

MINUTES OF FINANCE & RESOURCES COMMITTEE MEETING HELD ON 27TH JUNE 2018

Present:	Tony McDermott Mary Murphy Wesley Rourke	External (Chair) Principal External
In Attendance:	Julie Holland Gordon Holmes Julia Withersby Lesley Venables	Deputy Principal (Finance & Resources) Head of Finance & Estates – minutes 126 to 144 Head of Human Resources – minutes 126 to 138 Clerk to the Governors

PART ONE

APOLOGIES

126 Apologies for absence were received and accepted from Susan Smith (External).

DECLARATIONS OF INTEREST

127 A declaration of interest was received from Tony McDermott in respect of minutes 153 to 158.

MINUTES

128 **Resolved -** That, with two typographical amendments, the minutes of the meeting held on 7th March 2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

129 Governors received a report on progress against the actions identified at previous meetings. It was noted that all of these were either being implemented, had been completed or were featured on the agenda.

HUMAN RESOURCES UPDATE

137 Governors received statistics on key indicators relating to human resources, including staff sickness absence, other absences and staff turnover in the current academic year to date.

138 Work had been undertaken recently on ensuring that the HR department's processes complied with the General Data Protection Regulations. This review had taken place with advice from the College's solicitors and had resulted in a number of amendments to policies. Staff had received training on the new Regulations.

Julia Withersby left the meeting at this point.

HEALTH & SAFETY REPORT

139 The Committee received for information a report on health and safety issues since March 2018.

140 The majority of minor incidents were attributable to general slips, trips and falls, with no discernible pattern across departments. One RIDDOR reportable incident had been identified, which had been fully investigated and had not raised any further concerns.

141 Following a request at a previous Committee meeting, the Deputy Principal reported that the number of near misses in 2017/2018 was 139 and that data on these was being collected on a monthly basis.

FINANCIAL FORECAST 2018 TO 2021

142 The Deputy Principal (Finance & Resources) presented the Financial Forecast for 2018 to 2021 and the draft budget for 2018/2019, which had been prepared following recent guidance issued by the Education & Skills Funding Agency. The Forecast had been based on current indicative allocations and, consequently, may be subject to amendment prior to a final version being submitted to the July Board meeting. The draft balance sheet had been compiled in line with the requirements of Financial Reporting Standard 102.

143 Governors noted that the Financial Forecast was fully compliant with the ESFA's Financial Planning Checklist.

144 Resolved - That the Board **be RECOMMENDED** to approve the Financial Forecast for 2018 to 2021

Gordon Holmes left the meeting at this point.

MANAGEMENT ACCOUNTS TO 30TH APRIL 2018

145 The Deputy Principal (Finance & Resources) presented the management accounts to 30th April 2018.

146 Governors noted that the key risks associated with the management accounts were the achievement of the full-time learner numbers target and the reduction of the proportion of teaching delivered by agency staff, together with the current uncertainty of the economic climate.

147 The Committee was advised that the College had met or was in line to meet all identified targets for income and learner numbers.

148 **Resolved** - That the management accounts to 30th April 2018 be accepted

POLICIES

149 The Committee received a number of policies, which had recently been reviewed. The changes proposed by management centred mainly on job titles. It was noted that further consideration of these and other policies would be undertaken over the summer, with any new versions submitted for recommendation at the Committee's next meeting.

150 **Resolved -** That, subject to minor amendments, the Board **be RECOMMENDED** to approve the following policies:

Environmental Sustainability
Treasury Management

FINANCIAL REGULATIONS 2018/2019

151 The Deputy Principal (Finance & Resources) presented the revised draft Financial Regulations for 2018/2019. These had been compiled to take account of the latest guidance within the sector, recommendations made by Internal Audit and organisational changes.

152 **Resolved -** That the Board **be RECOMMENDED** to approve the Financial Regulations for 2018/2019

PARTNERSHIP UPDATE 2017/2018 & PROPOSALS FOR 2018/2019

153 Governors received for information a report on existing partnership provision contracts, together with proposals for some amendments for the 2018/2019 academic year.

154 The College had sub-contracted with a total of 6 partner organisations (which had been RAG rated in the report according to the level of risk), all providing education and training to hard to reach groups of learners, for whom attendance at mainstream College programmes was inappropriate.

155 The Principal set out the quality assurance measures in place to ensure that each partner organisation met the requirements of the College and of the Education Skills Funding Agency. These included an extensive due diligence process (including safeguarding) prior to the commencement of any new partnership and announced and unannounced visits by College staff.

156 Governors were advised that the total amount of the sub-contracting budget remained within the agreed 5% threshold.

157 The Principal reported that negotiations were underway for partnership provision contracts for 2018/2019. The College proposed to work with 5 organisations with which it had previously operated successfully. The estimated amount relating to each provider was detailed and governors were asked to recommend in principle each of the contracts for 2018/2019. Further detailed information would be provided to the Board's next meeting (October 2018).

- 158 **Resolved -**
- 1 That progress and current activity levels in 2017/2018 be noted.
 - 2 That the Board **be RECOMMENDED** to approve the list of partnership contracts for 2018/2019.
 - 3 That proposals for partnership provision in 2018/2019 be submitted for approval to the October Board meeting.

COMMITTEE SELF-EVALUATION 2017/2018

159 The Clerk reported that, as part of the Board's strategy for continuous improvement, an assessment of each committee's performance should be undertaken to identify good practice and any gaps in arrangements.

160 The Committee received a proforma that enabled it to assess itself against a number of key criteria – attendance, membership, fulfilment of the terms of reference, a summary of the key activities undertaken in 2017/2018 and any areas for improvement in 2018/2019.

161 Governors discussed each element of the proforma and graded the Committee's overall performance as a 1 or 'outstanding'.

ITEMS TO BE REPORTED TO THE BOARD

162 The Chair summarised the key points that would be reported to the full Board at its meeting on 9th July 2018:

- Monitoring reports on Human Resources and Health & Safety were received, with no particular areas of concern for the Committee.
- Financial Forecast for 2018 to 2021 and budget for 2018/2019 were recommended for approval by the Board, together with 2 policies, Financial Regulations, some amendments to partnership provision contracts for 2017/2018 and proposals for 2018/2019.
- Management accounts to April 2018 were noted.
- For its self-evaluation for 2017/2018 the Committee graded itself as a '1' or 'outstanding'.
- Progress report received under Part 2 of the agenda on the Capital Project at Cronton, the sale of the Runcorn Campus and other property-related matters.

DATES OF FUTURE MEETINGS

5th December 2018

6th March 2019

26th June 2019