

Meeting of the Finance and Resources Committee

Venue: STC Conference Room 1 / TEAMS
Date: 8 December 2022
Time: 4.00pm – 6.15pm
Present: Colin Seccombe (in the Chair) (CSe)
 David Bavaird (TEAMS)
 Gary Hindmarch (TEAMS)
 Donya Urwin (TEAMS)
 Malcolm Grady
 Lindsey Whiterod

In Attendance: Jane Cuthbertson (Chief Operating Officer)
 Neil Longstaff (Director of Governance)
 Steve Chittenden (Head of Finance)
 Val Howey (HR Consultant)

ACTION TRACKER

Item	Summary of Action Required	By whom	Status	Comment / Update
Meeting of the 30 June 2022 & 8 December				
8.	Tyne Coast College Financial Plan 2021-22 from ESFA The COO is asked to deliver a session to all governors on the ESFA's financial dashboard to give them a greater understanding of the financial position of the College.	JC		It is proposed that this is presented to the Governor Development Event on January 25 th . <u>Update 8.12.22</u> Still on track Update To be presented to future finance committee meeting
Meeting of the 8 December 2022				
6.	Student Union Accounts Year End 2021-22 Paper to be presented to the Board.	JC		Completed
16.	Modern Slavery and Human Trafficking Statement 2022/23 To be presented to the College Board for approval.	JC		Completed
17.	Annual Review of the Public Benefits Statement That Committee agree the draft revised Public Benefit Statement 2022/23 but that further consideration be given to the comments of governors in finalising the document.	NL		Completed

MINUTES

ITEM	ISSUES	ACTION
1.	Apologies for Absence There were no apologies for absence received.	
2.	Declarations	

	<p>i. <u>Declarations of interests</u> The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p> <p>The members of the Committee were reminded of the standing declarations in respect of the roles held in Tyne Coast Academy Trust by LWh, MG, CSe, DB and JC.</p> <p>ii. <u>Business to be raised under Item 18</u> None</p>	
3.	<p>Minutes</p> <p>The minutes of the meetings held on 28 September and 4 October 2022 were approved and signed by the Chair.</p> <p>Matters arising not covered on the agenda</p> <p>Outstanding actions are as detailed in tracker above.</p>	
4.	<p>Annual Report and Financial Statements for the Year Ended 31 July 2022</p> <p>Confidential item until approved by Board</p>	
5.	<p>HR Report</p> <p>Confidential item</p>	
6.	<p>Student Union Accounts Year End 2021-22</p> <p>This report provided governors with details of the Student Union accounts results for 2021/22 and an overview of activity in the year.</p> <p>JC drew governors' attention to the following:</p> <ul style="list-style-type: none"> • Net Budget £15,000 • Actual Net Expenditure £15,000 <p>Resolved: That the committee receive the report and acknowledge the information as provided and that this be presented to the Board.</p>	JC
7.	<p>Management Accounts and commentary</p> <p>Confidential item</p>	
8.	<p>Reconciliation between Management Accounts and Statutory Accounts for the Year Ended 31 July 2022</p> <p>Confidential item</p>	
9.	<p>2023/24 Budget Implications</p> <p>Confidential item</p>	
10.	<p>Tyne Coast College Financial Plan from ESFA</p> <p>The purpose of this report was to confirm the College Financial Forecasting Return (CFFR) had been provided to the ESFA.</p>	

	<p>The ESFA had returned a 'Good' score for both the latest outturn forecast year (21/22) and current budget year (22/23). However, JC referred to previous discussions in the meeting on this matter.</p> <p>The ESFA provided a financial dashboard for the governors to review, which included key performance indicators and measured those against both target benchmarks and benchmarks achieved in the education sector.</p> <p>It was noted that the College must submit their 21/22 financial statements and supporting documentation to the ESFA by the 31 December 2022.</p> <p>Q. Anything of concern in the graphs? Nothing that hadn't already been raised earlier in the meeting re. forecast position.</p> <p>Resolved: That governors receive the report and acknowledge the information provided and that this be presented to the Board for information and to the Development Event for discussion.</p>	JC
11.	<p>Annual Pay award</p> <p>Confidential item</p>	
12.	<p>New Build – update</p> <p>Confidential item</p>	
13.	<p>ONS reclassification of Further Education from private to public sector</p> <p>The purpose of the paper was to provide governors with an update regarding the recent ONS decision to reclassify Further Education from private to public sector.</p> <p>The Office for National Statistics had published its decision on the classification of colleges in the UK National Accounts and its verdict was that all 228 college corporations and designated institutions in England as well as their subsidiaries should be reclassified to the public sector side of the UK national accounts.</p> <p>This meant that from 29th November 2022, Further Education and their subsidiaries were treated for financial and accounting purposes as part of the central government sector. In practice, this meant that colleges were now subject to the framework for financial management set out in the Parliamentary document 'managing public money', guidance on senior pay and other relevant central government guidance.</p> <p>This decision had implications for the way in which colleges were governed, financed, and operated.</p> <p>The AoC guidance and a Q&A on key decisions were outlined in the report.</p> <p>It was noted that NL had circulated a forthcoming webinar to all governors on the implications of the ONS reclassification.</p> <p>Q. AoC's views? Not in the best interests of the colleges and it didn't even include the possibility of reclaiming VAT as schools did.</p> <p>Resolved: That the governors receive the report and acknowledge the information provided</p>	
14.	<p>Approval of Contracts and Planned Expenditure in Excess of 125k</p>	

