



**Minutes of the Finance Committee
held on Tuesday 26th February 2019 at 8.00am
In Room 814
at Matthew Boulton Campus**

Present:	Apologies:
Hilary Smyth – Allen (HA) – Chair	
Cliff Hall (CH) – Principal	
Veronica Docherty (VD)	
Peter Croom (Co-opted member)	
In Attendance:	
Dexter Hutt (DH)	
Liam Nevin (LN)	
Martin Penny (MP)	
Louise Jones (LJ)	
Debbie Hingley (DH)	

Apologies & Declarations of Interest

No apologies were received

There were no other declarations at this point in addition to those recorded on the register of interests.

Item 1 – Minutes of the Finance Committee held on 4 December 2019

The open and confidential minutes were approved as a true and accurate record of the meeting.

Matters Arising and Action Log

The action log was noted.

With the consent of the Chair items of business were taken in a different order to the agenda.

Item 2 – Management Accounts and Mid Year Re-forecast

This item is recorded in a confidential minute.

Item 3 – Business Review

LJ advised that the Business Review document had been revised and the purpose of the report was to take the committee feedback on the new content and presentation.

LN further advised that the College had reviewed the presentation of KPIs by other Colleges and this had informed the changes. For example, there were now staffing metrics contained in the report and the proposal was that the Business Review would be reported to both the Finance Committee and the Academic Standards Committee in order for these committees to review the performance data against the matters within their terms of reference.

HS requested, and it was agreed that in order to complement the KPIs in the management accounts, that the Business Review be presented with a short cover report that highlighted

the data that the Committee should focus on and which had not been already addressed in discussion of the management accounts.

DH stated that he could see that a lot of work had gone into the document. However, a consideration for the Corporation was whether the College had too many key performance indicators and he stressed the importance of looking behind the RAG rating to ascertain what the evidence base was for the judgements.

There being no further discussion

Accordingly it was

RESOLVED

- **That the report be noted**

Item 4 – Financial Controls

MP summarized the report and advised that the Audit Committee would be considering reports on payroll and expenses, budget setting, and key financial systems. The Committee were advised that whilst no assurance was offered by BDO in relation to budget setting it was important to note that they had examined how the original budget had been set last year and that the findings were not a surprise. However, the process for budget setting for 19/20 was different and included enhanced scrutiny and review through a “star chamber” process that would hold directors to account, and following which there would be robust monitoring of performance against income targets.

HS requested that the Financial Controls report that was a standing item on this committee’s agenda should have an additional column in the table to identify the control issues that the Audit Committee were addressing in order that it was clear where the related matters were being considered.

MP advised that the accountability framework had now been created and from this, governors would be able to hold to account the relevant senior officer for all key work areas. HS stated that it was encouraging to see that accountability was limited to a relatively small number of senior staff

Accordingly it was

RESOLVED

- **That the report be noted**

Item 5 - Property Disposals

This item is contained in a confidential minute

Item 6 Financial Recovery Plan Update

LJ summarized the report and advised that whilst there was a £2.8 million saving target, a further review of the savings targets had identified an overall target of £3.3 million as realistic. At present £1.25 million had been achieved and a restructure that was now underway, focusing on management and support staff would save a further £1 million. The remaining savings would be realized in 2019/20.

Accordingly it was

RESOLVED

- That the report be noted

Item 7 – SPA Working Group Minutes

This item is recorded in a confidential minute

Any Other Business

There was no other business

Date of next meeting: 30 April 2019

Signed.....
Chair

Date..... 30/4/19

