WEST NOTTINGHAMSHIRE COLLEGE
FINANCE & ESTATES COMMITTEE

Minutes of the Finance & Estates Committee meeting held on Thursday 28th April 2022 at 5pm

GOVERNORS PRESENT:	Charles Heaton, Chair Andrew Cropley, Principal/CEO Tony Westwater Jane Peacock David Gillies (from 5.30pm)
ALSO IN ATTENDANCE:	Maxine Bagshaw, Director of Governance Gavin Peake, Director: IT, Estates & Learning Resources Jon Fearon, Finance Director

		ACTION by whom	DATE by when
1	**DECLARATIONS OF INTERESTS** The chair reminded everyone present to declare any interests that they may have on agenda items scheduled for discussion. No declarations were made and standing declarations were noted.		
2	**WELCOME. INTRODUCTIONS AND APOLOGIES FOR ABSENCE** Jane Peacock was welcomed to her first meeting as a committee member.		
3	**MINUTES OF THE MEETING HELD ON 27TH JANUARY 2022** The minutes were reviewed, and it was agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 27th January 2022. There were no matters arising.		
4	**ACTION PROGRESS REPORT** The committee were happy to note the update provided and		

Signed : ___ ______________Chair Date: 30/06/2022 acknowledged that all actions were completed or on the agenda for presentation.

BALANCED SCORECARD REPORTING

The director: IT, estates and learning resources provided an update on a number of aspects.

1) Buildings – key matters highlighted were:

- The college is now starting to complete more detailed reports and a number of consultant appointments have already been made, including architects, mechanical engineers, fire safety advice, ecologist, acoustic, etc.
- Ground surveys of the site have been completed, as have a number of below service maps. Surveys have also been completed in relation to bats and ecology and topography.
- The knotweed survey identified that some was present, and this has been treated and destroyed.
- The asbestos survey has been commissioned, with the first half completed. The second part will take place when the building is being demolished as it is more intrusive.
- The site has been subject to anthrax and lead sampling.
- The noise survey is in progress with the aim being to look at how best to prevent any noise experienced by neighbours; it will also provide a baseline data position should there be any future issues.
- Transport assessment is the next piece of work.
- The team are close to finalising plans in terms of ventilation, heating, layout, flow, toilets, etc.
- The team are very close to the final stages and will then start to work on the pre-plan application.
- Stage 3 is incredibly detailed and will include looking at wiring, socket locations, etc.

2) Environmental – key matters highlighted were:

- The college first started to work towards the existing strategy in 2015; however, it was not detailed and no specific targets were included.
- Over the years, the sustainability committee has involved enthusiastic staff and students; together, they have ticked off the 'low-hanging fruit' (e.g. recycling, waste, catering options, etc.).
- The college first started working towards the climate action roadmap two years ago; the action plan in the papers for this meeting shows, in green, the areas that have been achieved to date.

- The climate action roadmap has three stages: emerging, established and leading. It is believed that the college has completed the emerging section, with the last aspect of that being to set a carbon neutral target date. The committee were advised that this is a challenge and that the most difficult aspect to address in relation to this is transport.
- The college's aim is to migrate to public transport services from 2023, which would involve taking more transport off the road; however, the college has no control over when organisations move to an electric fleet, which is why the target date set is 2050.

When considering the target date, a question and challenge from the committee was whether or not it is possible to split the target down into the internal versus the external actions/activities, as this would then better show what is outside the college's control. A challenge from the committee was to try to set an earlier target in terms of what can be controlled internally.

The committee's attention was then drawn to the action plan, and it was explained that some things are quite difficult to achieve. An example given was the use of gas boilers. Staff advised that, at some point, the college will move to 'green' gas; however, over time, there is a need to move to ground and heat source energy. The committee were reminded that the college has moved to green electricity and genuinely believes the green credentials in relation to this; however, moving away from the current gas supply is complicated.

