

Tuesday 17th November 2020 at 6pm
To be held remotely via ZOOM video conferencing

AGENDA
PART ONE

IN ATTENDANCE:

Mrs M Searle, Head of Finance
Mrs S Plumb, Senior Business Manager
Mrs C Biscoe (*tbc*), Partner, Buzzacott LLP for item 1
Ms L Raynes, Client Manager, RSM Risk Assurance LLP for item 1
Mr C Graham, Associate Principal – observing
Mrs E Lewis, Clerk to the Governors

		BAF / RISK REF
c6pm	<p>1. THIS ITEM TO BE TAKEN IN JOINT SESSION WITH THE AUDIT COMMITTEE – with Chair of Audit Committee in the Chair:</p> <p>1.1. FMCE¹: to note completed non-mandatory self-evaluation for 2019 - 2020: Mrs Searle. (<i>in papers</i>)</p> <p>1.2. Financial Statements for year ended 31st July 2020 to be presented by TBC, Partner, Buzzacott, Financial Statements Auditors:</p> <p>1.2.1. Report & Financial Statements (Consolidated Accounts) for year ended 31st July 2020 (<i>draft in papers</i>)</p> <p>1.2.2. Post - Audit management report for 2019 – 2020 including Regularity (<i>draft in papers</i>)</p> <p>1.2.3. Letter of Representation</p>	2, 14, 15, funding, governance, financial issues & controls
Members of the Audit Committee and Auditors leave the meeting.		
6.35pm	2. Opening Prayer	
	3. Apologies:	
	4. Election of Chair: to two year term of office	
	5. Declarations of Interest	
6.40pm	<p>6. Minutes: Meeting held on 22nd September 2020 (<i>in papers & previously circulated 15th October 2020</i>) for agreement and signing.</p> <p>7. Action Points from previous meeting:</p>	

¹ Financial Management Control Evaluation

	<p>7.1. Ref item 8: Mrs Plumb to seek testimonials in respect of the preferred installers of the turnstiles</p> <p>7.2. Ref item 8: Actual quotes for turnstile work had been duly circulated as noted in the footnote to the minutes</p> <p>7.3. Ref item 8: Covid-specific audit report from insurers to be circulated on receipt</p> <p>7.4. Ref item 9.1: The Financial Regulations and associated policies including Treasury Management had been duly approved as noted in the footnote to the minutes and came into effect on 1st October 2020.</p> <p>7.5. Ref item 9.6: Covid specific schedule of expenditure will be covered under item 10.6 on this agenda</p> <p>7.6. Ref item 10.2: Reinvestments will be reported under item 10.5 on this agenda</p> <p>8. Matters Arising: other than agenda items:</p> <p>8.1. Change to mandates on college and trading subsidiary bank accounts</p>	
6.45pm	<p>9. Accommodation, Premises and Resources: Mrs Plumb</p> <p>9.1. Update report (<i>in papers</i>)</p> <p>9.2. Annual Review of Health & Safety Policy (<i>in papers</i>) for review and recommendation to Governing Body for approval</p>	10, 12, 15 (H&S; Estates; Finance)
6.55pm	<p>10. Financial update: Mrs Searle</p> <p>10.1. Monthly Commentary; Accounts and Cashflow (September 2020 accounts circulated 15th October 2020)</p> <p>10.2. ESFA Early Intervention: to note any feedback or follow up to meeting on 8th September 2020</p> <p>10.3. Funding - Financial Projections: review and update of financial plan. (<i>in papers</i>)</p> <p>10.4. November cashflow return: for approval for filing (<i>in papers</i>)</p> <p>10.5. Treasury: Mrs Searle (<i>report in papers</i>)</p> <p>10.6. Schedule of Covid-specific expenditure</p> <p>10.7. Student Council (“Student’s Union”) Financial Report– presentation of accounts for 2019 – 2020 (<i>in papers</i>).</p> <p>10.8. ESFA confirmation of Financial Plan 2019 to 2021 & Financial Dashboard <i>Not yet received</i></p>	15 Financial issues & controls
	<p>11. Student Roll and Recruitment: Mr Thompson: Verbal report (including Open Day arrangements) (<i>enrolment data in papers</i>)</p>	1 Student Recruitment
7.15pm	<p>12. SFX Corporate Services Ltd: Mrs Plumb</p> <p>12.1. Report / Business Plans update (<i>in papers</i>)</p> <p>12.2. To note the end of year (to 31st July 2020) report and accounts signed 5th November 2020</p>	9 non-core activity

7.25pm	13. Staff Cost of Living Rises: Mr Thompson: To be advised of any updates	6 HR
7.30pm	14. Professor Keohane Memorial Fund / Prize awards: 14.1. Confirmation of value of award (has been £300) 14.2. Endorsement of nominee(s) for recommendation to full Board.	
7.35pm	15. Risk Management: Have governors identified any new risks or modifications to existing risks on the register?	Risk Management
7.40pm	16. Any other business	
7.45pm	17. Review of Effectiveness of meeting	14 Governance
	18. Farewells	
	19. Date of next meeting: Tuesday 19 th Jan and / or Tuesday 23 rd February 2021	
	20. Staff Governor to withdraw	

Distribution:

Mr M Belfour

Ms R Clark

Mr C Graham

Mr J Opara

Mrs M Searle

Clerk

Mr G Thompson

Mrs S Plumb

Mr C Garvey

Mrs K Taylor