



ANNUAL REPORT

For the year ended

31 July 2018

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Key Management Personnel, Board of Governors and Professional Advisers

Key management personnel

Key management personnel are defined as Senior Post Holders (Principal, Vice Principals and Clerk to the Governors) and members of the Senior Leadership Team. This group was represented by the following in 2017-18:

- Stephen Criddle, Principal, CEO and Accounting Officer;
- Laurence Frewin, Vice Principal Corporate Services and Deputy CEO;
- Matthew Harbour, Vice Principal Curriculum Quality and Performance;
- Liz Lawrence, Assistant Principal;
- Matt Burrows, Assistant Principal;
- Dan Hallam, Assistant Principal;
- Steve Caunter, Assistant Principal; and
- Lisa Keay, Clerk to the Governors.

Board of Governors

A full list of Governors is given on pages 14 and 15 of these financial statements.

Lisa Keay acted as Clerk to the Corporation throughout the period.

Professional advisers

Financial statements auditors and reporting accountants:

PKF Francis Clark
North Quay House
Sutton Harbour
Plymouth, PL4 0RA

Bankers:

Barclays Bank plc
20 High Street
Exeter, EX4 3YR

Solicitors:

Foot Anstey
Salt Quay House
4 North East Quay
Sutton Harbour
Plymouth, PL4 0BN

Internal auditors:

RSM Risk Assurance Service LLP
Hartwell House
55 – 61 Victoria Street
Bristol, BS1 6AD

Solicitors:

Michelmores
Woodwater House
Pynes Hill
Exeter, EX2 5WR

Members' Report

NATURE, OBJECTIVES AND STRATEGIES

The members present their report and the audited financial statements for the year ended 31 July 2018.

Legal status

The Corporation was established under the Further and Higher Education Act 1992 for the purpose of conducting the business of South Devon College. The College is an exempt charity for the purposes of the Charities Act 2011.

Mission

The College mission statement is:

'South Devon College: inspiring our community through learning for all'

Public Benefit

South Devon College is an exempt charity under the Part 3 of the Charities Act 2011. Following the Machinery of Government change in July 2016, the College is regulated by the Secretary of State for Education. The members of the Governing Body, who are trustees of the charity, are disclosed on pages 14 and 15.

In setting and reviewing the College's strategic objectives, the Governing Body has had due regard for the Charity Commission's guidance on public benefit and particularly upon its supplementary guidance on the advancement of education. The guidance sets out the requirement that all organisations wishing to be recognised as charities must demonstrate, explicitly, that their aims are for the public benefit.

In delivering its mission, the College provides the following identifiable public benefits through the advancement of education:

- High-quality teaching
- Widening participation and tackling social exclusion
- Excellent employment record for students
- Strong student support systems
- Links with employers, industry and commerce.

Implementation of strategic plan

The College annually reviews its mission, strategic aims and operating plans. The Corporation monitors the performance of the College against this plan. The current strategic aims are to:

- 1) Be an outstanding, inclusive and inspirational College at the heart of its community;
- 2) Enable learners to aspire, progress and succeed, in a safe and supported learning environment;
- 3) Sustain and further develop inspirational teaching, learning and assessment, academic and technical standards;
- 4) Actively support employers and employability, apprentices and higher skills, increasing productivity and prosperity;
- 5) Increase the number and range of learners, sustaining our inclusive approach;
- 6) Sustain financial strength, resilience and investment;
- 7) Maintain and expand outstanding facilities, developing digital and sustainable approaches;

Members' Report (continued)

- 8) Sustain and further develop our high performing and innovative learning culture; and
- 9) Enable staff to professionally develop, aspire, progress and succeed, in a safe and supported environment.

The College made significant progress towards achieving all of these aims during the year:

- Supporting over 10,300 individual learners and students to increase their skills, education levels and progression
- Maintaining a highly inclusive approach and very wide breadth of courses underpinning strong learner focus and outcomes.
- Application to Quality Assurance Agency to be granted Foundation Degree Awarding Powers (FDAP) in progress, following attainment of TEF Gold status for Higher Education, reflecting excellent HE outcomes, student engagement and satisfaction, and supportive processes and practice.
- Investors in People status Platinum maintained, South Devon College being the first English College to achieve this recognised top standard.
- Investors in Careers Award sustained and Matrix Award for advice and guidance retained, as well as winning the National Association for Managers of Student Services (NAMSS) award for "Team Member of the Year"; all this confirming that the College provides high quality and impartial information, advice and guidance.
- Nationally leading employer satisfaction rates at 9.54 out of 10 and learner satisfaction views at 89.6% (FE Choices – General FE & Tertiary Colleges).
- Supporting a record number of Apprenticeships in 2017-18, with a total of over 1500 across more than 700 businesses. Commencement of construction of £17m Hi Tech and Digital Centre, and commencement of building work on the White Rock Sports Centre development.
- Continued expansion of our apprenticeship and higher education portfolio, with a growing cohort of higher level apprentices
- Continuing quality improvement good practice work through increased teaching and learning coaches and other initiatives. National dissemination of Outstanding Teaching Learning and Assessment Technical Skills through leadership of the 'Brushing Up' collaborative project in Hair & Beauty.
- Continuing international partnerships with relationships and encouragement of European linkages through Erasmus Plus and other activity such as with Sweden and France. Very positive new relationship and joint working developed with the Bay Education Trust and Paignton Academy.
- National influencing of the agreed changes to DfE accountability measures in respect of direct entry for 14-16 year old students through correspondence with the Statutory Regulatory Body - the Office of National Statistics.

The College continues to work within recruitment and funding allocations and achieve strong student achievement and progression through providing outstanding teaching and learning for its communities.

Challenges facing the College

The further education sector is undergoing a continuing period of austerity, with funding rates frozen since 2014 and little sign of any imminent improvement to the funding environment. This accompanies government enthusiasm for further apprenticeship growth and ongoing consolidation of qualifications. Capital funding is at its lowest level for 20 years, whilst a number of reviews are expected to recommend some future investment to support the roll out of T Levels. The College is not a deliverer in the pilot stage. The government is still heavily occupied with implementing Brexit by March 2019 with longer term impact on European funding streams, student decision making and the broader economic outlook. It is currently also impacting in delays in "business as usual" in other government departments and related decision making. At a national level, with fuller employment and increasing vacancy levels, FE colleges as well as schools, may be more challenged to retain and recruit high calibre staff.

Members' Report (continued)

The College is embarking on a new ambitious vision in support of its core mission "inspiring our community through learning for all". This includes stakeholder ambition to seek university status by 2025 and progressing steps on the journey. New initiatives will bring greater potential rewards, but may also increase business risk. New ventures also bring a range of challenges and opportunities, reputational and financial, and these are closely monitored through the College's corporate governance structure. Future capital investment is both a major enabler and a risk.

Financial objectives

The College's financial objectives are set to support the College mission and strategic aims. In particular they are:

- 1) to sustain financial strength, resilience and investment;
- 2) to achieve an annual operating surplus, secure positive cash flow and a strong retained cash position;
- 3) to fund continued capital investment;
- 4) to pursue alternative sources of funding, on a selective basis, consistent with the College's core objectives and the need for a financial contribution to the College's overall finances;
- 5) to maintain strong control of solvency, current ratio and debt levels;
- 6) to diversify the income base whilst increasing fee and other income streams; and
- 7) to manage long term borrowing and overall debt, and plan to secure future investment.

A series of performance indicators are annually agreed and monitored as part of the College's overall strategic and operational monitoring framework.

Performance indicators

The College is committed to observing the importance of sector measures and indicators and uses government and other benchmark data, including measures such as success rates. The College is required to complete the annual Finance Record for the Education and Skills Funding Agency (ESFA); this Finance Record produces a financial health grading which is "Good" for the College at 31st July 2018. The current rating of Good is considered a robust outcome given the current austerity climate.

There are 11 specific financial measures included in the College's performance indicator dashboard. They relate to cash flow, borrowing, income earned in key focus areas and key improvement projects. 3 of the 11 were met or exceeded. Of the other 8 indicators, 5 were within 5% of the agreed targets.

FINANCIAL POSITION

Financial results and investment

The College generated an operating surplus for the year of £928,000 (excluding pension costs). A pension cost of £2,001,000 under FRS 102 has been made, resulting in an overall deficit on continuing operations of £1,073,000 (2016-17 operating surplus £349,000, FRS 102 provision £1,254,000 leaving a deficit on continuing operations of £905,000). The financial health score determined by the ESFA calculates the College continues to be in "Good" financial health.

Despite the limitations of the external finance and funding context, the College has continued to invest significantly in campus developments, learning resources and additional staffing to support learning sustaining significant positive impact for our learners and the wider community.

Members' Report (continued)

In the reporting period a significant reduction in provision was made in relation to our Local Government Pension Scheme; a decrease of £1,555,000 compared to last year, with the provision now standing at £17,495,000. This decrease was driven by macro-economic conditions beyond the College's control.

The College has accumulated reserves of £18,876,000 from which a pension provision of £17,495,000 is deducted (see above) leaving a net reserves position of £1,382,000. There are cash balances of £8,951,000. The College needs to continue to accumulate reserves and cash balances in order to maintain working capital and funds for reinvestment in capital, particularly in the context of limitations to capital grant availability.

Tangible fixed asset additions during the year amounted to £5,601,000. This includes land and buildings of £39,000, assets in the course of construction of £4,648,000 and equipment purchased of £914,000. Of this, £311,000 was spent on computer equipment and £385,000 on equipment for teaching purposes.

The College has significant reliance on the Education and Skills Funding Agency (ESFA) for its principal funding sources, largely from recurrent grants. Since April 2010 funding agencies' funds have been channelled through the Education and Skills Funding Agency and also, to a far lesser extent, the Higher Education Funding Council for England (HEFCE) in respect of grants for HE learners. In 2017-18 these organisations provided 63% of the College's total income (65% in 2016-17).

Treasury policies and objectives

Treasury management is the management of the College's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks. The College has a separate treasury management policy in place.

Short term borrowing for temporary revenue purposes is authorised by the Accounting Officer. Such arrangements are restricted by limits in the College's Financial Memorandum agreed with the Education and Skills Funding Agency. All other borrowing requires the authorisation of the Corporation and shall comply with the requirements of the Financial Memorandum.

Cash flows and liquidity

Operating cash flow in the period was £6,371,000 (2016-17 £2,819,000), as presented in the Statement of Cash Flows. There was a decrease of cash balances from to 2016-17 to 2017-18 of £1,095,000 driven by significant investment in large capital projects.

There were no new loans drawn in 2017-18 (£4,000,000 drawn in 2016-17).

The size of the College's total borrowing and its approach to interest rates has been calculated to ensure a reasonable cushion between the total cost of servicing debt and operating cash flow. During the year this margin was comfortably exceeded.

CURRENT AND FUTURE DEVELOPMENT AND PERFORMANCE

Student numbers

In 2017-18 the College delivered 16-18 activity equating to £10,919,000 in ESFA main allocation funding (2016-17 - £12,133,000). Learner numbers were 2,465 against a target of 2,440. Actual funding received, based on lagged learner numbers was £12,221,000 (2016-17 - £13,178,000). This includes EFA funding for high needs learners.

19+ activity equated to £3,560,000 in SFA main allocation funding (2016-17 - £3,551,000). Learner Numbers were 3,196 (2016-17 2,939). This includes adult classroom and adult apprenticeship funding.

