



**MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE  
HELD 20 FEBRUARY 2024**

Present: Mr Farouk Durrani (Chair)  
Mr Spencer Bowen  
Ms Christine Downton  
Mr Chris Whelan

In Attendance: Mr Jon Allen - Governance Professional  
Ms Kim Saw – Director of Finance

The meeting commenced at 17.25.

**APOLOGIES, WELCOMES, QUORACY & DECLARATIONS OF INTEREST**

1. There were no apologies. The Governance Professional confirmed the meeting was quorate.

**MINUTES**

2. The minutes of the meeting held 14 November 2023 were approved as an accurate record of the meeting (Paper 1).

**MATTERS ARISING**

3. The Chair asked for an update on the transfer of payroll to the new provider that took place from December. It was confirmed staff were paid but there were some incorrect payments in the December and January payrolls that were identified and rectified by the College's Personnel Department. There were no material issues arising from the payrolls and the minor issues that were identified will be resolved prior to the next payroll run.

4. The Chair asked the CEO to update the Committee on the telephone meeting recently held with an official from the ESFA to discuss the College's 3-year financial forecasts that were submitted to the ESFA following Trust Board approval last July of the forecasts. The meeting was called because the third year of the forecast indicated a large deficit and the ESFA sought assurances that the College was able to address the forecast deficit. Once the ESFA noted the prudent approach adopted by the College in its forecast assumptions and, with College reserves in the region of £4m, the ESFA raised no concerns and were assured.

5. The Committee asked if there were any adverse comments from the ESFA on the amount of reserves held by the College and it was noted no concerns were raised.

6. There were no other matters arising from the minutes.

## MANAGEMENT ACCOUNTS UP TO 30 DECEMBER 2023 (FOUR MONTHS)

7. The Management Accounts for four months of the financial year up to 31 December 2023 were subject to review (Paper 2). The following headlines were noted from the review:

	December 2023 actual Surplus / (deficit) £000	Year to date actual Surplus / (deficit) £000	Year to date Budget Surplus / (deficit) £000
Before non-cash items	179	567	(86)
Retained surplus /(deficit)	179	272	(386)
	Balance at 31.12.23 £000	Balance at 30.11.23 £000	Balance at 31.08.23 £000
Bank & cash	5,113	4,912	4,399
Net assets	21,775	21,597	21,503

8. The budget for 2023/24 has been updated to reflect the confirmed funding increase from the ESFA of £505k for the teachers' pay award settlement. As a result of this additional income, the year-end forecast is for a surplus before non-cash items of £22k against the budget deficit of £300k, a positive variance of £322k.

9. Staff pay costs showed a positive variance of £354k. This was due because the pay award of 6.5%, backdated to 1 September, will be processed in the January payroll.

10. It was **RESOLVED** to note the Management Accounts.

## ESFA FUNDING FACTORS

11. It was reported the ESFA have only just made available the funding factors for 2024/25. Based on a preliminary analysis of the funding factors received, the main ESFA funding allocation to the College will be £16,418m compared to £16,069 for 2023/24, resulting in additional funding of £349k. The ESFA is due to issue the allocation statement using these funding factors by the end of March and will be fully incorporated in the draft budget that will be an agenda item at the June meeting of the Committee.

## ANNUAL REVIEW OF THE FINANCIAL REGULATIONS

12. The '*Financial Regulations*' were made available for annual review and approval as regulatorily required by the ESFA (Paper 3). It was noted there were no material changes being proposed with no changes to the current authorisation amounts and current tendering parameters. The only changes proposed were to clarify wording and to update dates from 2023/24 to 2024/25.

13. As there were no material changes to the Financial Regulations to bring to the attention of the Trust Board, it was **RESOLVED** to approve the '*Financial Regulations (March 2024)*'.

## CHARGING AND REMISSIONS POLICY 2024/25

14. The '*Charging and Remissions Policy 2024/25*' was made available for review (Paper 4) and recommending to the Trust Board to approve as regulatorily required by the ESFA.

15. It was noted there were no material changes proposed compared against the policy approved for 2023/24. The only area still requiring finalisation was on examination fees and it was noted this should be finalised prior to the March Trust Board meeting. It was **AGREED** to circulate to Committee members the updated policy for comment prior to the Trust Board meeting.

16. Subject to examination fees being finalised, it was **RESOLVED** to recommend for the Trust Board to approve the '*Charging and Remissions Policy 2024/25*'.

## REVIEW OF CONTRACTS

17. A table confirming all current and historical contracts was made available (Paper 5). As part of the Board Assurance Framework, it was agreed for the Finance & Resources Committee to review the list of contracts each term, concentrating on the renewals coming up in the following three months (or time until the next meeting of the Committee) that were over the value of £1,000.

18. It was noted the contract with the RBB Council for waste management continues to be on a rolling month by month basis. We are waiting for RBBC to introduce a mixed recycling service for businesses before considering alternative contractors.

19. There were no issues arising from the review and the Committee noted the report and proposed actions to be taken on contract renewals.

## BOARD ASSURANCE FRAMEWORK - ASSURANCE ASSESSMENT TO BE CONDUCTED BY THE COMMITTEE

20. Under the Board Assurance Framework (BAF), each Committee is asked to conduct, at the end of their meeting, an assessment on the level of assurance agreed against each report received (including briefings and verbal updates), and for the assessment to be reported to the Audit Committee and Trust Board

21. The following assessments were agreed on reports considered at this meeting:

Agenda item	Subject	RAG rating	Any Committee Recommendation(s)
6	Management Accounts	Green	No concerns/no recommendations
8	Financial Regulations	Green	No concerns/no recommendations
9	Charging & Remissions Policy 2024/25	Amber	Examination fees to be finalised for inclusion in the policy.
10	Review of Contracts	Green	No concerns/no recommendations

**MEETING REVIEW**

22. The Committee was asked if there were any new risks including safeguarding identified as a result of decisions made at this meeting that might impact upon the College’s effectiveness? It was agreed no such issues were identified.

**ANY OTHER BUSINESS**

23. There was no other business.

**DATE OF NEXT MEETING**

24. Tuesday 11 June 2024 @ 17.30

The meeting closed at 18.15.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMARY ACTION LIST**

<b>MIN REF</b>	<b>ACTION POINT</b>	<b>NEXT REVIEW</b>
15	Charging and Remissions Policy 2024/25 – to circulate to Committee members prior to the March Trust Board meeting.	11/6/24