

**FINANCE AND GENERAL PURPOSES COMMITTEE  
MINUTES OF THE MEETING HELD ON WEDNESDAY 19 JUNE 2019, 1600hrs,  
IN ROOM A115**

**Present:**

Mr Jonathan Sendell (Chair)  
Councillor Judith Grajewski  
Mrs Mairead Taylor  
Dr Jan Edrich (Chief Executive and Principal)

**In attendance:**

Mr Paul Cox	Vice Principal Curriculum and Quality
Mr Matt Phelps	Vice Principal Commercial
Mr Ryan Sarll	Interim Finance Controller
Dr Chris Davis OBE	Clerk to the Board (minutes)

**F.13.19 GOVERNORS' MEETING TIME WITHOUT SMT**

**F.14.19 COMMITTEE MATTERS**

**i Apologies**

There were no apologies recorded.

**ii Declaration of interests**

Councillor Grajewski declared her potential conflict of interest as a member of Hampshire County Council and Eastleigh Borough Council and made the Committee aware of her new appointment as Hampshire County Council's Executive Member for Public Health.

**iii Minutes of last meeting**

The minutes of the meeting held on 27 February 2019 were agreed and signed as a true record.

**iv Matters arising**

All the action points from the previous meeting had been completed.

There were no further matters arising.

**F.15.19 GOVERNORS' MONTHLY REPORT, April 2019**

**i Financial aspects**

Mr Sarll made Governors aware that the forecast deficit for the end of April was now standing at £508k, the main reasons for this being the Non-Levy fees reduction of £1.3m and the lack of AEB growth opportunities for 2018/19. He went on to say that the forecast deficit for the end of May has been calculated and stood at £750k.

Mr Sarll drew Governors' attention to the closing cash position, which stood at £2.1m and was predicted to be at £2.8m for the end of May.

Dr Edrich asked the Clerk to send out the exert from the Post 18 report on FE Funding to all Governors.

**ACTION: CD**

Further discussion followed around the situation regarding the College's covenants on bank loans.

**ii Matters arising**

Mr Sendell asked a question over the high level safeguarding incidents reported and asked if there was any reason for this anomaly.

Mr Cox said that the reason for this was the report covered the two week Easter break and therefore there were less weeks in College. The other issues, which had impacted on this report were the impending examination period, the end of courses and moving-on to new destinations with the uncertainty that this has caused. Mr Cox wished to invalidate any fears that Governors may have by saying that the safeguarding teams within the College are very strong, the processes are robust and the identification of safeguarding leads for students to contact are well advertised.

Governors noted the Financial aspects and matters arising in the Governors' Monthly Report, April 2019.

#### **F.16.19 TO REVIEW**

**(Confidential items)**

**i Revenue & Capital Budget 2019/20 and forecast financial plan 2020/2021 (for approval by the Board)**

(See confidential addendum)

**ii Sensitivity Analysis**

(See confidential addendum)

**(End of confidential items)**

**iii Local Government Pension Scheme (LGPS) Pension Options**

Dr Edrich explained the rationale behind the paper and the situation regarding the proposed consultation over whether a subsidiary company should be registered to enable the College to offer a NEST pension scheme which requires considerably less employer and employee contribution. In some instances, colleges have also transferred all existing support staff to the subsidiary company and offered either their original pension or a new pension with a smaller employee contribution.

She also said that concurrently the Ministry for Housing Communities and Local Government (MHCLG) is consulting on whether to give colleges and post 1992 universities flexibility in terms of employing new staff by shifting from scheduled status to admitted status. The consultation runs until 31 July 2019 but any change is unlikely to take effect until April 2020.

She concluded by saying that the College has the choice of moving to the subsidiary company, then winding it up in a few years and transferring staff back into the College, or waiting to see whether there is a change in regulation that brings about the same impact.

Dr Edrich made a recommendation to governors to wait to see what the outcome of the consultation is before discussing the matter further at the December Committee meeting.

The recommendation to wait to see what the outcome of the consultation is before discussing the matter further at the December Committee meeting was agreed by the Committee.

