



# **MORLEY COLLEGE LONDON**

## **Adult Education Pound Plus Policy**

|                                      |                       |
|--------------------------------------|-----------------------|
| <b>POLICY OWNER:</b>                 | Chief Finance Officer |
| <b>FINAL APPROVAL BY:</b>            | Governing Body        |
| <b>Policy Category:</b>              | Corporate             |
| <b>Approved by Policy Committee:</b> | January 2023          |
| <b>Approved by Governing Body:</b>   | 27 March 2023         |
| <b>Review Date:</b>                  | 31 March 2027         |

## **1. Introduction and Purpose:**

Morley College has been in existence since 1889, and was both incorporated as a limited company (Company Number 2829836), and registered as a charity (no. 1023523) in 1993. The College is an Institute for Adult Learning (formally a Specialist Designated Institution (SDI)) under the 1992 Further and Higher Education Act.

As a charitable limited company, the College obtains its income from a wide ranges of sources, including funding contracts from the Education and Skills Funding Agency (ESFA) for delivery of education to 16-19 year olds and adults outside the devolved areas; from the Greater London Authority (GLA), for the delivery of education to adults within London; education contracts with local authorities and universities, from tuition fees and philanthropic giving.

The College seeks to maximise the benefit of all income, which is applied in line with our founding principles of social justice, and the mission to inspire individuals and strengthen

ESFA-

|  |                  |
|--|------------------|
|  | to achieve this. |
|--|------------------|

## 5. Scope of the Policy:

The Pound Plus Policy applies to all staff as all activities of the College are at least part funded by organisations requiring the College to achieve the requirements of a Pound Plus Policy in the use of funding. This policy is intended to ensure the broad requirements of Pound Plus are embedded across all activities of the College.

## 6. Procedure:

### *How to Deliver Pound Plus*

Across the College, all Adult Education Funded activities are expected to demonstrate the following Pound Plus improvements:

| Activity  | Expectation  |
|---|--|
| Increase in fee income  | To set fees at an appropriate level to reflect the value and benefits of the course                                  |
| Increase in commercial sponsorship and support via contributions in kind                          | To seek other funding sources to enhance the learning experience and the College environment                         |
| Increased income from external bids   | To identify and bid for resources which support new and emerging activities  |
| Rationalisation, enhancing and re-focusing of the curriculum offer                                | To review all parts of the curriculum termly to ensure the course meets the student need and is financially viable   |
| Improved efficiency of administration and support services  | To review systems and processes to ensure that the College support infrastructure provides best value to the College |
| Greater social impact of learning on the wider community such as health, wellbeing, employability | Ensure the curriculum and the processes of the College ensure learning can benefit the whole College community       |
| Increase in the use of volunteers   | To grow the use of volunteers to support community events and build the College reputation                           |
| Other measurable indicators developed by the College  | To apply the principles discussed in this paper to all activities of the College                                     |

### *How to build Pound Plus into our planning*

In planning all new activities within the College, the planning process should consider:

What level of fee income can we generate?

What other funding opportunities are available?

What resources in kind can we source?

Can we work with partners and stakeholders?

What is our ambition for growth in pound plus value from the activity?

Can we identify the broader benefits of the new activity to the College and its community?

These additional factors/funding sources that can be leveraged in addition to funded activities enable increased participation, and financial viability.

Effective planning of the whole range of college activities, including efficient delivery and professional services, is fundamental to ensuring that each funded pound delivers maximum educational benefit. This is underpinned by effective curriculum costing and planning, and robust budgeting and procurement processes.

The concept of Pound Plus, as described above, is part of the everyday activities of the College and can equally be described as value for money, additionality and efficiency. Monitoring of Pound Plus is therefore a part of all monitoring of activities of the College. This includes business planning, self-assessment reports and financial monitoring against budgets. The principles should be established in all decision making from Senior Leadership Team through to detailed course planning discussions.

## **7. Communication and training:**

The Pound Plus policy will be publicly available via the College's website as required by the GLA/ESFA funding rules.

Finance staff will promote the expectations of the policy when working with all staff involved in the financial planning, reporting and transactions of the College.

Particular focus will be applied during budget setting, variance monitoring and supporting applications for new and additional funding.

Where appropriate outcomes and impacts will be included in communications to staff, governors