

HARTLEPOOL COLLEGE OF FURTHER EDUCATION

Minutes of a meeting of the Finance & General Purposes Committee held on Wednesday 8th May 2019 at 5.30pm in room 2.35b

Present:

Mr M Ward
Mrs L Watson
Mr D Hankey
Mr P Mitchell

Also in attendance:

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

1 Apologies for absence

No apologies for absence.

2 Declarations of Interest relevant to business of meeting

None.

3 Minutes of previous meeting held on 6th March 2019

The minutes of the meeting held on 6th March were approved and signed by the Chairman.

4 Matters arising and action points

The insolvency paper was taken to the Board meeting.

5 To review the College consolidated management accounts to March 2019

KD stated that a breakeven position is predicted and few changes have been made since the last meeting. Apprenticeship income is down due to deferred start days by levy companies resulting in £150k less than anticipated however this has been offset by the £160k underspend in staffing costs factored into the forecast for this period.

Cash flow as at 31st March 2019 is £1.2m and is back on the planned trajectory. The cash flow template provided by the ESFA has been used.

6 To review the performance of HBDCL to March 2019

A break even position or slight deficit is predicted however there are no real issues or areas for concern.

7 Budget and forecast outturn for 2018/19 and draft budget 2019/20

Commercially Sensitive.

8 To consider debts in excess of three months old

HBDC

Commercially Sensitive.

9 Draft financial recovery plan

DH informed that following the letter received from the ESFA on 3rd April 2019 the first case conference meeting was held on 9th April. A template for the draft plan was provided and submitted at the end of April. Lesley Monaghan from the ESFA will attend the board meeting next Thursday and the final plan is to be submitted by the end of May. A dovetail approach for the financial plan and 3 year plan has been suggested however the FE Commissioner's Team would like intervention resulting in tight timescales.

KD is working on the information in preparation for the meeting the ESFA next week.

DH to speak to A Mullan regarding the process by the intervention team as the process appears to be very similar to the one completed only 9 months ago. The College is adhering to the monthly requests for finance information so a request to waver intervention is to be made.

The letter states that the College must be rated good for two consecutive years for this intervention to end. MW challenged DH and KD asking what next steps Executive Committee were taking to ensure every possible action was followed up in order to hit the good criteria and deliver the small £30k as planned. Detailed scrutiny took place by Governors to receive reassurances from DH and KD that robust planning was in place to achieve against target. The Chairman stated that whilst the committee would always be supportive of the executive the college could not afford another year like last year and that there must be improvement on what had been done in the past.

- 10 To consider revised Memorandum of Understanding between College and HBDCL**
AT informed this was last updated in 2012 and there are no major changes only to ensure that any policies the company does not have are covered by the College. This will be presented at the Board meeting next week.
- 11 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
- There was nothing to report
- 12 Any other business**
There was no other business.
- 13 To note the date of the next meeting**

Tuesday 2nd July 2019 at 5.30pm in room 2.35b

..... CHAIRMAN

Action points from the meeting held on 8th May 2019

Minute	Action	By Whom	By When
10	MoU to the Board	DH/AT	16 May 19