

GOVERNORS FINANCE & RESOURCES COMMITTEE

**Thursday 19th November 2019 at 6pm
Conference Room (adjacent to Staff Room)**

[Refreshments will be available in the Staff Room]

AGENDA

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 |
|---|---|---|
| 6.15pm | <p>1. THIS ITEM TO BE TAKEN IN JOINT SESSION WITH THE AUDIT COMMITTEE:</p> <p>1.1. FMCE¹: to note completed non-mandatory self-evaluation for 2018 - 19: Mrs Plumb. (<i>in papers</i>)</p> <p>1.2. Financial Statements for year ended 31st July 2019 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 2019 (<i>draft in papers</i>)</p> <p>1.2.2. Post - Audit management report for 18 – 19 including Regularity (<i>draft in papers</i>)</p> <p>1.2.3. Letter of Representation</p> | 1, 12, 13, funding, governance, financial issues & controls |
| Members of the Audit Committee and Auditors leave the meeting. | | |
| 6.35pm | 2. Opening Prayer | |
| | 3. Apologies: | |
| | 4. Declarations of Interest | |
| 6.40pm | <p>5. Minutes: Meeting held on 24th September 2019 (<i>in papers & previously circulated 1st November 2019</i>) for agreement and signing.</p> <p>6. Action Points from previous meeting</p> <p>7. Matters Arising: other than agenda items:</p> | |

¹ Financial Management Control Evaluation

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| 6.45pm | <p>8. Accommodation, Premises and Resources: Mrs Plumb</p> <p>8.1. Update report (<i>in papers</i>)</p> <p>8.1.1. Condition of Estate Survey</p> <p>8.1.2. Health & Safety Audit by insurers</p> <p>8.2. Annual Review of Health & Safety Policy (<i>in papers</i>)</p> | 8, 10, 13 (H&S; Estates; Finance) |
| 6.55pm | <p>9. Financial update: Mrs Searle</p> <p>9.1. Monthly Commentary; Accounts and Cashflow (September 2019 accounts circulated 24th October 2019)</p> <p>9.2. Treasury: Mrs Searle, Mrs Flannery (<i>report in papers</i>)</p> <p>9.3. Student Council (“Student’s Union”) Financial Report– presentation of accounts for 2018 – 19 (<i>in papers</i>).</p> <p>9.4. ESFA confirmation of Financial Plan 2019 to 2021 & Financial Dashboard (Ref: <i>Letter from Adrian Brook 23rd Oct 2019 in papers & follow up</i>)</p> | 13 Financial issues & controls |
| | <p>10. Student Roll and Recruitment: Mrs Flannery: Verbal report (including Open Day arrangements) (<i>enrolment data in papers</i>)</p> | 2 Student Recruitment |
| | <p>11. Funding - Financial Projections: review and update of financial plan: Mrs Plumb (<i>report in papers</i>).</p> | 1 Funding |
| 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 2019) report and accounts as signed 7th November 2019 and Gift Aid Deed of Covenant</p> | 7 non-core activity |
| 7.25pm | <p>13. Staff Cost of Living Rises: Mrs Flannery: To be advised of any updates</p> | 4 HR |
| 7.30pm | <p>14. Professor Keohane Memorial Fund / Prize awards:</p> <p>14.1. Confirmation of value of award (has been £300)</p> <p>14.2. Endorsement of nominee(s) for recommendation to full Board.</p> | |
| 7.35pm | <p>15. Risk Management: Have governors identified any new risks or modifications to existing risks on the register?</p> | Risk Management |
| 7.40pm | <p>16. Any other business</p> | |
| 7.45pm | <p>17. Review of Effectiveness of meeting</p> | 12 Governance |
| | <p>18. Date of next meeting: Tuesday 25th February 2020</p> | |

Distribution:

Mr M Belfourd
Clerk

Mr J Opara
Mrs M Searle

Mrs S Flannery
Mrs S Plumb

Mr C Garvey
Mrs K Taylor