Members' Report (continued)

Funding via Advanced Learning Loans was £712,000 in 2017-18, against a total facility of £1,302,211 (2016-17 funding of £978,000 against a facility of £1,177,000).

The College also successfully delivered a substantial range of programmes in higher education, work based learning, adult and community learning, re-engagement, full cost and other employer led activity.

The College contributed fully to the employer responsive areas of apprenticeships and other employer led activities, with another record year for apprenticeship numbers.

Student achievements

The year 2017-18 was another very strong academic year. Key successes included:

- 'A' Level pass rate for 16-18 year olds was 99% across an excellent range of 20 subjects, including English, maths, science and art subjects and 2% above the national rate. Higher level grades were increased.
- Vocational Level 1, 2 and 3 programmes offered by the College achieved excellent results, with many Diplomas/Certificates achieving 100% pass rates against national rates of 95%.
- The volume of GCSE English and maths retakes continues at a high level as a result of government policy and condition of funding requirements and results had an overall pass rate of 79%.
- GCSE other results had an overall pass rate of 82%, with 42% achieving A-C grades and the majority of subjects exceeding the national average.
- Apprenticeship success rates increased at 75%, well above the national average.

Curriculum developments

The College continues to deliver high quality study programmes across the curriculum in order to fully meet local employment and student needs. It continues to review and expand progression routes including additional higher education pathways.

Many of our students have low levels of prior educational achievement. The College maintains a wide range of programmes aimed at students, particularly adults, who are returning to education. These include Entry Level courses, maths and English and Access programmes.

Programmes for adults have been sustained including for programmes at Level 3 whilst higher and degree apprenticeship pathways have also been developed

Many courses prepare students for university through close association with the University of Plymouth. The College has increased its HE enrolment, offering an increasing range of full honours degrees and commenced seeking future Foundation Degree Awarding Powers to support further and more rapid response should new areas of employer demand be in evidence. The College is planning to meet increasing demand over the next 5 years through expansion of its Vantage Point facilities, creation of a new High Tech and Digital Skills Centre and exploring the feasibility of Student Accommodation to meet identified growing demand.

The Foundation Degree in Bioscience achieved a first in the UK accreditation by the Royal Society of Biology.

Members' Report (continued)

Payment performance

Since 1998 there has been legislation in place providing a statutory right to interest for late payment to small business from large firms and the public sector. In 2002 small companies were also required to comply.

Amended late payment legislation came into force in March 2013, under the EU directive 2011/7/EU entitled "*Combating late payment in commercial transactions*". The aim was to make pursuing payment a simpler process across the European Union, reducing the culture of paying late and making paying on time the norm. Note the EU directive (in respect to payment performance) applies to all suppliers; the distinction between small/large businesses is removed.

In the context of this directive the College is in the public sector and as such must ensure the payment period for all commercial transactions is no longer than 30 days.

During the accounting period 1 August 2017 to 31 July 2018, the College paid 46% of its invoices within 30 days and 94% within 60 days (compared to 60% and 96% in the 2016-17 financial year). Further detail can be found on our website at this link <https://www.southdevon.ac.uk/about-us/doing-business-with-south-devon-college>

The College is working with all suppliers to encourage them to submit their documentation directly to Finance, to ensure delays are minimised and this metric is improved. The College aims to pay all its creditors within agreed terms. The College incurred no interest charges in respect of late payment for this period.

Events after the end of the reporting period

There have been no significant post balance sheet events.

Future prospects

The College expects to complete the building of its new £17m High Tech and Digital Centre ready to open for students in September 2019. It expects to complete its new White Rock Sports Centre facilities by the end of 2018.

The College is looking forward to working with Premier Marinas to develop new Marine Academy facilities at Noss-on-Dart, Kingswear, following the award of planning permission to the developer.

The College remains in good financial health and will look to further expansion based on achievement of FDAP, continuing growth in apprenticeships, as well as new partnership opportunities.

RESOURCES

The College has a wide range of excellent resources that it deploys in pursuit of its strategic objectives.

Tangible resources include the main college site, the Vantage Point campus including adjoining "Syntech" site, the University Centre, South West Energy Centre buildings as well as the Newton Abbot Campus stretching to the Professional Centre based at Heathfield.

Financial

The College has net assets of £1,382,000, however this includes: £17,495,000 LGPS pension liability, deferred government grants of £19,826,000 and long term debt of £12,369,000.

People

The College employs 577 people (expressed as full time equivalents), of whom 362 are teaching staff.

Members' Report (continued)

Reputation

The College is well established as a leading educational institution recognised by the local community, regionally and nationally. Monitoring and maintaining the College's success is part of the embedded culture of continuous improvement and outstanding achievement and this continues to be formally recognised through external accreditation, awards, surveys and inspections. South Devon College was shortlisted as the FE College of the Year 2017 in the national TES Awards.

PRINCIPAL RISKS AND UNCERTAINTIES

The College continues to work to maintain robust systems of internal control, including financial, operational and risk management, designed to protect the College's assets and reputation.

Based on the strategic plan, the College Leadership Team and Governors undertake a regular comprehensive review of the risks to which the College is exposed. They identify systems and procedures, including specific preventable actions, which should mitigate any potential impact on the College. The internal controls are then implemented and the subsequent year's appraisal will review their effectiveness and progress against risk mitigation actions. In addition to the annual review, the Senior Leadership Team and Governors will also consider any risks which may arise as a result of a new area of work being undertaken by the College.

A strategic risk register is maintained at the College level which is reviewed by the Audit Committee at each meeting and by the full Governing Body at least annually. The risk register is a live working document and identifies: the key risks; the likelihood of those risks occurring; their potential impact on the College; the actions being taken and planned for implementation to reduce and mitigate the risks; and sources of evidence of assurance that the risks are being managed. Risks are prioritised using High, Medium and Low. The Audit Committee request a "deep dive" analysis for two of the risks on the register for presentation at their meetings.

This is supported by a risk management training programme to raise awareness of risk throughout the College and inclusion within college operating plans of actions targeted to mitigate those risks. These are reviewed as part of the College's "business as usual" approach to managing risk.

Outlined below is a description of the principal risk factors that may affect the College. Not all the factors are within the College's control. Other factors besides those listed below may also adversely affect the College. These are broad risk categories whereas the strategic risk register is a detailed internal document and commercially sensitive.

1. Government funding

The College has considerable reliance on continued government funding through the further education sector funding bodies and through HEFCE/OFS. There can be no assurance that government policy or practice will remain the same or that public funding will continue at the same levels or on the same terms, despite increasing concern about skills gaps in the economy.

The College considers there are several issues which may impact on future funding, in particular the changes to apprenticeship curriculum and employer fee paying expectations; the reducing demographic of 16-18 year olds in the local population in the short term and reductions to government or local authority funding towards student support or transport provision.

This risk is mitigated in a number of ways:

- Maintaining the College's reputation for responsiveness, flexibility and top quality teaching and learning, working with employers and other partners;
- Funding being derived through a number of direct and indirect contractual and other collaborative partnership arrangements;
- By ensuring the College is rigorous in delivering high quality education and training;

Members' Report (continued)

- Considerable focus and investment is placed on maintaining and managing key relationships with the various funding bodies;
- By providing excellent advice and guidance for learners of all ages;
- Regular dialogue with funding bodies and other stakeholders;
- Increased diversification of commercial and full cost course delivery and other sources of revenue; and
- Active review of funding sources, both public and private to support capital and other development initiatives.

2. Tuition Fee Policy

Tuition fee expectations continue to be challenging in a wider climate of economic uncertainty and a low GVA locality. The College follows ESFA guidelines on expectations and reviews competitor practice in commercial areas.

3. Bursaries for Learners

Ongoing cuts to public transport funding by local councils together with very limited government funding for information, advice and guidance and student support continues to cause concerns over imperfect choice and access to high quality vocational education. Impartial advice and guidance, college meals and other bursary support remain very important in this context.

4. Pension Funding Commitments

The College must maintain adequate funding of pension liabilities and respond to new developments on pension valuations, NI and pension employer contribution increases. The financial statements report the share of the pension scheme deficit on the College's balance sheet in line with the requirements of FRS 102.

STAKEHOLDER RELATIONSHIPS

In line with other colleges and with universities, South Devon College has many stakeholders. These include:

- Learners;
- The local community;
- Local authorities, district councils and their strategic partners;
- Local employers and the self-employed;
- The Heart of the South West Local Enterprise Partnership (Devon, Torbay, Plymouth and Somerset);
- Staff;
- Education sector funding bodies;
- National and local all party politicians;
- Schools, universities and other education organisations;
- Trade Unions; and
- Professional bodies.

The College recognises the importance of these relationships and engages in regular communication through a variety of meetings and media.

Members' Report (continued)

Equality and Diversity

South Devon College believes in the principle of freedom from discrimination for everyone, regardless of their age, gender, disability, ethnic or national origins, marital status, sexual orientation, social background or religious beliefs, or of being part of any other group which may have experienced discrimination. South Devon College aims to provide real equality of opportunity for all of our existing learners and staff and supports the same for the wider community. We aim to continue to attract increasing numbers of learners into non-traditional vocational areas and from groups within the wider community who are underrepresented in learning. The College will continue to foster a learning community for all its staff and students in which equality is promoted and diversity is valued. The College will champion equality and diversity in all of our activities. Our commitment to equality and diversity will ensure that success is achieved across the widest possible spectrum of the community. The College's Single Equality Scheme and Equality Objectives are published on the College's external and internal websites. This policy is resourced, implemented and monitored on a planned basis.

The College publishes an Annual Equality Report to ensure compliance with all relevant equality legislation including the Equality Act 2010. The College undertakes equality impact assessments on all new policies and procedures and publishes the results. Equality impact assessments are also undertaken for existing policies and procedures on a prioritised basis.

The College has also implemented an updated Equality & Diversity training programme which all staff have attended. Refresher training and training for new starters is carried out on an ongoing basis.

Disability Statement

South Devon College is committed to ensuring that people with a disability, including those with learning difficulties, are treated fairly and will ensure all reasonable adjustments are made to enable students and staff full access. The College will provide, wherever possible, as wide a range of opportunities and support for students who have disabilities and/or learning difficulties and have a commitment to encourage them to join chosen courses wherever appropriate. We have the facilities and are happy to produce learning materials in a variety of formats where necessary. We can, if appropriate, provide a range of equipment to help students' access learning, and additional support is available within the classroom or workshop environment if required.

Where an existing employee becomes disabled, every effort is made to ensure that adjustments are made to allow meaningful employment with the College. The College's policy is to provide training, career development and opportunities for promotion for all employees.

The College seeks to achieve the objectives set in the Equality Act 2010 including its obligations under the General and Public Sector Equality Duty. In particular it makes the following commitments:

- Students with learning difficulties or disabilities are given the opportunity to have a supported site visit with the schools liaison team and are then contacted again to inform of any changes to the site over the holiday period. Accessibility is reviewed regularly through the Equality & Diversity Committee, Learner Forums and through consultation and feedback from groups representing all the protected characteristics.
- The College also meets students, staff, members of the community and representatives from all protected characteristics when undertaking significant new projects such as the University Centre and the South West Energy Centre to ensure accessibility is considered early in the design process.
- The College also has a clearly defined process for Equality Impact Assessments; school leavers with specific needs or disabilities are identified to the college through a variety of ways: Section 139 assessments, school liaison, liaison with parents and carers and close working with local authorities, commissioning bodies and relevant agencies. Students are invited to attend 'bridging' days / transition time with the College during which individual needs are assessed in order to provide appropriate support.