The committee were advised that the six- and three-storey towers at Derby Road have no temperature controls, and the heating system is either on or off as the buildings are so old. In addition to this, pipework is embedded within the walls and, therefore, a change to a different system would need to take place over time. It was confirmed that the action plan has been broken down into the years considered to be achievable but that all come with some challenges.

The committee noted the reference to the college 'fleet' and asked for more information in relation to this. It was explained that the college owns a number of minibuses and vans and a small number of cars. The target is to reduce single vehicle occupancy throughout the workforce, and also being considered is the installation of electric charging points on the site. A suggestion from the committee was to consider a salary sacrifice scheme to support the purchase/lease of electric vehicles. The finance director confirmed that this is something that is being considered and could be facilitated through the Sodexo platform, which would mitigate risks. It was agreed that any electric vehicles obtained on behalf of the college should be through an operating lease so as not to impact on the balance sheet base: this would also ensure that risks are insured.

The director: IT, estates and learning resources expressed the view that the plan is realistic and ties in with the ways with which the college will be spending capital in any event over the next few years. The committee then discussed carbon sequestration, and it was explained that Nottinghamshire County Council have funding available to support the planting of trees and hedges. Each would have a unit value and would be incorporated within the college's calculations. It was explained that streamlined energy and carbon reporting is how the college compares itself. This is currently a voluntary report in the sector; however, from comparators, it is really pleasing to see that WNC is the lowest. The committee considered the report and noted that the figure for last year was 0.99; however, this has now reduced to 0.12. The committee were reminded that the college had been able to zero the electricity value, given the move to green electricity, which has made a significant difference. Also to remember is the fact that the last two years have had a COVID impact, and this could influence statistics; therefore, next year's report will give a very realistic figure.

The committee acknowledged that sustainability was very much a hot topic at the minute and that there had been a number of conferences, webinars, etc. They cross-referenced with the good practice slide shared by the Inspire Group, and their 46 identified actions. These were considered in detail, and staff advised that the college is doing some but not all. Examples given were in relation to recycling, packaging, vegan and vegetarian options, wild tree and wildflower planting, and plant-based food in the restaurant, although the college does not offer a 'clothes rail' for recycling and exchanging.

In terms of the proposed strategy, the committee were advised that what had previously been missing was the 'education piece', but this is now planned for 2022/23. Staff are currently working on tutorial materials, and then sustainability will move to be embedded within all aspects of curriculum delivery. It was acknowledged that students have very much led on initiatives, which has been really, really helpful.

AGREED:
A. to note the content of the update provided, and
B. recommend that the board approve the Environmental Sustainability Strategy

(David Gillies joined the meeting at 5.30pm)

6 **<u>HEALTH AND SAFETY – EXCEPTIONS REPORT</u>**

The director: IT, estates and learning resources introduced this item and, as requested at the last meeting, confirmed that accident reporting has now been broken down. He explained that this level of detail is what the health and safety team work to and they do not amalgamate up into themes/subjects, which is what had previously been reported to this committee.

From the report provided, he highlighted the fact that there are two different types of accident which are described as 'college' and 'non-college'. Categories used are all from the Health and Safety Executive.

A number of key matters were noted from the report, including:

- In terms of the areas with high numbers, there are no particular issues regarding college incidents. It was explained that, in plumbing, carpentry, etc., every scrape or cut is recorded, which does lead to higher numbers.
- In relation to the digital incidents, it is predominantly case repair, where the plastic becomes quite sharp when broken and does cause minor incidents.
- Concerns were identified following analysis in relation to fabrication and welding and motor vehicle, and there is a view that they are likely to be underreporting; therefore, there is further training taking place in this area.
- In hospitality and catering, it tends to be incidents relating to hot water.
- In hair and beauty, incidents relate to product getting in the eyes.

The committee were advised that the scale and nature of non-college incidents is more of a concern: an example given was in relation to self-harm. The figure was significantly higher pre-COVID and, as a response to the data, health and safety staff have spoken to the welfare team just to check that there are no underlying reporting issues, as the figure has reduced from 50% to 30%. The welfare team have advised that the numbers aren't reducing but that students are getting better at dealing with their own treatments, and they gave assurance that the safeguarding team know this for a fact.

