In line with external guidance, KSB advised that the approval level of the policy be amended to the Resources Committee, for recommendation for approval by the Corporation.

HA and Governors required that a number of typographical errors be corrected before they were happy to approve. KSB suggested that the document be returned to the author for review and brought back to the next Resources Committee Meeting for recommendation to the Corporation for final approval.

ACTION: KSB and AW

 8. Health and safety policy_september_24 v5.pdf

9. IT and estates updates

Information

TBC

A Property Strategy Group meeting is to be scheduled before the end of term.

Due to the Ofsted Inspection, there were no IT updates available, but KSB confirmed that the agenda item would continue to be added to each Resources Committee Meeting agenda.

10. Any Other business

Discussion

Rosali Pretorius

To discuss any urgent items not covered elsewhere on the agenda

There were no urgent items of business for discussion.

11. Date of Next Meeting

Information

Rosali Pretorius

To confirm the next meeting date of the Committee as **11th March 2025**.

Confirmed.

12. Reserved Business

Information

Harriet Muxlow

The Head of HR will join the meeting to update Governors on a matter of reserved business. Staff Governor to leave the meeting.

An item of reserved business was documented separately.

13. Meeting Close

Information

Rosali Pretorius

The meeting closed at 9.48am.