Members' Report (continued)

- The College has a Single Equality Scheme which lays out the way ahead and explains what, why and how we intend to continue to promote equality and tackle discrimination for all our students, staff and communities and to fulfil its General and Public Sector Equality Duty. We aim to continue to attract increasing numbers of learners into non-traditional vocational areas and from groups within the wider community who are under-represented in learning.
- There is a wide range of specialist equipment which the College can make available for use by students and a range of assistive technology is available in the learning centre.
- The College has successfully supported 189 learners with high needs this year at FE level and also provides strong support at HE level to minimise barriers to active participation.
- The admissions policy for all students is described in the College charter. Appeals against a decision not to offer a place are dealt with under the complaints policy.
- There are a number of student support assistants who can provide a variety of support for learning. There is a continuing programme of staff development to ensure the provision of a high level of appropriate support for students who have learning difficulties and/or disabilities. Partnership working, cross FE college communication and sharing of good practice both internally and externally have been introduced and are now firmly embedded in the college annual planning cycle as well as established events and activities in the College annual calendar.
- Specialist programmes are described in College prospectuses, and achievements and destinations are recorded and published in the standard College format.
- Counselling and welfare services are described in the College Student Guide, which is issued to students together with the Complaints and Disciplinary Procedure leaflets at induction. The information can also be found on the College web site and is displayed on the plasma screens at times. The College Positive Intervention team provides further specialist support. Learning Opportunities students can access a specialist counsellor and physiotherapy service in addition to the College welfare services. Theme weeks occur at regular academic intervals, supporting the tutorial process.

Safeguarding and Prevent

The College is fully committed to providing a safe and secure environment for all students and staff. The College has been committed to fully implementing necessary steps and guidance and ongoing training across the whole College to meet its duties in respect of the Prevent legislation at further and higher education levels and actively works in partnership with relevant agencies and partners to this effect. The College has prepared itself for the updated safeguarding legislation "Keeping Children Safe in Education" September 2018, and updates and trains staff throughout the year.

There has been ongoing investment in the College's Positive Intervention team who provide learners with pastoral care and deal with any safeguarding concerns. They work closely with other members of College staff, such as the nurse, the Designated Safeguarding Lead and tutors to provide a full wrap around care package, as well as with other agencies within and outside the College. They are able to refer students to external agencies if and when necessary to provide relevant support.

The Positive Intervention team also leads on Mental Health First Aid and other mental health support and referral services for the College, and work pro-actively to monitor and respond to other pastoral and behavioural agendas affecting learners' education and training.

Members' Report (continued)

Trade Union Facility Time

The Trade Union (Facility Time Publication Requirements) Regulations 2017 require the college to publish information on facility time arrangements for trade union officials at the college:

Number of employees who were trade union officials during the relevant period	5
FTE employee number	595

Percentage of working hours spent on facility time	Number of employees
0%	0
1-50%	5
51-99%	0
100%	0

Total cost of facility time	£8,024
Total pay bill	£19,485,000
Percentage of total bill spent on facility time	0.04%

Time spent on paid trade union activities as a percentage of total paid facility time	100%
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Disclosure of information to auditors

The members who held office at the date of approval of this report confirm that, so far as they are each aware, there is no relevant audit information of which the College's auditors are unaware; and each member has taken all reasonable steps that, in his or her opinion, he or she ought to have taken to be aware of any relevant audit information and to establish that the College's auditors are aware of that information.

Approved by order of the members of the Corporation on 6 December 2018 and signed on its behalf by:



Caroline Lee
Chair of the Governing Body

Statement of Corporate Governance and Internal Control

The following statement is provided to enable readers of the annual report and accounts to gain an understanding of the College's governance and legal structure. The College endeavours to conduct its business:

- i. In accordance with the seven 'Nolan' principles identified by the Committee on Standards in Public Life, namely: selflessness; integrity; objectivity; accountability; openness; honesty and; leadership;
- ii. In accordance with 'The Code of Good Governance for English Colleges' (the 'Code'), as issued in March 2015; and
- iii. By monitoring and reviewing developments in relation to the Charity Governance Code, the UK Corporate Governance Code and the higher education codes of governance.

The College is committed to adopting best practice in all aspects of corporate governance and the Governing Body has adopted and complies with the Code. The College is also watchful of developments in relation to the Charity Governance Code, the UK Corporate Governance Code and in respect of the codes of governance adopted by the higher education sector (i.e. The Higher Education Code of Governance, December 2014 and the CUC Higher Education Senior Staff Remuneration Code, June 2018). The College Corporate Governance arrangements draw upon best practice available from these Codes and associated practice.

In the opinion of the governors, the College complies with the provisions of the Code and it has complied throughout the year ended 31 July 2018. The Governing Body recognises that, as a body entrusted with both public and private funds, it has a particular duty to observe the highest standards of corporate governance at all times. In carrying out its responsibilities, it takes full account of the Code, which it formally adopted at the July 2015 meeting of the Governing Body.

The College is an exempt charity within the meaning of Part 3 of the Charities Act 2011. The Governors, who are also the Trustees for the purposes of the Charities Act 2011, confirm that they have had due regard for the Charity Commission's guidance on public benefit and that the required statements appear elsewhere in these financial statements.

Public benefit

The College is committed to adding value to the social, economic and physical wellbeing of our community and its environment. This document provides information on the activities of the College and its role in the community.

South Devon College is an exempt charity under Part 3 of the Charities Act 2011. The College was regulated by the Secretary of State for Business, Innovation and Skills as Principal Regulator for all FE Corporations in England until 13 July 2016. Through a machinery of government change in late July 2016, the College is now regulated by the Secretary of State for Education. The members of the Governing Body, who are trustees of the charity, are disclosed on pages 14 and 15.

In setting and reviewing the College's strategic objectives, the Governing Body has had due regard for the Charity Commission's guidance on public benefit and particularly upon its supplementary guidance on the advancement of education. The guidance sets out the requirement that all organisations wishing to be recognised as charities must demonstrate, explicitly, that their aims are for the public benefit.

In delivering its mission, the College provides the following identifiable public benefits through the advancement of education:

- High quality teaching.
- Widening participation and tackling social exclusion.
- Excellent employment record for students.

Statement of Corporate Governance and Internal Control (continued)

- Strong student support systems.
- Links with employers, industry and commerce.
- The delivery of public benefit is covered throughout the Members' Report.

The Corporation

The members who served on the Corporation during the year and up to the date of signature of this report were as listed in the table below.

Name	Date of appointment/ re-appointment	Term of office	Date of resignation	Status of appointment	Committees served	Gov. Body/ Committee Attendance (01/08/17 - 31/07/18)
Joe Considine	01/09/17	4 years		Independent member	Audit Committee (until 22 March 2018), Resources Committee (from 22 March 2018)	92%
Stephen Criddle	01/09/09	Ex-officio		Principal	QTLA, Project Board, Resources, Search and Governance	83%
Graham Fice Vice Chair (from 20/07/18)	01/09/2016	4 years		Independent member	QTLA Committee Audit Committee, Remuneration Committee and Chair of Project Board	88%
Natasha Fox	01/08/17	1 year	25/01/18	Student (FE) member	QTLA Committee	100%
Philip Gibson	10/06/16	4 years		Independent member	Chair of QTLA Committee and member of Remuneration Committee	72%
Rory Gilbert	15/06/17	4 years		Independent member	Resources Committee	100%
Matt Green	20/12/17	4 years		Staff (support services) member	Audit Committee, Search and Governance Committee and Project Board	88%
Jon Goldman	01/09/18	4 years		Independent Member	QTLA, Audit Committee and Search & Governance Committee	N/A
Elke Hayden	16/12/10 16/12/14	4 years		Independent member	Search and Governance Committee	59%
Caroline Lee Chair (from 20/07/18)	22/10/15	4 years		Independent member	Chair of Resources, Search & Governance Committee, Remuneration Committee	100%
Holly Vaughan (nee Murphy)	17/07/2014	4 years	31/10/18	Staff (academic) member	QTLA Committee	N/A
Rob Newman	17/12/09 17/12/13	4 years	16/12/17 (end of term)	Independent member	Resources Committee, Project Board	88%
Jamie Ridge	01/08/18	1 year		Student (HE member)	QTLA Committee	N/A
Daniel Roberts	02/02/18	6 months		Student (FE member)	QTLA Committee	50%
Graham Rooke	22/03/13 22/03/17	4 years		Independent member	Chair Audit Committee and Member of Remuneration Committee	100%

Statement of Corporate Governance and Internal Control (continued)

Belinda Smith	01/01/18	4 years	10/05/18	Independent Member	Audit Committee	0%
Lee Soden	15/06/17	4 years		Independent member	Resources Committee) and Project Board	87%
Karen Stockham Chair (from 15/04/2016)	18/07/13 18/07/17	4 years	20/07/18	Independent member	QTLA Committee, Search & Governance Committee, Remuneration Committee, Project Board	60%
Kiesha Turner	01/08/17	1 year		Student (HE) member	QTLA Committee	88%
Jane Viner	01/09/17	4 years		Independent member	Resources Committee	100%
Mark Waldron	22/10/15	4 years		Independent member	QTLA Committee	63%
Dave Wildman	01/11/18	4 years		Staff (academic) member	QTLA Committee Audit Committee (from 22 March 2018)	78%

Lisa Keay was appointed as Clerk to the Governing Body on 11 April 2016.

It is the Corporation's responsibility to bring independent judgement to bear on issues of strategy, performance, resources and standards of conduct.

The Corporation is provided with regular and timely information on the overall financial performance of the College, together with other information such as performance against funding targets, proposed capital expenditure, quality matters and personnel-related matters such as health and safety and environmental issues. The Corporation meets at least once each term.

The Corporation conducts its business through a number of committees. These committees are Audit, Quality Teaching Learning & Assessment, Remuneration, People & Resources, Search & Governance, and Project Board. Full minutes of all meetings, except those deemed to be confidential by the Corporation, are available from the Clerk to the Governors by emailing lisakeay@southdevon.ac.uk or writing to:

South Devon College
Vantage Point
Long Road
Paignton, TQ4 7EJ

The Clerk to the Governors maintains a register of financial and personal interests of the governors. The register is available for inspection by emailing the Clerk: lisakeay@southdevon.ac.uk.

All governors are able to take independent professional advice in furtherance of their duties, at the College's expense, and have access to the Clerk to the Governors, who is responsible to the Board for ensuring that all applicable procedures and regulations are complied with. The appointment, evaluation and removal of the Clerk are matters for the Corporation as a whole.

Formal agendas, papers and reports are supplied to governors one week before Board meetings. Briefings are also provided on an ad hoc basis.

The Corporation has a strong and independent non-executive element and no individual or group dominates its decision-making process. The Corporation considers that each of its non-executive members is independent of management and free from any business or other relationship which could materially interfere with the exercise of their independent judgement.

There is a clear division of responsibility in that the roles of the Chair of the Governing Body and Accounting Officer are separate.

Statement of Corporate Governance and Internal Control (continued)

Appointments to the Corporation

Any new appointments to the Corporation are a matter for the consideration of the Corporation as a whole. The Corporation has a Search & Governance Committee, consisting of five members of the Corporation, which is responsible for the selection and nomination of any new member for the Corporation's consideration. The Corporation is responsible for ensuring that appropriate training is provided as required.