	Confidential item	
15.	<p>Annual Report on Governor Expenses</p> <p>The purpose of the paper was to provide the Committee with an update on the level of expenses claimed by Governors during 2021/22.</p> <p>Resolved: That the committee accept the report and acknowledge the information as presented.</p>	
16.	<p>Modern Slavery and Human Trafficking Statement 2022/23</p> <p>This report provided governors a view of the Modern Slavery and Human Trafficking Statement, to be agreed prior to being presented to the College Board for approval.</p> <p>There was a requirement for certain commercial organisations to publish an annual statement setting out the steps they took to prevent modern slavery in their business and their supply chains. This was a requirement under section 54 (Transparency in Supply Chains) of the Modern Slavery Act 2015.</p> <p>To demonstrate that the College had met the minimum requirements, the statement must be:</p> <ul style="list-style-type: none"> • Updated annually • Published on the College website • Approved by members of the College Board • Signed off from a designated member of the Board <p>The draft statement presented was for 2021/2022 but looking towards 2022/2023 and had been endorsed by College Management Team.</p> <p>Resolved: That the Committee endorse the statement with a view to it being presented to the College Board for approval.</p>	JC
17.	<p>Annual Review of the Public Benefits Statement</p> <p>The purpose of the report was to ask the Committee to undertake a review of the College's Public Benefit Statement (PBS) as a requirement of the Code of Good Governance.</p> <p>The following were highlighted:</p> <ul style="list-style-type: none"> • The Code of Good Governance for English Colleges recommended the adoption of such a statement and in doing so the College would be complying with the Code. • The annual review of the document was delegated to the Finance and Resources Committee. • The PBS described how the College sought to add value to the social, economic and physical well-being of the community it served. Proposed changes were highlighted and discussed. <p>The Chair felt this was an opportunity to showcase the successes of the college in supporting students and local community. A governor suggested the expansion of references to stakeholder engagement by including matters such as the college taking part in formal meetings/negotiations/groups about employment, school expenditure, education etc. schools visiting the college, the college now being part of decision-making bodies e.g. attending the state of the air event in North Tyneside, being members of the Employment and Skills Strategy Board and North Tyneside Business Forum Board.</p> <p>Resolved: That Committee agree the draft revised Public Benefit Statement 2022/23 but that further consideration be given to the comments of governors in finalising the document.</p>	NL

18.	<p>Any other business</p> <p>None.</p>	
19.	<p>Date and time of next meeting</p> <p>Wednesday 15 March 2023 at 4.00pm</p>	
20.	<p>Identification Confidential Items</p> <p>Resolved: That the following items are to remain confidential:</p> <ul style="list-style-type: none"> • Item 04 – Annual Report and Financial Statements for the Year Ended 31 July 2022 • Item 05 – HR update • Item 07 – Management Accounts and commentary • Item 08 – Reconciliation between Management Accounts and Statutory Accounts for the Year Ended 31 July 2022 • Item 09 - 2023/24 Budget Implications • Item 11 - Annual Pay award • Item 12 - New Build updates • Item 14 – Approval of Contracts and Planned Expenditure in Excess of 125k • 	
21.	<p>To undertake the annual salary review for the Senior Postholders</p> <p>At this stage in the proceedings staff withdrew from the meeting. VH remained for part of the item to provide HR advice.</p> <p>Restricted confidential item.</p>	

Signed: **Date:**