In terms of the health and safety statistics, one member of the committee asked whether this information is passed on to the welfare team. The committee were advised that it hasn't as a matter of routine, until recently; however, now that it can be split out more clearly, it will be shared going forward. The committee were advised that many of the welfare team are also the first aiders, so they see these incidents first-hand, and it is possible to log an incident on the CPOMS system if there are concerns that go beyond the incident/accident itself. It was confirmed that almost all first aiders are also trained to provide mental health support.

The committee's attention was then drawn to 'other accidents', and they were advised that 50% of these are very new to the college in terms of 'non-epileptic seizures'. Staff advised that not all are real and that some are known/thought to be fake. A question and challenge from the committee was whether these are really 'non-college', and they questioned whether, in fact, the college environment could be a trigger. They asked whether there was any way of gaining a better understanding of what are causing these. Staff advised that this is known and that, of the 50%, some relate to period pain, ill-fitting shoes, etc. Of the 11 live recorded, they relate to seven or eight students. Staff advised that dealing with these individuals is taking up a large amount of first aider time. In relation to the 50% that are known/thought to be genuine, some are triggered by trauma which can't be treated and, as a consequence, the college is not really sure what more it can do other than raise awareness, monitor the environment, and provide support. Staff acknowledged that some of the incidents are very real and that staff always treat every incident as if it is real.

The committee welcomed the depth of information provided in the report; therefore, it was agreed that the level of detail would continue in reports going forward. Governors all agreed that the trends, as the college moves forward, will be interesting. The committee acknowledged that the new development of 'non-epileptic seizures' is adding more pressure to resources, with the first one recorded in 2018, and has now rapidly increased in terms of the number. The committee were given assurance that staff are upskilling to be able to deal with this.

AGREED: to note the content of the update provided.

7 **<u>MONTHLY MANAGEMENT ACCOUNTS – MARCH 2022</u>**

The finance director introduced this item and particularly drew the committee's attention to the executive summary. He advised that the college currently has an undergraduate placement and that one of the tasks he has been asked to undertake as part of their project work is a review of the content of the management accounts. These were considered in detail, and a number of observations and comments were made, including:

- Really useful to see the contribution analysis at a high level; however, there needs to be a table which sits alongside this.
- The accounts would benefit from a waterfall which compares against the movements in the accounts.
- Dashboards need to cover a number of key elements, including ESFA financial health calculation, pay as a percentage, bank covenants, etc.
- In terms of pay of a percentage, the report shows where the college currently sits (i.e. 67%), which should be compared with FEC expectation of 65%. That said, the mean figure for colleges

around us is 68%. It is believed that the WNC position is impacted by the profile of learners; for example, the numbers of ALS, high needs, etc. In addition to this, the college does not outsource any services, e.g. cleaning, catering, etc.
- The debt position is really low.
- Current ratios are positive.
- The college position could be stronger; however, now is the time needed to invest in the curriculum.

The finance director highlighted a number of particular areas within the accounts, including:
- The college is starting to firm up plans with Nottinghamshire County Council which will see increased in-year funding plus a 10% unit price increase; however, this may be offset by pay increases. The college may exceed the £1.75 million forecast but is still negotiating on this.
- AEB – the college had a larger allocation and did not recognise activity early as a cautious approach was taken; however, the college is now seeing a significant pick-up, and achieving 103% of allocation is a possibility. This may lead to a future year increase.
- Pay is slightly up against forecast due to the extra activity.
- Non-pay activity is up.
- In relation to catering, the college is spending more but is doing really well in terms of sale values. It was explained that the college took over ownership of the vending machines/supplies, which is turning out to be a positive.
- Forecast is better than reported at the last board meeting, but the team still maintain an element of caution, particularly in relation to potential increase costs and the need to maintain AEB activity.