Independent and staff members of the Corporation are appointed for a term of office not exceeding four years but may, subject to satisfactory performance, be re-appointed. Student members are appointed for a term of one year. The Principal of the College is an ex-officio member of the Corporation.

Corporation performance

In 2017-18 the Governing Body formally self-assessed its performance through its committees. In particular, committees reviewed and confirmed their effectiveness in fulfilling their terms of reference via an annual cycle of business. A high level of governor engagement and corporation performance is evidenced by many examples of Governor "Support and Challenge" in the minutes of all meetings. The result of the Governing Body self-assessment of July 2018 was a rating of "Good".

Remuneration Committee

For the year ending 31 July 2018 the College's Remuneration Committee comprised five members of the Corporation. The Committee's responsibilities are to make recommendations to the Board on the remuneration and benefits of the Accounting Officer and other senior post-holders.

Details of remuneration for year ended 31 July 2018 are set out in note 7 to the financial statements.

Audit Committee

The Audit Committee comprises up to five members of the Corporation (excluding the Accounting Officer and Chair). The Committee operates in accordance with written terms of reference approved by the Corporation.

The Audit Committee meets at least once each term and provides a forum for reporting by the College's internal and financial statements auditors, who have access to the Committee for independent discussion, without the presence of College management. The Committee also receives and considers reports from the main FE funding bodies as they affect the College's business.

The College's internal auditors review the systems of internal control, risk management controls and governance processes in accordance with an agreed plan of work and report their findings to management and the Audit Committee.

Management is responsible for the implementation of agreed audit recommendations and the internal auditors undertake periodic follow-up reviews to ensure such recommendations have been implemented.

The Audit Committee also advises the Corporation on the appointment of internal, regularity and financial statements auditors and their remuneration for audit and non-audit work as well as reporting annually to the Corporation.

Quality Teaching Learning & Assessment (QTLA) Committee

The QTLA Committee is responsible for ensuring student success, progression and satisfaction is maximised with continuous review and improvement of strategies, policies, procedures and data relating to quality, teaching, learning and assessment. It also monitors the impact of the College's policies and actions in relation to safeguarding, including the Prevent duty and Equality and Diversity.

Statement of Corporate Governance and Internal Control (continued)

People & Resources Committee

The Resources Committee is responsible for making recommendations to the Governing Body on the annual estimates of income and expenditure, financial monitoring, and approving broad College policies relating to property/accommodation. It receives termly HR reports and monitors the impact of the College's policies and actions in relation to Health and Safety. The Committee is also responsible for approving major external contracts, which are consistent with the College's Strategic Plan.

Search and Governance Committee

The Search and Governance Committee is responsible for making recommendations to the Governing Body on the nomination of candidates for appointment as members of the Governing Body in accordance with the Instruments and Articles of Government and to recommend policies and procedures for such appointments. The Committee also considers and advises the Corporation on the composition and balance of the Governing Body and its Committees.

Project Board

Project Board is an ad hoc sub-committee of the Governing Body, and is set up as directed by the Governing Body to consider specific matters requiring close attention; for example where the College is undertaking large capital projects. The decision to set up a Project Board to support the development of the College's estate was confirmed at the meeting of the Governing Body on 17 July 2015 (GB/14/120).

Internal control

Scope of responsibility

The Corporation is ultimately responsible for the College's system of internal control and for reviewing its effectiveness. However, such a system is designed to manage rather than eliminate the risk of failure to achieve business objectives and can provide only reasonable and not absolute assurance against material misstatement or loss.

The Corporation has delegated the day-to-day responsibility to the Principal, as Accounting Officer, for maintaining a sound system of internal control that supports the achievement of the College's policies, aims and objectives whilst safeguarding the public funds and assets for which the Principal is personally responsible, in accordance with the responsibilities assigned to the Principal in the Financial Memorandum between South Devon College and the Education and Skills Funding Agency. The Principal is also responsible for reporting to the Corporation any material weaknesses or breakdowns in internal control.

The purpose of the system of internal control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of College policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in South Devon College for the year ended 31 July 2018 and up to the date of approval of the annual report and accounts.

Statement of Corporate Governance and Internal Control (continued)

Capacity to handle risk

The Corporation has reviewed the key risks to which the College is exposed together with the operating, financial and compliance controls that have been implemented to mitigate those risks. The Corporation is of the view that there is a formal ongoing process for identifying, evaluating and managing the College's significant risks that has been in place for the year ending 31 July 2018 and up to the date of approval of the annual report and accounts. This process is regularly reviewed by the Corporation.

The risk and control framework

The system of internal control is based on a framework of regular management information, administrative procedures, including the segregation of duties, and a system of delegation and accountability. In particular, it includes:

- comprehensive budgeting systems with an annual budget, which is reviewed and agreed by the Governing Body;
- regular reviews by the Governing Body of periodic and annual financial reports which indicate financial performance against forecasts;
- setting targets to measure financial and other performance;
- clearly defined capital investment control guidelines; and
- the adoption of formal project management disciplines, where appropriate.

South Devon College has an internal audit service, which operates in accordance with the requirements of the ESFA's *Post-16 Audit Code of Practice*. The work of the internal audit service is informed by an analysis of the risks to which the College is exposed, and annual internal audit plans are based on this analysis. The analysis of risks and the internal audit plans are endorsed by the Corporation on the recommendation of the Audit Committee. As a minimum, the internal auditor annually provides the Governing Body with a report on internal audit activity in the College. The report includes the internal auditor's independent opinion on the adequacy and effectiveness of the College's system of risk management, controls and governance processes.

Review of effectiveness

As Accounting Officer, the Principal has responsibility for reviewing the effectiveness of the system of internal control. The Principal's review of the effectiveness of the system of internal control is informed by:

- the work of the internal auditors;
- the work of the executive managers within the College who have responsibility for the development and maintenance of the internal control framework; and
- comments made by the College's financial statements auditors, the regularity auditors, the appointed funding auditors (for colleges subject to funding audit) in their management letters and other reports.

The Accounting Officer has been advised on the implications of the result of his review of the effectiveness of the system of internal control by the Audit Committee, which oversees the work of the internal auditor, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

The Senior Leadership Team receives reports setting out key performance and risk indicators and considers possible control issues brought to their attention by early warning mechanisms, which are embedded within the departments and reinforced by risk awareness training. The Senior Leadership Team and the Audit Committee also receive regular reports from internal audit, which include recommendations for improvement.

Statement of Corporate Governance and Internal Control (continued)

The Audit Committee's role in this area is confined to a high-level review of the arrangements for internal control. The Committee's agenda includes a regular item for consideration of risk and control and receives reports thereon from the Senior Leadership Team. The emphasis is on obtaining the relevant degree of assurance and not merely reporting by exception.

Based on the advice of the Audit Committee and the Accounting Officer, the Corporation is of the opinion that the College has an adequate and effective framework for governance, risk management and control, and has fulfilled its statutory responsibility for "*the effective and efficient use of resources, the solvency of the institution and the body and the safeguarding of their assets*".

Going concern

After making appropriate enquiries, the Corporation considers that the College has adequate resources to continue in operational existence for the foreseeable future.

The activities of the College, together with the factors likely to affect its future development and performance are set out in the Members' Report. The financial position of the College, its cash flow, liquidity and borrowings are presented in the Financial Statements and accompanying Notes to the Accounts.

The College currently has a total of £12,369,000 in loans outstanding, with 4 lenders, negotiated at various dates. The College's forecasts and financial projections indicate that it will be able to adequately service all loan commitments for the foreseeable future.

The College currently complies with all lender covenants and the 4 year forecast shows it will continue to meet them throughout the forecast period.

Accordingly the College has a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, and for this reason will continue to adopt the going concern basis in the preparation of its financial statements.

Approved by order of the members of the Corporation on 6 December 2018 and signed on its behalf by:



Caroline Lee
Chair of the Governing Body



Stephen Criddle
Accounting Officer

Statement of Regularity, Propriety and Compliance

The Corporation has considered its responsibility to notify the Education and Skills Funding Agency (ESFA) of material irregularity, impropriety and non-compliance with the terms and conditions of funding, under the college's funding agreement. As part of our consideration we have had due regard to the requirements of the funding agreement.

We confirm on behalf of the Corporation, that after due enquiry, and to the best of our knowledge, we are not able to identify any material irregular or improper use of funds by the College, or material non-compliance with the terms and conditions of funding under the College's funding agreement.

We confirm that no instances of material irregularity, impropriety or funding non-compliance have been discovered to date. If any instances are identified after the date of this statement, these will be notified to the ESFA.



Caroline Lee
Chair of the Governing Body

Date: 6th December 2018



Stephen Criddle
Accounting Officer

Date: 6th December 2018

Statement of Responsibilities of the Members of the Corporation

The members of the Corporation are required to present audited financial statements for each financial year.

Within the terms and conditions of the Financial Memorandum agreed between the ESFA and the Corporation of the College, the Corporation, through its Accounting Officer, is required to prepare financial statements, and an operating and financial review for each financial year. These must be prepared in accordance with the *2015 Statement of Recommended Practice – Accounting for Further and Higher Education*; with the *College Accounts Direction 2017 to 2018 Financial Statements* issued by the Education and Skills Funding Agency; the UK's Generally Accepted Accounting Practice; and which give a true and fair view of the state of affairs of the College and the result for that year.

In preparing the financial statements, the Corporation is required to:

- select suitable accounting policies and apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare financial statements on the going concern basis, unless it is inappropriate to assume that the College will continue in operation.

The Corporation is also required to prepare a Members' Report which describes what it is trying to do and how it is going about it, including the legal and administrative status of the College.

The Corporation is responsible for keeping proper accounting records which disclose with reasonable accuracy, at any time, the financial position of the College, and which enable it to ensure that the financial statements are prepared in accordance with the relevant legislation including the Further and Higher Education Act 1992; the Charities Act 2011; and other relevant accounting standards. It is responsible for taking steps that are reasonably open to it in order to safeguard the assets of the College and to prevent and detect fraud and other irregularities.

The maintenance and integrity of the College website is the responsibility of the Corporation of the College; the work carried out by the auditors does not involve consideration of these matters and accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Members of the Corporation are responsible for ensuring that expenditure and income are applied for the purposes intended by Parliament and that the financial transactions conform to the authorities that govern them. In addition, they are responsible for ensuring that funds from the Education and Skills Funding Agency are used only in accordance with the Financial Memorandum with the Education and Skills Funding Agency and any other conditions that may be prescribed from time to time. Members of the Corporation must ensure that there are appropriate financial and management controls in place in order to safeguard public and other funds and to ensure they are used properly. In addition, members of the Corporation are responsible for securing economical, efficient and effective management of the College's resources and expenditure, so that the benefits that should be derived from the application of public funds from the Education and Skills Funding Agency are not put at risk.

Approved by order of the members of the Corporation on 6 December 2018 and signed on its behalf by:



Caroline Lee
Chair of the Governing Body

Independent Auditor's Report to the Corporation of South Devon College

Opinion

We have audited the financial statements of South Devon College for the year ended 31 July 2018 which comprise the Statement of Comprehensive Income, the Statement of Changes in Reserves, the Balance Sheet, the Statement of Cash Flows and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom accounting standards including Financial Reporting Standard 102 the Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- Give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the College's affairs as at 31 July 2018 and of the College's deficit of income over expenditure for the year then ended;
- Have been properly prepared in accordance with the United Kingdom Generally Accepted Accounting Practice; and
- Have been properly prepared in accordance with the Statement of Recommended Practice – Accounting for Further and Higher Education.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- The Corporations' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- The Corporation has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the College's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised.

