

NEW COLLEGE, SWINDON

Minutes of the Finance and General Purposes committee  
held on Tuesday 2<sup>nd</sup> October 2018

Present: Jim Webster (Chair), John Dernie, Les Durrant, Carole Kitching

With: Alex Minoudis, Brewin Dolphin (minute 1477 only)  
Richard Harris, Deborah Bendle, Michael Dickinson, Tracy Scaife

1477 Investment Portfolio - Presentation by Alex Minoudis, Brewin Dolphin

The Chair welcomed Alex Minoudis to the meeting.

The meeting received a presentation on the performance of the college investment with them over the past year, together with an outline of events in the financial markets. A brief discussion was held with regard to the economic cycle and whereabouts the country currently is within that cycle, Brexit and the implications of various outcomes. The asset allocations of the investment remain largely unchanged and the year-end valuation was noted.

1478 Appointment of Chair 2018/19 – the meeting received a nomination in respect of Jim Webster and this was duly seconded. No further nominations were received.

**RESOLUTION:** that Jim Webster be appointed as Chair of the Finance and General Purposes committee for the 2018/19 academic year until the first meeting of the 2019/20 academic year.

1479 Apologies for absence – none received.

1480 Membership – the meeting noted that Mark Owen had resigned from the committee. Dennis Bridges has kindly volunteered to join the committee.

**RESOLUTION:** that Dennis Bridges be added to the membership of the committee.

1481 Disclosures of Interest – none received.

1482 Minutes of the last meeting held on 19<sup>th</sup> June 2018 – agreed as a correct record.

1483 Matters arising from the minutes of the last meeting held on 19<sup>th</sup> June 2018 – none.

1484 Risk Management update – report by Director of Finance and Partnerships received and noted.

The meeting received an update on the ESFA Funding Assurance Review. The Review commenced on 3<sup>rd</sup> September and has been very robust. No significant issues have been identified.

The Institute of Technology (IoT) bid was approved in round 1 and has progressed to round 2 and it is thought that the bid has a good chance of being successful. Swindon College is the lead for the bid. At the present time there is no substantive assurance regarding our commitment which is why it is flagged as a risk. The Principal stated that it is intended that the College will now engage actively in the development of the joint venture agreement.

1485 Investment options – report by Financial Accountant and Procurement Manager received and noted.

**RESOLUTION:** that a sum of £1million be transferred to a Corporate Saver Account and a Corporate 95 Day Notice Account with Nationwide Building Society.

**ACTION:** MD to arrange transfer of funds to Nationwide Building Society.

1486 Financial Targets – report by Director of Finance and Partnerships received and noted.

Consideration was given to adding EBITDA and EBITDA as a percentage of income to the college financial targets. This adds further cash financial targets and the removal of trading surplus targets was discussed.

**RESOLUTION:** that financial targets for 2018/19 be recommended as follows to the Corporation for approval on 16<sup>th</sup> October 2018:

Key Financial Target	2018/19 Target
Current Ratio	2.36
Cash Days	144
Operating Surplus £k	(49)
Operating Surplus as % of income	(0.2%)
Cash generation £k	107
Pay as % of income	58.2%
General reserve (excl. pension)	20.756
Borrowing £k	0
Diversity Ratio	22.9%
EBITDA £k	1,041
EBITDA as % of income	4.69%
Pay excluding Partnerships % income	65.9%

**ACTION:** RH to present financial targets to Corporation 16.10.2018 for approval.

1487 Insurance cover 2018/19 – report by Financial Accountant and Procurement Manager received and noted.

A query was raised with regard to cover for governor liability and the Financial Accountant and Procurement Manager agreed to investigate and advise the committee by email of his findings.

**RESOLUTION:** that the proposed insurance arrangements for the college be approved subject to clarification regarding cover for governor liability.

**ACTION:** MD to seek clarification re. cover for governor liability.

1488 Student Union Accounts – received and noted.

**RESOLUTION:** that the Student Union Accounts be presented to the Corporation meeting on 16<sup>th</sup> October 2018.

**ACTION:** RH to present Student Union Accounts to Corporation 16.10.2018

1489 Terms of Reference – received and noted.

**RESOLUTION:** that the Terms of Reference for the Finance and General Purposes committee be presented to the Corporation meeting on 29<sup>th</sup> November 2018 for approval.

**ACTION:** TS to present ToR for F&GP to Corporation on 29.11.2018

1490 Date of next meeting – Tuesday 30<sup>th</sup> October 2018 at 1700.

1491 Any other business – raised as follows:

(a) Debt write-off – the meeting considered a request for the write-off of a debt (account number 19892) in the sum of £1,200.00. The debt relates to a student who withdrew from a course and the college has been unable to contact or trace the student.

**RESOLUTION:** that the debt relating to account number 19892 in the sum of £1,200.00 be written off.

1492 Draft Financial Statements – confidential minutes refer.