A challenge from the committee was that, at the next presentation to full board, the finance director needs to be able to explain the cautious position but list the potential upsides.	Finance Director	19.05.22
The committee, when considering the curriculum contribution table, asked whether it is possible to include narrative which explains the actions being taken where there are areas of concern. The finance director confirmed that this is possible and that he would include within the next management accounts, as the college is currently in curriculum planning discussions. He advised that there were three principal areas of concern – health and social care, motor vehicle, and construction apprenticeship provision – and an update was given on a number of aspects:	Finance Director	June 2022

1) <u>Construction apprenticeship provision</u>
- There were delayed starts at the beginning of the year because

Signed : ___ ________________Chair Date: 30/06/2022 of staffing issues, which means that the college cannot catch up.

- The college did not transfer all activity to JTL. Not all, but the majority of, out-of-funding learners were transferred, which means a lot of unrecoverable expenditure. This was definitely the right thing to do for the students, but it has had a financial impact for the college.
- In relation to other apprenticeship delivery, staff costs are high as a result of carrying a lot of apprentice vacancies whilst still having staff in post.

2) <u>Motor vehicle</u> – the college did not recruit as it should have and is looking to reshape the offer and the department. The current view is that it is overstaffed.

The committee discussed the information provided in relation to AEB, and one member asked for further information in relation to the 'Skills Academy'. It was explained that, through this mechanism, the college works with partners to find learners in two particular areas: a) unemployed who are looking to get back into work; and b) English and maths in the workplace. In relation to the latter, learners are taught in the workplace at first and then this moves to online. Success rates are in the 90%s, which is really positive. They are very much a success story and are providing flexibility. The college controls and accredits the programme. It was described as a 'slow burn that is now accelerating'. That said, the college has mitigated the risks in terms of income but still has a risk in relation to rising costs.

In terms of apprenticeship provision, the finance director advised that the college was quite optimistic when it set the budget and that the level of rollover was a lot lower than expected. In addition, there were data timing issues; however, assurance was given that these have now been addressed. All members of the committee agreed that the graph included within the accounts is a really helpful way of measuring the trajectory. The finance director advised that, if the college remains on the current trajectory, there would only be a need for £2 million in new starts to get to the 2022/23 budget, which would be a really positive position.

The committee acknowledged that, from the information provided, it was also possible to see the level of revenue expected over a number of years, and all thought that the use of an ongoing revenue model plus new starts was a step forward. The committee were advised that the college is seeing some changes in the apprenticeship market and, as a consequence, staff are looking at different ways of selling (i.e. targets being set, particularly in the care sector). An example given was targeting diplomas rather than apprenticeship standards. It was explained that this is a new way of working for the business development team.

	A question and challenge from the committee was whether there is more to do be done in terms of incentivisation for the business development team, and it was agreed that all options would be considered. The committee then went on to discuss the analysis of debtors and the one debt at £381k. It was agreed that discussions in relation to this would be recorded on a confidential basis. AGREED: to note the content of the update provided.		
8	**<u>APRIL 2022 PAY REPORT</u>**		
	The finance director advised that the college was running slightly behind in terms of finalisation of the data, and he agreed to circulate by email when it was available.	FD	May 2022
9	**<u>2021/22 MID-YEAR FINANCIAL REFORECAST</u>**		
	The finance director presented this and explained that it was a slight variation on the report that went to the last board meeting, with key changes highlighted. He indicated that the reforecast position proposed was still likely to be prudent; however, a cautious approach still needs to be taken regarding AEB delivery and rising costs. The committee were supportive of the reforecast position, and it was agreed that this would now be used as the forecast against which management accounts are reported going forward. AGREED: a) to note the content of the update provided b) to recommend that the board approve the 21/22 midyear financial reforecast as presented to this meeting.		
10	**<u>FINANCIAL PLANNING FOR 2022/23</u>**		
	The finance director presented this information, which included funding allocations that are known, budget assumptions, and an updated two-year financial forecast. He described this as a prelude in terms of where the college is heading and highlighted some challenges. He expressed the view that the most significant challenge for the college is the fact that core funding is down with only a small increase in 16-18 funding. The fact that 16-18 growth did not materialise as envisaged for the current academic year means that there has been an impact on lagged funding with any unit increase in effect wiped out and that this, sitting alongside staff salary increase expectations, will put significant pressure on the organisation. The college is also down in terms of maths and English funding allocation for next year. This will		

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mean that the college has to look at having some larger groups in place and also using some catch-up funding to support the use of catch-up coaches to mitigate.