Other information

The other information comprises the information included in the members report, other than the financial statements and our auditor's report thereon. The Corporation is responsible for the other information. Our opinion is on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Post 16 Audit Code of Practice issued by the Education and Skills Funding Agency.

We have nothing to report in respect of the following matters in our opinion:

- Proper accounting records have not been kept; and
- The financial statement are not in agreement with the accounting records and returns; and
- All information and explanations required for the audit were not received.

Responsibilities of the Members of the Corporation of South Devon College

As explained more fully in the Statement of Responsibilities of the Members of the Corporation set out on page 21, the College's Corporation is responsible for the preparation of the financial statements which give a true and fair view and for such internal control as the Members of the Corporation determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements the Members of the Corporation are responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the members either intend to liquidate the College or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our audit report.

Use of our report

This report is made solely to the Corporation as a body in accordance with statutory requirements. Our audit work has been undertaken so that we might state to the Corporation as a body those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Corporation, as a body, for our audit work, for this report, or the opinions we have formed.



PKF Francis Clark
Registered Auditors
North Quay House
Sutton Harbour
Plymouth
PL4 0RA

Date: 11th December 2018

Reporting Accountant's Assurance Report on Regularity for the Year Ended 31 July 2018 to the Corporation of South Devon College and Secretary of State for Education acting through the Department for Education ("the Department")

In accordance with the terms of our engagement letter dated 26 June 2017 and further to the requirements of the funding agreement with the Education and Skills Funding Agency we have carried out an engagement to obtain limited assurance about whether anything has come to our attention that would suggest in all material respects the expenditure disbursed and income received by South Devon College during the period 1 August 2017 to 31 July 2018 have not been applied to the purposes identified by Parliament and the financial transactions do not conform to the authorities which govern them.

The framework that has been applied is set out in the Post 16 Audit Code of Practice ("the Code") issued by the Department. In line with this framework, our work has specifically not considered income received from the main funding grants generated through the Individualised Learner Record (ILR) returns, for which the Department has other assurance arrangements in place.

This report is made solely to the Corporation of South Devon College and the Department in accordance with the terms of our engagement letter. Our work has been undertaken so that we might state to the Corporation of South Devon College and the Department those matters we are required to state in a report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Corporation of South Devon College and the Department for our work, for this report, or for the conclusion we have formed.

Respective responsibilities of the Corporation of South Devon College and the reporting accountant

The Corporation of South Devon College is responsible, under the requirements of the Further & Higher Education Act 1992, subsequent legislation and related regulations and guidance, for ensuring that expenditure disbursed and income received is applied for the purposes intended by Parliament and the financial transactions conform to the authorities which govern them.

Our responsibilities for this engagement are established in the United Kingdom by our profession's ethical guidance and are to obtain limited assurance and report in accordance with our engagement letter and the requirements of the Code. We report to you whether anything has come to our attention in carrying out our work which suggests that in all material respects, expenditure disbursed and income received during the period 1 August 2017 to 31 July 2018 have not been applied to purposes intended by Parliament or that the financial transactions do not conform to the authorities which govern them.

Approach

We conducted our engagement in accordance with the Code issued by the Department. We performed a limited assurance engagement as defined in that framework.

The objective of a limited assurance engagement is to perform such procedures as to obtain information and explanations in order to provide us with sufficient appropriate evidence to express a negative conclusion on regularity.

A limited assurance engagement is more limited in scope than a reasonable assurance engagement and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we do not express a positive opinion.

Our engagement includes examination, on a test basis, of evidence relevant to the regularity and propriety of the college's income and expenditure.

The work undertaken to draw to our conclusion includes:

- Inspection and review of documentation providing evidence of governance procedures, including the self-assessment questionnaire prepared by South Devon College.
- Evaluation of the system of internal controls for authorization and approval.
- Performing substantive tests on relevant transactions.

Conclusion

In the course of our work, nothing has come to our attention which suggests that in all material respects the expenditure disbursed and income received during the period 1 August 2017 to 31 July 2018 has not been applied to purposes intended by Parliament and the financial transactions do not conform to the authorities which govern them.



PKF Francis Clark,
Registered Auditors
North Quay House
Sutton Harbour
Plymouth
PL4 0RA

Date:11th December 2018.....

South Devon College
Statement of Comprehensive Income

	Notes	Year ended 31 July 2018 £'000	Year ended 31 July 2017 £'000									
INCOME												
Funding body grants	2	19,443	19,734									
Tuition fees and education contracts	3	8,437	7,975									
Other income	4	3,063	2,757									
Investment income	5	33	20									
Donations and Endowments	6	55	67									
Total income		31,031	30,553									
EXPENDITURE												
Staff costs	7	20,773	20,343									
Fundamental restructuring costs	7	326	420									
Other operating expenses	8	8,183	7,941									
Interest and other finance costs	9	887	808									
Depreciation and amortisation	10 & 11	1,935	1,946									
Total expenditure		32,104	31,458									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><i>Operating surplus on continuing activities</i></td> <td style="width: 25%; text-align: right;">928</td> <td style="width: 25%; text-align: right;">349</td> </tr> <tr> <td><i>FRS 102 pension adjustments</i></td> <td style="text-align: right;">(2,001)</td> <td style="text-align: right;">(1,254)</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;">(1,073)</td> <td style="text-align: right; border-top: 1px solid black;">(905)</td> </tr> </table>				<i>Operating surplus on continuing activities</i>	928	349	<i>FRS 102 pension adjustments</i>	(2,001)	(1,254)		(1,073)	(905)
<i>Operating surplus on continuing activities</i>	928	349										
<i>FRS 102 pension adjustments</i>	(2,001)	(1,254)										
	(1,073)	(905)										
(Deficit) for the year		(1,073)	(905)									
Actuarial gain/(loss) in respect of pensions schemes	21	3,556	(1,817)									
Total comprehensive gain/(loss) for the year		2,483	(2,722)									
Represented by:												
Unrestricted comprehensive gain/(loss)		2,483	(2,722)									
Restricted comprehensive income		-	-									
		2,483	(2,722)									

This Statement of Comprehensive Income is in respect of continuing activities.

South Devon College
Statement of Changes in Reserves

	Income and Expenditure account
	£'000
Balance at 1 August 2016	1,620
Deficit from the income and expenditure account	(905)
Other comprehensive income	(1,817)
Total comprehensive loss for the year	<u>(2,722)</u>
Balance at 31 July 2017	(1,102)
Deficit from the income and expenditure account	(1,073)
Other comprehensive income	3,556
Total comprehensive gain for the year	<u>2,483</u>
Balance at 31 July 2018	<u><u>1,381</u></u>

South Devon College
Balance sheet as at 31 July

	Notes	2018 £'000	2017 £'000
Non-current assets			
Tangible fixed assets	10	45,964	42,255
Intangible fixed assets	11	285	215
Investments	12	1	1
		<u>46,250</u>	<u>42,471</u>
Current assets			
Stocks		38	39
Trade and other receivables	13	2,388	2,729
Cash and cash equivalents	18	8,951	10,046
		<u>11,377</u>	<u>12,814</u>
Less: Creditors – amounts falling due within one year	14	(7,475)	(7,064)
Net current assets		<u>3,902</u>	<u>5,750</u>
Total assets less current liabilities		50,152	48,221
Less: Creditors – amounts falling due after more than one year	15	(30,809)	(29,738)
Provisions			
Defined benefit obligations	17	(17,495)	(19,050)
Enhanced pensions	17	(466)	(534)
Total net assets		<u>1,382</u>	<u>(1,101)</u>
Reserves			
Income and expenditure account		18,876	17,948
Pension reserve		(17,495)	(19,050)
Total unrestricted reserves		<u>1,381</u>	<u>(1,102)</u>
Restricted reserves		1	1
Total reserves		<u>1,382</u>	<u>(1,101)</u>

The financial statements on pages 26 to 50 were approved and authorised for issue by the Corporation on 6 December 2018 and were signed on its behalf on that date by:



Caroline Lee
Chair of the Governing Body



Stephen Criddle
Accounting Officer

South Devon College
Statement of Cash Flows

	Year ended 31st July 2018	Year ended 31st July 2017
	£'000	£'000
Cash inflow from operating activities		
Deficit for the year	(1,073)	(905)
Adjustment for non cash items		
Depreciation and amortisation	1,935	1,946
Decrease/(increase) in stocks	1	-
Decrease/(increase) in debtors	341	(1,325)
(Decrease)/increase in creditors due within one year	403	1,595
(Decrease)/increase in creditors due after one year	1,961	(507)
(Decrease)/increase in provisions	(68)	(27)
Pension adjustment - FRS 102	2,001	1,254
Adjustment for investing or financing activities		
Investment income	(33)	(20)
Interest payable	887	808
Loss on sale of fixed assets	16	-
	<u>6,371</u>	<u>2,819</u>
Net cash flow from operating activities		
Cash flows from investing activities		
Proceeds from sale of fixed assets	10	-
Investment income	33	20
Payments made to acquire fixed assets	(5,740)	(1,600)
	<u>(5,697)</u>	<u>(1,580)</u>
Cash flows from financing activities		
Interest paid	(887)	(808)
New unsecured loans	-	4,000
Repayments of amounts borrowed	(882)	(715)
	<u>(1,769)</u>	<u>2,477</u>
Increase / (decrease) in cash and cash equivalents in the year	<u>(1,095)</u>	<u>3,716</u>

Notes to the Accounts

1. Statement of accounting policies and estimation techniques

The following accounting policies have been applied consistently in dealing with items which are considered material in relation to the financial statements.

Basis of preparation

These financial statements have been prepared in accordance with the *Statement of Recommended Practice: Accounting for Further and Higher Education 2015* (the 2015 FE HE SORP), the *College Accounts Direction for 2015 to 2016* and in accordance with Financial Reporting Standard 102 – “*The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland*” (FRS 102). The College is a public benefit entity and has therefore applied the relevant public benefit requirements of FRS 102.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the College's accounting policies.

Basis of accounting

The financial statements are prepared in accordance with the historical cost convention.

Basis of consolidation

In accordance with FRS 102, the activities of the student union have not been consolidated because the College does not control those activities. All financial statements are made up to 31 July 2018.

Going concern

The activities of the College, together with the factors likely to affect its future development and performance are set out in the Members' Report. The financial position of the College, its cash flow, liquidity and borrowings are presented in the financial statements and accompanying notes.

The College currently has a total of £12,369,000 in loans outstanding, with 4 lenders, negotiated at various dates. The College's forecasts and financial projections indicate that it will be able to adequately service all loan commitments for the foreseeable future.

Accordingly the College has a reasonable expectation that it has adequate resources to continue in operational existence for the foreseeable future, and for this reason will continue to adopt the going concern basis in the preparation of its financial statements.

Recognition of income

Government revenue grants include funding body recurrent grants and other grants and are accounted for under the accrual model as permitted by FRS 102. Funding body recurrent grants are measured in line with best estimates for the period of what is receivable and depend on the particular income stream involved. Any under or over achievement for the Adult Education Budget is adjusted for and reflected in the level of recurrent grant recognised in the Statement of Comprehensive Income. The final grant income is normally determined with the conclusion of the year end reconciliation process with the funding body following the year end, and the results of any funding audits. 16-18 learner-responsive funding is not normally subject to reconciliation and is therefore not subject to contract adjustments.