#### **F.17.19 TO APPROVE**

**i Health and Safety Policy**

Dr Edrich made Governors aware that the SMT and the Health and Safety Committee had not made any revisions or amendments.

Governors approved the Health and Safety Policy.

**ii Dignity at Work Policy**

Dr Edrich reported that the SMT had reviewed the policy and made one amendment to the policy, deleting the need for an annual report being brought to the Committee, it would in the future simply review any identified revision of the policy.

Governors reviewed and approved the Dignity at Work Policy.

**iii Leave Procedures**

Dr Edrich reported that the SMT had reviewed the policy on the 12 June 2019 and made some amendments to the procedures.

The main change was to the Annual Leave – Academic, which now applies an only 'by exception' leave entitlement.

There were also changes to Sick Pay entitlement.

Governors reviewed and approved the Leave Procedures.

**iv Value for Money Policy**

Dr Edrich said that the Policy has been reviewed by the SMT and an additional line had been inserted about the Policy being in line with the Digital Strategy and then there was a conversation about the continued need for a Value for Money Policy.

Councillor Grajewski asked that further advice from the auditors be sought before the Policy was removed from scheme of review.

Governors approved the Value for Money Policy should the requirement for a policy be confirmed by the auditors.

Should the auditors advise that the Value for Money Policy is no longer required, then Governors approved the removal of the Policy from the approved list of Policies and Procedures requiring review.

**ACTION: JE**

**v Greater London Authority (GLA) 2019/20 Contract Values Report**

Mr Phelps explained the College now has a contract for 2019/20 with the GLA and as part of that contract the GLA requires a GLA Ops system declaring to them all the contract values with partners by the end of June 2019.

He did make Governors aware of the £355K contingency in place to incentivise accelerated delivery in 2019/20 and position college for growth request in January 2020, or leverage LEVY funding from existing providers.

Governors' approved the Greater London Authority (GLA) 2019/20 Contract Values 2019/20.

**vi Sub-contracting Policy**

Mr Phelps made Governors aware that the Sub-Contracting Policy was already available on the College website, however the new contract values with GLA needed to be included and their funding rules.

He said there had also been an inclusion regarding the standard fees and charges rate for GLA funded delivery, set by the GLA, at 20% of all funding drawn down against the provision to be delivered. The College reserves the right to charge a rate higher than this cap where the GLA has consented to it doing so, providing potential further leverage to the College.

A further amendment needed to be made in the final paragraph to read:  
Eastleigh College was graded 'good' by Ofsted in December 2018.

A further Annex, Annex B has been added to annotate all the things the College does for Sub-contractors, which might become useful in the event of asking for a higher management fee.

Mr Phelps made Governors aware that a further update to this policy would come to the Committee in December with an update to Annex A.

Governors approved the revised Sub-contracting Policy.

Councillor Grajewski reported that Hampshire County Council had debated at cabinet their intension to reduce carbon emissions to as near 0% as possible by 2050.

A decision had been made along with other authorities to declare a Climate Emergency and committing to an action plan.

She wondered if the College would consider declaring a Climate Emergency and declaring an action plan owned and involving the input of all learners at the College, which would help to educate and inspire everyone.

Mrs Taylor said her employers had recently introduced two speakers on the environment at the Bank and she was more than happy to introduce them to the College.

The Committee felt this was a positive proposal and Mr Phelps would take a lead in taking this recommendation forward.

**ACTION: MP**

#### **F.18.19 DATE OF NEXT MEETING**

##### **Wednesday 4 December 2019 commencing at 1700 hrs**

Review of operation of committee

Governors' Monthly Report – financial aspects, matters arising

Review financial statements for 2018-19 (for approval by the Board)

Review college banking and insurance arrangements

Review final capital spend

Parental Care & Statutory Flexible Working Procedure (Establishment Procedure

Appendix 2( if changed)

Partnership working – approval of increased or new contracts

Sub-Contracting Policy (to be signed by Chair of Gobs & CE before putting on website)

There being no further business, the meeting closed at 1820 hrs.