The committee were advised that one positive is the fact that teachers' pension grants are increasing.

The committee were advised that the single biggest challenge is the expectation regarding pay. Realistically, the college can only afford 2%; however, a trade union request to the AoC was 10% or a minimum of £2,000. This will simply not be possible as income in 2022/23 will be the same as 2021/22. He acknowledged that a pay increase could not be zero because of rising costs and, therefore, there may need to be consideration of a minimum figure which would help the lower-paid staff groups.

Looking forward, application numbers are looking positive, and the fact that there have been more face-to-face meetings with parents and students does give a greater degree of certainty regarding enrolments. There is also likely to be a downturn in the employment market for 16-18-year-olds, which would encourage them into education.

In terms of any potential salary increase, the college will have more certainty regarding the position after autumn term enrolment and could potentially look to offer more in September 2023 if the unions accept a 2% position for this year. All acknowledged that this would be a decision to be taken by the board in December 2022. A question and challenge from one member of the committee was to show how this would sit against the pay scales for comparisons. The finance director indicated that the college has built in elements of TLR and, over time, will see the cost of increments reduce. The pay scale was shared on the screen and it was explained that staff can now get to the top of the pay scale in five years via increments, and thereafter they would only be able to obtain a salary increase by taking on more responsibilities.

An explanation was given in relation to TA and LSA salaries, including their rates and hours. The finance director explained that the college was looking to build in a career structure to retain staff in these areas after they are trained. One other consideration is the fact that minimum wage is also likely to increase to £10 per hour in the short to medium term.

AGREED: to note the content of the update provided.

11 CAPITAL PROJECT BID OUTCOMES

The finance director presented the detailed report circulated in advance of the meeting and explained that there was also one revenue contract included within the detail. The committee's attention was

drawn to the D2N2 bid regarding green skills bootcamps, and it was explained that this is a short programme where income will be a £665 government payment and £75 from the employer. If the college is able to secure the contract, it would be looking to co-produce and deliver with NTU. The Bolsover District Council green skills centre was discussed, and it was explained that negotiations are ongoing. It is likely that the college will be given the opportunity to use the centre for endpoint assessments, and this will allow the 'leads into employment' criteria to be met.		
The finance director advised that the key aspect requiring board approval at this stage is a rent commitment at £12k per annum. The committee were happy to give their in-principle support, with a further detailed report to go directly to board when there is a confirmed position. AGREED: a) to note the content of the update provided b) to provide in principle support for the rent commitment required at £12k per annum. The committee's attention was then drawn to the information provided regarding the T Level bid submitted, and it was explained that the college is awaiting a bid outcome decision. It is likely that the college will be moving the music provision in the summer out of its own capital spend because of the timings, and it may be possible to then recoup if the bid is successful. The committee's attention was then drawn to the tech centre, and credit was given to AA Projects, who are really experienced in terms of cost management. Staff expressed the view that, without them, it may have been the case that the project wasn't approved. A challenge from the committee was in terms of how secure the costs are, given price inflation. It was explained that AA have built in an element based upon market intelligence and that the college is really pleased with their support. The structure that they work to is one used in the NHS, which gives greater confidence regarding pricing. The committee all acknowledged that using AA Projects would mitigate capacity risks which have been raised by Audit Committee members in terms of internal capacity. The finance director indicated that they will also support the college in terms of reporting and negotiations/arguments submitted to the ESFA as they are very experienced and understand the ESFA rules. In terms of civils, it was described as 'all systems go'. Part of the project is a 125-year lease, and this is being costed and evaluated. A question	Finance Director	2022