The recurrent grant from OfS (was Hefce) represents the funding allocations attributable to the current financial year and is credited direct to the Statement of Comprehensive Income.

1. Statement of accounting policies and estimation techniques (continued)

Grants from non-government sources are recognised in income when the College is entitled to the income and performance related conditions have been met. Income received in advance of performance related conditions being met is recognised as deferred income within creditors on the balance sheet and released to income as the conditions are met. Non-government grants received with no outstanding performance related conditions are immediately credited direct to the Statement of Comprehensive Income.

Government capital grants are capitalised, held as deferred income and recognised in income over the expected useful life of the asset, under the accrual method as permitted by FRS 102. Other capital grants are recognised in income when the College is entitled to the funds subject to any performance related conditions being met. Non-government capital grants received with no outstanding performance related conditions are immediately credited direct to the Statement of Comprehensive Income.

Income from tuition fees is stated gross of any expenditure which is not a discount and is recognised in the period for which it is received.

All income from short-term deposits is credited to the Statement of Comprehensive Income in the period in which it is earned on a receivable basis.

Accounting for post-employment benefits

Post-employment benefits to employees of the College are principally provided by the Teachers' Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS). These are defined benefit plans, which are externally funded and contracted out of the State Second Pension.

The TPS is an unfunded scheme. Contributions to the TPS are calculated so as to spread the cost of pensions over employees' working lives with the College in such a way that the pension cost is a substantially level percentage of current and future pensionable payroll. The contributions are determined by qualified actuaries on the basis of valuations using a prospective benefit method. The TPS is a multi-employer scheme and the College is unable to identify its share of the underlying assets and liabilities of the scheme on a consistent and reasonable basis. The TPS is therefore treated as a defined contribution plan and the contributions recognised as an expense in the income statement in the periods during which services are rendered by employees.

The LGPS is a funded scheme. The assets of the LGPS are measured using closing fair values. LGPS liabilities are measured using the projected unit credit method and discounted at the current rate of return on a high quality corporate bond of equivalent term and currency to the liabilities. The actuarial valuations are obtained at least triennially and are updated at each balance sheet date. The amounts charged to operating surplus are the current service costs and the costs of scheme introductions, benefit changes, settlements and curtailments. They are included as part of staff costs as incurred. Net interest on the net defined benefit liability/asset is also recognised in the Statement of Comprehensive Income and comprises the interest cost on the defined benefit obligation and interest income on the scheme assets, calculated by multiplying the fair value of the scheme assets at the beginning of the period by the rate used to discount the benefit obligations. The difference between the interest income on the scheme assets and the actual return on the scheme assets is recognised in other recognised gains and losses.

Actuarial gains and losses are recognised immediately in other recognised gains and losses.

Short term employment benefits

Short term employment benefits such as salaries and compensated absences (holiday pay) are recognised as an expense in the year in which the employees render service to the College. Any unused benefits are accrued and measured as the additional amount the College expects to pay as a result of the unused entitlement.

1. Statement of accounting policies and estimation techniques (continued)

Enhanced pensions

The actual cost of any enhanced ongoing pension to a former member of staff is paid by the College annually. An estimate of the expected future cost of any enhancement to the ongoing pension of a former member of staff is charged in full to the College's income in the year that the member of staff retires. In subsequent years a charge is made to provisions in the balance sheet using the enhanced pension spreadsheet provided by the funding bodies.

Non-current assets - tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses.

Land and buildings

Freehold buildings are depreciated on a straight line basis over their expected useful lives of 50 years. Major adaptations to the College's buildings are depreciated on the same basis.

Freehold land is not depreciated.

Where land and buildings are acquired with the aid of specific government grants, they are capitalised and depreciated as above. The related grants are credited to a deferred income account within creditors, and are released to the Statement of Comprehensive Income over the expected useful economic life of the related asset on a systematic basis consistent with the depreciation policy. The deferred income is allocated between creditors due within one year and those due after more than one year.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of any fixed asset may not be recoverable.

Assets under construction

Assets under construction are accounted for at cost, based on the value of architects' certificates and other direct costs, incurred to 31 July. They are not depreciated until they are brought into use.

Subsequent expenditure on existing fixed assets

Where significant expenditure is incurred on tangible fixed assets after initial purchase it is charged to the Statement of Comprehensive Income in the period it is incurred, unless it increases the future benefits to the College, in which case it is capitalised and depreciated on the relevant basis.

Equipment

Equipment costing less than £1,000 per individual item is recognised as expenditure in the period of acquisition, unless part of a wider project. All other equipment is capitalised at cost.

Capitalised equipment is depreciated on a straight-line basis over its remaining useful economic life as follows:

- | | |
|---|----------|
| • IT (Medium Life) | 5 years |
| • IT (Short Life) | 3 years |
| • IT (Tablets & Other Portable) | 2 years |
| • Furniture & Fittings (Long Life) | 10 years |
| • Furniture & Fittings (Medium/Long Life) | 8 years |

1. Statement of accounting policies and estimation techniques (continued)

- Furniture & Fittings (Medium Life) 5 years
- Furniture & Fittings (Short Life) 2 years
- Motor Vehicles 4 years

Where equipment is acquired with the aid of specific government grants, it is capitalised and depreciated as above. The related grants are credited to a deferred income account within creditors, and are released to the Statement of Comprehensive Income over the expected useful economic life of the related asset on a systematic basis consistent with the depreciation policy. The deferred income is allocated between creditors due within one year and those due after more than one year.

A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying amount of any fixed asset may not be recoverable.

Intangible assets

Intangible assets are stated at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets are amortised on a straight-line basis over their useful life. If a reliable estimate of useful life is not possible, the life shall not exceed 5 years.

An intangible asset will be recognised only if future economic benefits flow to the College and the cost of the asset can be measured reliably.

Borrowing costs

Borrowing costs are recognised as expenditure in the period in which they are incurred.

Leased assets

Costs in respect of operating leases are charged on a straight-line basis over the lease term. Any lease premiums or incentives relating to leases signed after 1 August 2014 are spread over the minimum lease term.

Leasing agreements which transfer to the College substantially all the benefits and risks of ownership of an asset will be treated as finance leases; if such leases are in place.

Inventories

Inventories are stated at the lower of their cost (using the FIFO method) and net realisable value, being selling price less costs to complete and sell. Where necessary, provision is made for obsolete, slow-moving and defective items.

Cash and cash equivalents

Cash includes cash in hand, deposits repayable on demand and overdrafts. Deposits are repayable on demand if they are in practice available within 24 hours without penalty.

Cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash with insignificant risk of change in value. An investment qualifies as a cash equivalent when it has maturity of 3 months or less from the date of acquisition.

1. Statement of accounting policies and estimation techniques (continued)

Financial liabilities and equity

Financial liabilities and equity are classified according to the substance of the financial instrument's contractual obligations, rather than the financial instrument's legal form.

All loans, investments and short term deposits held by the College are classified as basic financial instruments in accordance with FRS 102. These instruments are initially recorded at the transaction price less any transaction costs (historical cost). FRS 102 requires that basic financial instruments are subsequently measured at amortised cost however the College has calculated that the difference between the historical cost and amortised cost basis is not material and so these financial instruments are stated on the balance sheet at historical cost. Loans and investments that are payable or receivable within one year are not discounted.

Foreign currency translation

Transactions denominated in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated at the rates of exchange ruling at the end of the financial period with all resulting exchange differences being taken to income in the period in which they arise.

Taxation

The College is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the College is potentially exempt from taxation in respect of income or capital gains received within categories covered by sections 478-488 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

The College is partially exempt in respect of Value Added Tax, so that it can only recover a minor element of the VAT charged on its inputs. Irrecoverable VAT on inputs is included in the costs of such inputs and added to the cost of tangible fixed assets as appropriate, where the inputs themselves are tangible fixed assets by nature.

Provisions and contingent liabilities

Provisions are recognised when the College has a present legal or constructive obligation as a result of a past event, it is probable that a transfer of economic benefit will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation.

Where the effect of the time value of money is material, the amount expected to be required to settle the obligation is recognised at present value using a pre-tax discount rate. The unwinding of the discount is recognised as a finance cost in the Statement of Comprehensive Income in the period it arises.

A contingent liability arises from a past event that gives the College a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the College. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the balance sheet but are disclosed in the notes to the financial statements.

1. Statement of accounting policies and estimation techniques (continued)

Agency arrangements

The College acts as an agent in the collection and payment of discretionary support funds and bursaries. Related payments received from the funding bodies and subsequent disbursements to students are excluded from the Statement of Comprehensive Income of the College, except for the 5% charge retained by the College to cover administrative expenses. Details of amounts received and disbursed can be found in Note 23.

Judgements in applying accounting policies and key sources of estimation uncertainty

In preparing these financial statements, management have made the following judgements:

- Determine whether leases entered into by the College either as a lessor or a lessee are operating or finance leases. These decisions depend on an assessment of whether the risks and rewards of ownership have been transferred from the lessor to the lessee on a lease by lease basis.
- Determine whether there are indicators of impairment of the College's tangible assets. Factors taken into consideration in reaching such a decision include the economic viability and expected future financial performance of the asset and where it is a component of a larger cash-generating unit, the viability and expected future performance of that unit.

Other key sources of estimation uncertainty

- *Tangible fixed assets*

Tangible fixed assets, other than investment properties, are depreciated over their useful lives taking into account residual values, where appropriate. The actual lives of the assets and residual values are assessed annually and may vary depending on a number of factors. In re-assessing asset lives, factors such as technological innovation and maintenance programmes are taken into account. Residual value assessments consider issues such as future market conditions, the remaining life of the asset and projected disposal values.

- *Local Government Pension Scheme*

The present value of the Local Government Pension Scheme defined benefit liability depends on a number of factors that are determined on an actuarial basis using a variety of assumptions. The assumptions used in determining the net cost (income) for pensions include the discount rate. Any changes in these assumptions, which are disclosed in note 21, will impact the carrying amount of the pension liability. Furthermore a roll forward approach which projects results from the latest full actuarial valuation performed at 31 March 2016 has been used by the actuary in valuing the pensions liability at 31 July 2018. Any differences between the figures derived from the roll forward approach and a full actuarial valuation would impact on the carrying amount of the pension liability.

South Devon College
Notes to the Accounts (continued)

2 Funding body grants

	2018	2017
	£'000	£'000
Recurrent grants		
Education and Skills Funding Agency - adult	2,528	2,850
Education and Skills Funding Agency - 16 - 18	12,221	13,179
Education and Skills Funding Agency - apprenticeships	3,787	2,757
Higher Education Funding Council	445	407
Specific Grants		
Releases of government capital grants	388	404
Non-recurrent agency grants	74	137
Total	<u>19,443</u>	<u>19,734</u>

3 Tuition fees and education contracts

	2018	2017
	£'000	£'000
Adult education fees	679	658
Apprenticeship fees and contracts	116	270
Fees for FE loan supported courses	712	978
Fees for HE loan supported courses	3,836	3,744
Total tuition fees	<u>5,343</u>	<u>5,650</u>
Education contracts	3,094	2,325
Total	<u>8,437</u>	<u>7,975</u>

South Devon College
Notes to the Accounts (continued)

4 Other income

	2018	2017
	£'000	£'000
Catering and residences	977	1,050
Transport	690	704
Other income generating activities	570	679
Other grant income	245	245
Non government capital grants	575	60
Miscellaneous income	6	19
	<u>3,063</u>	<u>2,757</u>

5 Investment income

	2018	2017
	£'000	£'000
Other interest receivable	<u>33</u>	<u>20</u>

6 Donations and endowments

	2018	2017
	£'000	£'000
Unrestricted donations	<u>55</u>	<u>67</u>

South Devon College
Notes to the Accounts (continued)

7 Staff costs

The average number of persons (including key management personnel) employed by the College during the year, described as full-time equivalents, was:

	2018	2017
	No.	No.
Teaching staff	362	380
Non teaching staff - classroom support	72	78
Non teaching staff - business support	143	145
	<u>577</u>	<u>603</u>

Staff costs for the above persons

	2018	2017
	£'000	£'000
Wages and salaries	15,541	15,923
Social security costs	1,365	1,397
Other pension costs	3,844	3,013
	<u>20,750</u>	<u>20,333</u>
Contracted out staffing services	23	10
	<u>20,773</u>	<u>20,343</u>
Fundamental restructuring costs - contractual	326	420
	<u>21,099</u>	<u>20,763</u>

Key management personnel

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the College and are represented by the Senior Leadership Team which comprises: the Principal; the Vice Principal Corporate Services; the Vice Principal Curriculum Quality and Performance; four Assistant Principals who are responsible for various operational departments of the College; and the Clerk to the Governors. Staff costs include compensation paid to key management personnel for loss of office.

