

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 13th November 2019 at 6.30pm in Conference 4

Present:

Mr M Ward
Mrs L Watson
Mr D Hankey

Also in attendance:

Mrs K Dales [Assistant Principal, Finance]
Mr S Irvine [Governor]
Mr A Theakston [Clerk]
Mrs C Menzies [Minute Clerk]

1 Apologies for absence

Apologies received from P Mitchell and Lesley Monaghan [ESFA].

2 Declarations of Interest relevant to business of meeting

None.

3 Minutes of previous meeting held on 2nd July 2019

The minutes of the meeting held on 2nd July were approved and signed by the Chairman.

4 Matters arising and action points

All action points from the previous meeting have been completed.

5 Any issuers arising out of FEC or Governor Review Visit [verbal update]

As reported at Audit Committee prior to this meeting:

DH advised that since the financial notice to improve in April the FE Commissioner have visited in June and published their report on 3rd October which had 7 recommendations. A further visit took place on 23rd and 24th October which was positive acknowledging progress and improvements to overall to achievement rates. There are no new recommendations and the next meeting will be March 2020.

The recommendation for a review of governance is up and running and a feedback meeting is scheduled for 20th November. The long-term sustainability action is ongoing.

SI noted the positive report and suggested it be shared.

6 To consider the external audit findings for the year ended 31 July 2019 of the financial statements and regularity auditor RSM

KD has incorporated a 1% increase for Local Government Pension Scheme from April 2020. The Teacher Pension increase is funded by the government this year and next year but it is uncertain that will happen beyond that time. It is possible that a significant deficit could accrue if that funding is not available beyond then.

7 To consider the draft consolidated reports and financial statements for the period 1 August 2018 to 31 July 2019 for recommendation to the Board for approval

As discussed at Audit Committee prior to this meeting:

Commercially sensitive.

8 To consider the draft HBDC Ltd Directors report and accounts for the period 1 August 2018 to 31 July 2019 for recommendation to the Board for approval
Commercially sensitive.

9 To consider the letter of support from the College to the Company
Commercially sensitive.

10 **Month 2 (September) Management Accounts**
Commercially sensitive.

11 To consider for approval a report of governors' expenditure for 2018/19 [verbal update]
No governor expenditure in 2018/19.

12 To consider the risk register and any risk issues to report to Audit Committee re:

- non achievement of contract income levels
- deterioration of financial health
- staffing performance issues
- HBDCL

No new reports to consider.

13 **ESFA feedback on Financial Plan 2019-21**
No report.

14 **Any other business**
No report.

15 To note the date of the next meeting

Wednesday 19th February 2020 at 5.30pm

..... CHAIRMAN

Action points from the meeting held on 13th November 2019

Minute	Action	By Whom	By When
8	Independent review of the Business Development Centre	K Dales	In due course
10	1% pay award to be reviewed and a potential pay date decided	All	March 2020