	and challenge from the committee was in terms of where the break clauses are. It was explained that the agreement is on the basis of a capitalised upfront payment rather than ongoing rent commitments. In relation to the appointment of architects, it was explained that this was run through a competition process and that the figure put forward is pre- and post-novation. The college would prefer to complete the project via design and build; however, material cost uncertainty may mean that a premium would be imposed for this. The college may need to consider other ways to share the risk. AGREED: a) to note the content of the updates provided. b) to recommend to the Corporation Board: (i) to appoint AA Projects to act as advisor to complete the tech centre project at an estimated cost of £341,154 (funded by the tech centre project). (ii) to appoint EWA Architects to complete the tech centre project at a cost of £184,724, funded by the tech centre project. (iii) Subject to further information to be provided at the next meeting, to agree in principle to the leasing of a building in Shirebrook.		
12	**D2N2 PROJECT UPDATES – ANNUAL REPORT** The finance director provided an update on a number of aspects, including: 1) University centre project – the committee were reminded that D2N2 accepted a review of the project outputs, it being acknowledged that the building gave the college more capacity. Increased learner numbers meant that the college reached the agreed output and there is no risk of clawback. 2) Towns Fund – this will have similar outputs, and it was acknowledged that there will be a need to monitor these with dates identified in 2022/23. 3) Engineering and robotics – the project is currently on target and ahead of schedule. The committee acknowledged that the LEP is not likely to be in place at the end of the reporting period and, therefore, reporting to them may cease at an agreed point in time. AGREED: to note the content of the update provided.	FD	Sept. 2022
13	**RISK REPORT**		

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The finance director introduced this item, and key matters highlighted were:

- There is a reducing AEB risk. Whilst financial risks are reducing, there is still more to be done in terms of curriculum. The committee were advised that the college has just launched a sewing bee course, which is proving to be really popular. The college is doing more in terms of controlling staff costs now, which is why the risk has moved to green.
- The Chesterfield Road project has now been secured and is on track.
- Risks in relation to cyberattacks are still red. 13 colleges were specifically targeted in the last 12 months, and it was explained that the college has now moved to air gap backups to try to address this.

A question from one member of the committee was whether the cost of living/inflation needs to be reflected in the risk register. The finance director confirmed that this has been built into the plan and that the biggest challenges currently being faced by the college are in terms of obtaining paper, IT kit, staffing costs, and general inflationary increases. A challenge from the committee was to start to think about the 2022/23 risks now in terms of any potential for industrial action, cash flow, post-COVID changing economy, war in Ukraine, etc.

AGREED: to note the content of the update provided.

14 **<u>SUBCONTRACTING UPDATE</u>**

The finance director presented this item and confirmed that there are three subcontracts which are performing well, and the proposal is to increase allocation/capacity. Key points highlighted were:

- Continued strong performance from Chameleon and White Rose.
- Concern over Qualitrain and Trackwork, although both parties are now seeing increased success in engaging with learners.
- Substantial under-delivery from Inspire and Achieve although, again, activity has been picking up.

He explained that White Rose and Chameleon will bring in new starts, and it was explained that ATTFE is very locally focused. White Rose is a consistent and quality deliverer and continuing to increase the allocation with them is in line with the college's current strategy. A challenge from the committee was that it is key to develop alternatives to replace them, i.e. direct delivery. In terms of the percentage of subcontracted activity, the college will be between 28% and 29% this year. The ESFA have indicated this year that they would like colleges to get as near to 25% as possible but that there is some flexibility;

however, next year, the rule will be an absolute 25% maximum.

As a general overview, it was explained that the increased proposed allocations are to the providers who have the required momentum, and their ability to deliver offsets those that do not.

Proposed revisions to allocations are:

- Increasing White Rose's value for AEB by £75k to £650k, which reflects the level of activity already achieved in the year and enables a small number of new recruits.
- Increase the allocation to Chameleon by £15k to allow them to take on additional learners.
- Increase the allocation to ATTFE by 30k to £110k.