Emoluments of Key management personnel, Accounting Officer and other higher paid staff

	2018	2017
	No.	No.
The number of key management personnel including the Accounting Officer was:	<u>8</u>	<u>9</u>

Note - Please see the list of post holders on page 1 of these accounts. The emoluments presented in the accounts are for the total amount paid to all key management personnel in the accounting period.

South Devon College
Notes to the Accounts (continued)

7 Staff costs

The number of key management personnel and other staff who received emoluments, excluding pension contributions but including benefits in kind, in the following ranges was:

	Senior post-holders		Other staff	
	2018	2017	2018	2017
	No.	No.	No.	No.
£60,000 or under	1	1	-	-
£60,001 to £70,000 per annum	-	-	4	5
£70,001 to £80,000 per annum	-	-	-	-
£80,001 to £90,000 per annum	1	1	-	-
£90,001 to £100,000 per annum	-	-	-	-
£100,001 to £110,000 per annum	1	1	-	-
£110,001 to £120,000 per annum	-	-	-	-
£120,001 to £130,000 per annum	-	-	-	-
£130,001 to £140,000 per annum	-	-	-	-
£140,001 to £150,000 per annum	-	-	-	-
Over £150,001 per annum	1	1	-	-
	<u>4</u>	<u>4</u>	<u>4</u>	<u>5</u>

Note: this table is presented on the basis of people, not posts and where staff have left in the reporting period and been replaced, more than one person is included.

Key management personnel emoluments are made up as follows:

	2018 £'000	2017 £'000
Salaries	632	687
Employer's national insurance	63	69
Pension contributions	97	97
Total emoluments	<u>792</u>	<u>853</u>

There were no amounts due to key management personnel that were waived in the year, nor any salary sacrifice arrangements in place.

The above emoluments include amounts payable to the Accounting Officer (who is also the highest paid officer) of:

	2018 £'000	2017 £'000
Salaries	150	150
Pension contributions	22	19

The Members of the Corporation other than the Accounting Officer and the staff member did not receive any payment from the institution other than the reimbursement of travel and subsistence expenses incurred in the course of their duties.

South Devon College
Notes to the Accounts (continued)

8 Other operating expenses

	2018	2017
	£'000	£'000
Teaching costs	3,323	3,056
Non teaching costs	2,325	2,426
Premises costs	2,535	2,459
	<u>8,183</u>	<u>7,941</u>

Other operating expenses include:

	2018	2017
	£'000	£'000
Auditors' remuneration:		
- Financial statements audit	19	24
- Internal audit	23	21
- Other services provided by the financial statements auditors	2	2
(Profit)/Losses on disposal of tangible fixed assets	16	-
Hire of assets under operating leases	551	541

9 Interest payable and other finance costs

	2018	2017
	£'000	£'000
On bank loans, overdrafts and other loans	382	404
Pension finance costs (note 21)	505	404
	<u>887</u>	<u>808</u>

South Devon College
Notes to the Accounts (continued)

10 Tangible fixed assets

	Land and buildings		Equipment	Assets in the	Total
	Freehold	Long leasehold		Course of Construction	
	£'000	£'000	£'000	£'000	£'000
Cost					
At 1 August 2017	44,951	674	12,923	995	59,543
Additions	2	37	914	4,648	5,601
Disposals	-	(3)	(516)	-	(519)
At 31 July 2018	44,953	708	13,321	5,643	64,625
Depreciation					
At 1 August 2017	7,670	549	9,069	-	17,288
Charge for the year	797	39	1,031	-	1,867
Elimination in respect of disposals	-	(3)	(491)	-	(494)
At 31 July 2018	8,467	585	9,609	-	18,661
Net book value at 31 July 2018	36,486	123	3,712	5,643	45,964
Net book value at 31 July 2017	37,281	125	3,854	995	42,255

Foyer Project

The College still owns 12,000 square feet of land at the previous campus site in Newton Road, Torquay. This land is leased to Torbay Council on a 99 year lease, starting in July 2002. The land has not been valued in the accounts as the value on its return to the College in the future is uncertain.

South Devon College
Notes to the Accounts (continued)

11 Intangible fixed assets

	Software £'000	Other £'000	Total £'000
Cost			
At 1 August 2017	720	114	834
Additions	127	12	139
Disposals	(79)	-	(79)
	<u>768</u>	<u>126</u>	<u>894</u>
Depreciation			
At 1 August 2017	606	13	619
Charge for the year	44	24	68
Elimination in respect of disposals	(78)	-	(78)
	<u>572</u>	<u>37</u>	<u>609</u>
Net book value at 31 July 2018	<u><u>196</u></u>	<u><u>89</u></u>	<u><u>285</u></u>
Net book value at 31 July 2017	<u><u>114</u></u>	<u><u>101</u></u>	<u><u>215</u></u>

12 Non-current investments

	2018 £'000	2017 £'000
Broughton Award	1	1
	<u>1</u>	<u>1</u>
Total	<u><u>1</u></u>	<u><u>1</u></u>

13 Trade and other receivables

	2018 £'000	2017 £'000
Amounts falling due within one year:		
Trade receivables	894	1,855
Other debtors	10	62
Prepayments and accrued income	1,041	590
Amounts owed by the Education & Skills Funding Agency	443	222
	<u>2,388</u>	<u>2,729</u>
Total	<u><u>2,388</u></u>	<u><u>2,729</u></u>

South Devon College
Notes to the Accounts (continued)

14 Creditors: amounts falling due within one year

	2018	2017
	£'000	£'000
Bank loans and overdrafts	891	883
Payments received in advance	1,204	1,802
Trade payables	1,750	1,221
Other taxation and social security	532	661
Accruals and deferred income	1,541	772
Holiday pay accrual	451	607
VAT repayable under Lennartz scheme	-	3
Other creditors	74	61
Amounts owed to Education Skills Funding Agency	441	426
Deferred income - government capital grants	591	628
Total	<u>7,475</u>	<u>7,064</u>

15 Creditors: amounts falling due after one year

	2018	2017
	£'000	£'000
Bank loans	11,478	12,368
VAT repayable under Lennartz scheme	-	-
Other long term creditors (Foyer)	96	98
Deferred income - government capital grants	19,235	17,272
Total	<u>30,809</u>	<u>29,738</u>

16 Maturity of debt

Bank loans and overdrafts

Bank loans are repayable as follows:

	2018	2017
	£'000	£'000
In one year or less	891	883
Between one and two years	899	891
Between two and five years	5,610	2,437
In five years or more	4,969	9,040
Total	<u>12,369</u>	<u>13,251</u>

The Bank loans are provided by Allied Irish Bank, Lloyds, Santander and Torbay Council. The AIB loan is secured on the Vantage Point campus. The Lloyds loan relates to the construction of the University Centre. The overdraft facility, with Barclays Bank, is unsecured. This was not utilised during the year.

The loan with Allied Irish Bank incurs interest between 1.17513% variable rate and 2.35% fixed rate. The final instalment is due to be repaid on 30th June 2023.

The loan with Lloyds incurs interest at 6.628% fixed rate. The final instalment is due to be repaid on 9th November 2033.

The loan with Santander incurs interest at 4.18% and 4.9% fixed rate. The final instalment is due to be repaid on 13th December 2023.

The loan with Torbay Council incurs interest at 2.8% fixed rate. The final instalment is due to be repaid on 30th June 2042.

South Devon College
Notes to the Accounts (continued)

17 Provisions

	Defined benefit obligations £'000	Enhanced pensions £'000	Total £'000
At 1 August 2017	19,050	534	19,584
Expenditure in the period	(1,555)	(37)	(1,592)
Additions in period		(31)	(31)
At 31 July 2018	<u>17,495</u>	<u>466</u>	<u>17,961</u>

Defined benefit obligations relate to the liabilities under the College's membership of the Local Government pension Scheme. Further details are given in note 21.

The enhanced pension provision relates to the cost of staff who have already left the College's employ and commitments for reorganisation costs from which the College cannot reasonably withdraw at the balance sheet date. This provision has been recalculated in accordance with guidance issued by the funding bodies.

The principal assumptions for this calculation are:

	2018	2017
Interest rate	2.3%	2.3%
Net interest rate	1.3%	1.3%

18 Cash and cash equivalents

	At 1 August 2017 £'000	Cash flows £'000	At 31 July 2018 £'000
Cash and cash equivalents	10,046	(1,095)	8,951
Total	<u>10,046</u>	<u>(1,095)</u>	<u>8,951</u>

19 Capital commitments

	2018 £'000	2017 £'000
Commitments contracted for at 31 July	<u>9,235</u>	<u>471</u>

20 Lease Obligations

At 31 July the College had minimum lease payments under non-cancellable operating leases as follows:

	2018 £'000	2017 £'000
Future minimum lease payments due		
Land and buildings		
Not later than one year	476	355
Later than one year and not later than five years	1,068	1,082
Later than five years	1,600	-
	<u>3,144</u>	<u>1,437</u>
Other		
Not later than one year	18	22
	<u>18</u>	<u>22</u>

South Devon College
Notes to the Accounts (continued)

21 Defined benefit obligations

The College's employees belong to two principal post-employment benefit plans: the Teachers' Pension Scheme England and Wales (TPS) for academic and related staff; and the Local Government Pension Scheme (LGPS) for non-teaching staff, which is managed by Devon County Council. Both are multi-employer defined-benefit plans.

Total pension cost for the year	2018 £'000	2017 £'000
Teachers Pension Scheme: contributions paid	1,320	1,280
Local Government Pension Scheme:		
Contributions paid	1,010	870
FRS 102 charge	<u>1,496</u>	<u>850</u>
Charge to the Statement of Comprehensive Income	2,506	1,720
Enhanced pension charge to Statement of Comprehensive Income	18	13
Total pension cost for year within staff costs	<u>3,844</u>	<u>3,013</u>

The pension costs are assessed in accordance with the advice of independent qualified actuaries. The latest formal actuarial valuation of the TPS was 31 March 2012 and of the LGPS 31 March 2016. The next TPS valuation is currently in progress (expected in 2018 for contribution changes from April 2019).

Contributions amounting to £273,000 (2017: £272,000) were payable to the scheme and are included in creditors.

