

GOVERNORS FINANCE & RESOURCES COMMITTEE

Tuesday 21st November 2017 at 6.15pm
Conference Room (adjacent to Staff Room)

[Refreshments will be available in the Staff Room]

AGENDA

IN ATTENDANCE:

Mrs M Searle, Head of Finance

Mr A Taylor, Strategic Director of Financial and Physical Resources

Mrs C Biscoe, Partner, Buzzacott LLP for item 1

Mr T Lo, Client Manager, RSM Risk Assurance LLP for item 1

		BAF / RISK REF
6.15pm	<p>1. THIS ITEM TO BE TAKEN IN JOINT SESSION WITH THE AUDIT COMMITTEE:</p> <p>1.1. FMCE: to note completed non-mandatory self-evaluation for 2016 - 17: Mr Taylor. (<i>in papers</i>)</p> <p>1.2. Financial Statements for year ended 31st July 2017 to be presented by Mrs C Biscoe, Partner, Buzzacott, Financial Statements Auditors:</p> <p>1.2.1. Report & Financial Statements (Consolidated Accounts) for year ended 31st July 2017 (<i>draft in papers</i>)</p> <p>1.2.2. Post - Audit management report for 16 – 17 including Regularity (<i>draft in papers</i>)</p> <p>1.2.3. Letter of Representation</p>	1, 12, 13, funding, governance, financial issues & controls
<p>Members of the Audit Committee and Auditors leave the meeting.</p> <p>Mr Belfour takes the Chair</p>		
6.35pm	2. Opening Prayer	
	3. Election of Vice Chair of Committee¹ (2 year term)	
	4. Apologies:	
	5. Declarations of Interest	
6.40pm	<p>6. Minutes: Meetings held on 19th September 2017; 22nd June 2017 and 7th March 2017 (<i>in papers & previously circulated 9th October 2017; 7th July 2017 & 27th March 2017</i>) for agreement and signing.</p> <p>7. Action Points from previous meeting</p> <p>8. Matters Arising: other than agenda items:</p>	

¹ Mr Belfour was elected as Chair in November 2016 for a two year term



	8.1. Terms of Reference – (deferred from previous meetings) for review and referral to full Governing Body for approval	
6.45pm	9. Accommodation, Premises and Resources: Mr Taylor 9.1. Update report (<i>in papers</i>) 9.2. Annual Review of Health & Safety Policy (<i>in papers</i>) 9.3. Insurance (<i>verbal update</i>)	8, 10, 13 (H&S; Estates; Finance)
7pm	10. Financial update: Mrs Searle 10.1. Monthly Commentary; Accounts and Cashflow (September 2017 accounts circulated 16 th October 2017) 10.2. Treasury: Mrs Searle, Mrs Flannery (<i>report in papers</i>) 10.3. LPFA Pensions: 10.4. Student Council (“Student’s Union”) Financial Report– presentation of accounts for 2016 – 17 (<i>in papers</i>). 10.5. To note: ESFA confirmation of Financial Plans to 2019 (<i>Letter from Jacqui Smillie 18th Oct 2017 in papers</i>)	13 Financial issues & controls
7.10pm	11. Funding - Financial Projections: review and update: Mr Taylor (<i>report in papers</i>)	1, funding
7.20pm	12. SFX Corporate Services Ltd: Mr Taylor 12.1. Report / Business Plans update (<i>in papers</i>) 12.2. To note the end of year (to 31 st July 2017) report and accounts as signed 9 th November 2017	7, non-core activity
7.30pm	13. Staff Cost of Living Rises: Mrs Flannery: To be advised of any updates	4, HR
7.35pm	14. Student Roll and Recruitment: Mrs Flannery: Verbal report (including feedback from Open Day) (<i>enrolment data in papers</i>)	3, Student Recruitment
7.40pm	15. Professor Keohane Memorial Fund £300 prize nomination: For endorsement and report to full Board.	
7.45pm	16. Risk Management: Have governors identified any new risks or modifications to existing risks on the register?	Risk Management
7.50pm	17. Any other business	
7.55pm	18. Review of Effectiveness of meeting	12 Governance
	19. Date of next meeting: Tuesday 27 th February 2018	

Distribution:

Mr M Belfourd
Clerk

Mr J Opara
Mrs M Searle

Mrs S Flannery
Mr A Taylor

Ms P Cummings



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