AGREED:

a) To note the content of the update provided
b) Recommend that the board approve subcontractor allocation variations as proposed:

- Increasing White Rose's gross contract value for AEB to £650k.
- Increasing Chameleon's gross contract value for AEB to £410k.
- Increasing ATTFE's allocation to £110k

15 **INSURANCE CONTRACT EXTENSION**

The committee were advised that the college is not in a position to run a full tender on a timely basis and, therefore, the proposal is to remain with Zurich. The committee were given assurance that Zurich provides a lot of wraparound services to the education sector that many other providers don't, and they are very cost-effective. They have a realistic cost structure and, in current circumstances, the view of staff is that it is important to have consistency. The proposal is to recommend a 12-month contract extension and thereafter look again to review, although it is highly likely that the board will receive a recommendation for a further year too. The committee were given assurance that it is possible to extend on an annual basis without breaching any competition rules.

In terms of the cover, the committee asked whether there were any gaps. The finance director indicated that he did not believe so and reminded that the college has increased cover in terms of cyber risks. The policy is very generous in terms of slips and trips and, particularly, the cover provided for outward bound activities.

AGREED:

a) To note the content of the update provided
b) Recommend that the board approve a 12-month contract extension

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16 **CONTRACT AWARDS**

The finance director introduced this item, and the level of activity with partners was summarised. He confirmed that the proposals presented are to ensure continuity, and he particularly highlighted activity with CIMSPA, Stainsby Education, FMBS, and Maclav Ltd. The latter is focused on maths and English.

He advised that, in 2021/22 to date, we have spent:

- £19,940 on venue hire
- £67,500 on marketing/online marketing
- £301,778 in management charges across the multiple projects (the individual projects have been within approval limits).

It is proposed to approve £625,000 management charges in 2021/22 and an initial £250,000 in 2022/23, and it is proposed to approve £200,000 of venue and marketing costs in 2021/22 and £100,000 in 2022/23.

In considering the report provided, the committee indicated that it would be useful to include a summary table within the information that is provided to board on 19th May 2022. The committee were reminded that the percentage margin in relation to these partnership arrangements is 35%-40%. FD 19.05.22

AGREED:
A. To note the content of the update provided, and
B. To recommend board approve proposals as presented.

17 **CODE OF GOOD GOVERNANCE – COMPLIANCE CHECKLIST IN RELATION TO SECTIONS ON 'FINANCIAL STRATEGY AND AUDIT' AND 'ENVIRONMENTAL SUSTAINABILITY'**

In relation to the financial strategy and audit section, governors' attention was drawn to the one amber RAG-rated area, and it was explained that this was discussed in detail at the Audit Committee. It was explained that it is amber RAG-rated because it is a new requirement. Data which underpins this assessment is within the three-year cycle and will be summarised in detail for the Audit Committee at the next meeting. There is a recognition that the college is on the right trajectory to get to green and that, by the time the Audit Committee's opinion is required, all of the evidence base will be clear. In terms of the environmental sustainability section, all agreed that they were happy with the content.

AGREED: to note the content of the updates provided.

Signed : ___ _______________Chair Date: 30/06/2022

18	**<u>ESFA LETTER DATED 20TH MARCH 2022 IN RELATION TO 2021/22 FINANCIAL STATEMENTS</u>** The finance director explained that this was provided for information and confirmed that the college has addressed the request for the amendment. Post-audit, the college has also had an ESFA audit, which was positive. The college has also done an internal audit piece, which shows a much-improved position. The college has amended its processes and addressed errors and now has a much-reduced number in terms of signed learner records and agreements.		
	The committee felt it would be useful to have sight of the ESFA dashboard, and it was agreed that this would be added to the next agenda.	Finance Director	June 2022
	AGREED: to note the content of the letter provided.		
19	**<u>AOB</u>** There were no items of additional business.		
20	**<u>DATE AND TIME OF NEXT MEETING</u>** This was confirmed as Thursday 30th June 2022 at 5.30pm. Meeting closed at 8pm.		

Signed : ___ C R H ______________Chair Date: 30/06/2022