Teachers' Pension Scheme

The Teachers' Pension Scheme ("TPS") is a statutory, contributory defined benefit scheme governed by the Teachers' Pensions Regulations 2010, and, from 1 April 2014, by the Teachers' Pension Scheme Regulations 2014. These regulations apply to teachers in schools and other educational establishments, including Colleges, in England and Wales that are maintained by local authorities. In addition, teachers in many independent and voluntary-aided schools and teachers and lecturers in some establishments of further and higher education may be eligible for membership. Membership is automatic for full-time teachers and lecturers at eligible institutions and from 1 January 2007 automatic too for teachers and lecturers in part-time employment following appointment or a change of contract. Teachers and lecturers are able to opt out of the TPS.

The Teachers' Pension Budgeting and Valuation Account

Although members may be employed by various bodies, their retirement and other pension benefits are set out in regulations made under the Superannuation Act 1972 and are paid by public funds provided by Parliament. The TPS is an unfunded scheme and members contribute on a 'pay as-you-go' basis- these contributions, along with those made by employers, and are credited to the Exchequer under arrangements governed by the above Act. Retirement and other pension benefits are paid by public funds provided by Parliament.

The Teachers' Pensions Regulations 2010 require an annual account, the Teachers' Pension Budgeting and Valuation Account, to be kept of receipts and expenditure (including the cost of pensions' increases). From 1 April 2001, the Account has been credited with a real rate of return which is equivalent to assuming that the balance in the Account is invested in notional investments that produce that real rate of return.

South Devon College Notes to the Accounts (continued)

21 Defined benefit obligations (continued)

Valuation of the Teachers' Pension Scheme

The latest actuarial review of the TPS was carried out as at 31 March 2012 and in accordance with The Public Service Pensions (Valuations and Employer Cost Cap) Directions 2014. The valuation report was published by the Department for Education (the Department) on 9 June 2014. The key results of the valuation are:

- New employer contribution rates were set at 16.48% of pensionable pay (including administration fees of 0.08%);
- total scheme liabilities (pensions currently in payment and the estimated cost of future benefits) for service to the effective date of £191,500 million, and notional assets (estimated future contributions together with the notional investments held at the valuation date) of £176,600 million giving a notional past service deficit of £14,900 million;
- an employer cost cap of 10.9% of pensionable pay.
- the assumed real rate of return is 3.0% in excess of prices and 2% in excess of earnings. The rate of real earnings growth is assumed to be 2.75%. The assumed nominal rate of return is 5.06%.

The new employer contribution rate for the TPS was implemented in September 2015. The next valuation of the TPS is currently underway based on April 2016 data, whereupon the employer contribution rate is expected to be reassessed and will be payable from 1 April 2019.

A full copy of the valuation report and supporting documentation can be found on the Teachers' Pension Scheme website at the following location:

<https://www.teacherspensions.co.uk/news/employers/2014/06/publication-of-the-valuation-report.aspx>

□

Scheme Changes

Following the Hutton report in March 2011 and the subsequent consultations with trade unions and other representative bodies on reform of the TPS, the Department published a Proposed Final Agreement, setting out the design for a reformed TPS to be implemented from 1 April 2015.

The key provisions of the reformed scheme included: a pension based on career average earnings; an accrual rate of 1/57th; and a Normal Pension Age equal to State Pension Age, but with options to enable members to retire earlier or later than their Normal Pension Age. Importantly, pension benefits built up before 1 April 2015 will be fully protected.

In addition, the Final Agreement includes a Government commitment that those within 10 years of Normal Pension Age on 1 April 2012 will see no change to the age at which they can retire, and no decrease in the amount of pension they receive when they retire. There will also be further transitional protection, tapered over a three and a half year period, for people who would fall up to three and a half years outside of the 10 year protection.

Regulations giving effect to a reformed Teachers' Pension Scheme came into force on 1 April 2014 and the reformed scheme commenced on 1 April 2015.

□

The pension costs paid to TPS in the year amounted to £1,354,046 (2017: £1,280,000).

South Devon College
Notes to the Accounts (continued)

21 Defined benefit obligations (continued)

FRS 102

Under the definitions set out in FRS 102 (28.11), the TPS is a multi-employer pension scheme. The College is unable to identify its share of the underlying assets and liabilities of the plan.

Accordingly, the College has taken advantage of the exemption in FRS 102 and has accounted for its contributions to the scheme as if it were a defined-contribution plan. The College has set out above the information available on the plan and the implications for the College in terms of the anticipated contribution rates.

Local Government Pension Scheme

The LGPS is a funded defined-benefit plan, with the assets held in separate funds administered by Devon County Council. The total contribution made for the year ended 31 July 2018 was £1,355,000 (£1,195,000 in the year to 31 July 2017), of which employer's contributions totalled £1,010,000 (£870,000 2016-17) and employees' contributions totalled £345,000 (£325,000 2016-17). The agreed contribution rates for future years are 14.6% for employers and range from 5.5% to 7.5% for employees, depending on salary.

Principal Actuarial Assumptions

The following information is based upon a full actuarial valuation of the fund at 31 March 2016 updated to 31 July 2018 by a qualified independent actuary

	At 31 July 2018	At 31 July 2017
Rate of increase in salaries	3.85%	4.20%
Future pensions increases	2.35%	2.70%
Discount rate for scheme liabilities	2.65%	2.70%
Inflation assumption (CPI)	2.35%	2.70%
Commutation of pensions to lump sums	50.00%	50.00%

The current mortality assumptions include sufficient allowance for future improvements in mortality rates. The assumed life expectations on retirement age 65 are:

	At 31 July 2018	At 31 July 2017
	years	years
<i>Retiring today</i>		
Males	23.5	23.4
Females	25.6	25.5
<i>Retiring in 20 years</i>		
Males	25.8	25.6
Females	28.0	27.8

South Devon College
Notes to the Accounts (continued)

21 Defined benefit obligations (continued)

Local Government Pension Scheme (continued)

The College's share of the assets in the plan at the balance sheet date and the expected rates of return were:

		Fair Value at 31 July 2018 £'000		Fair Value at 31 July 2017 £'000
Gilts	3%	840	3%	687
UK equities	21%	5,173	24%	5,469
Overseas equities	39%	9,741	35%	8,103
Property	9%	2,263	9%	2,021
Infrastructure	4%	928	4%	886
Target return portfolio	14%	3,600	15%	3,410
Cash	2%	384	3%	602
Other bonds	2%	497	2%	563
Alternative assets	5%	1,298	5%	1,254
Private equity	1%	256	0%	0
Total fair value of plan assets	100%	<u>24,980</u>	100%	<u>22,995</u>
Actual return on plan assets		<u>1,528</u>		<u>2,418</u>

The amount included in the balance sheet in respect of the defined benefit pension plan is as follows:

	2018 £'000	2017 £'000
Fair value of plan assets	24,980	22,995
Present value of plan liabilities	(42,475)	(42,045)
Net pensions (liability) (Note 17)	<u>(17,495)</u>	<u>(19,050)</u>

Amounts recognised in the Statement of Comprehensive Income in respect of the plan are as follows:

	2018 £'000	2017 £'000
Amounts included in staff costs		
Current service cost	2,491	1,704
Past service cost	0	-
Admin costs	15	16
Total	<u>2,506</u>	<u>1,720</u>

Amounts included in interest and other finance costs

Net interest expense	505	404
	<u>505</u>	<u>404</u>

Amounts recognised in Other Comprehensive Income

Return on pension plan assets	899	1,888
Experience losses arising on defined benefit obligations liabilities	-	(736)
	2,657	(2,969)
Amount recognised in Other Comprehensive Income	<u>3,556</u>	<u>(1,817)</u>

South Devon College
Notes to the Accounts (continued)

21 Defined benefit obligations (continued)

Local Government Pension Scheme (Continued)

Movement in net defined benefit (liability) during the year

	2018	2017
	£'000	£'000
Deficit in scheme at 1 August	(19,050)	(15,979)
Movement in year:		
Current service cost	(2,506)	(1,720)
Employer contributions	1,010	870
Net interest on the defined (liability)/asset	(505)	(404)
Actuarial gain or loss	3,556	(1,817)
Net defined benefit (liability)/asset at 31 July	<u>(17,495)</u>	<u>(19,050)</u>

Asset and Liability Reconciliation

	2018	2017
	£'000	£'000
Changes in the present value of defined benefit obligations		
Defined benefit obligations at start of period	42,045	36,098
Current service cost	2,286	1,704
Interest cost	1,134	934
Contributions by Scheme participants	345	325
Changes in financial assumptions	(2,657)	3,120
Changes in demographic assumptions	-	(217)
Loss on defined benefit obligations	-	736
Estimated benefits paid	(1,005)	(655)
Past service cost	19	-
Curtailments and settlements	308	-
Defined benefit obligations at end of period	<u>42,475</u>	<u>42,045</u>

Reconciliation of Assets

Fair value of plan assets at start of period	22,995	20,119
Interest on plan assets	629	530
Return on plan assets	899	1,888
Other actuarial losses	-	(66)
Administration expenses	(15)	(16)
Employer contributions	1,010	870
Contributions by Scheme participants	345	325
Estimated benefits paid	(1,005)	(655)
Settlement prices paid	122	-
Assets at end of period	<u>24,980</u>	<u>22,995</u>

The estimated value of employer contributions for the year ended 31 July 2019 is £1,001,000 (2018 estimate was £933,000).

South Devon College
Notes to the Accounts (continued)

22 Related party transactions

The College's board is composed of governors being drawn from local public and private sector organisations. A full Register of Interests is maintained by the Clerk to the Governors. All transactions involving such organisations are conducted at arm's length and in accordance with the College's financial regulations and normal procurement procedures. In the reporting period Stephen Criddle, was Board Director of Heart of the South West LEP.

The total expenses paid to or on behalf of the Governors during the year was £1,505; 4 governors (2017: £1,718; 5 governors). This represents travel and subsistence expenses and other out of pocket expenses incurred in attending Governor meetings and charity events in their official capacity.

No Governor has received any remuneration or waived payments from the College or its subsidiaries during the year (2017: None).

Devon Studio School

South Devon College was the sponsor college for this separate legal entity which closed in August 2017. During the year the College provided services to the school relating to finance, HR, clerking and Principalship support. Income of £41,155 was recognised in the period by the College for these services, of which £12,064 has been written off.

South Devon University Technical College

South Devon College is the sponsor college for this separate legal entity which opened in September 2015. During the year the College provided services to the school relating to finance, and school bus passes. Income of £43,625 was recognised by the college for these services. At the year end there was an outstanding balance of £1,632 due to the College included in trade receivables, which is in Note 13. Purchases were made totalling £17,140 of which £nil was payable at the year end.

Transactions with the funding bodies and HEFCE are detailed in Note 2.

23 Amounts disbursed as agent

Learner support funds

	2018	2017
	£'000	£'000
Funding body grants – bursary support	314	659
Funding body grants – discretionary learner support	652	343
Other Funding body grants	260	260
Other items	1	-
	<u>1,227</u>	<u>1,262</u>
Disbursed to students	(791)	(956)
Uncleared cheques	-	-
Administration costs	(45)	(47)
Balance unspent as at 31 July	<u><u>391</u></u>	<u><u>259</u></u>

Funding body grants are available solely for students. In the majority of instances, the College only acts as a paying agent. In these circumstances, the grants and related disbursements are therefore excluded from the Statement of Comprehensive Income. Surplus funds to be distributed in future periods are included in Note 14 as Payments Received in Advance.