

Riverside College

Widnes & Runcorn

MINUTES OF MEETING OF FINANCE & RESOURCES COMMITTEE HELD ON 5TH DECEMBER 2018

Present:	Tony McDermott Mary Murphy Wesley Rourke Susan Smith Bob Towers	External Governor (Chair) Principal External Governor External Governor Co-opted Member
In Attendance:	Ben Barton Julie Holland Gordon Holmes Lesley Venables Julia Withersby	Deputy Head of Cronton Campus (Observer) Deputy Principal (Finance & Resources) Head of Finance & Estates – minutes 1 to 19 Clerk to the Governors Head of Human Resources – minutes 1 to 8

PART ONE

APOLOGIES

- 1 There were no apologies for absence.

DECLARATIONS OF INTEREST

- 2 Declarations of interest were received from Tony McDermott in respect of minutes 26 to 27.

APPOINTMENT OF CHAIR

- 3 **Resolved -** That Tony McDermott be appointed as Chair until the first meeting of the 2019/2020 academic year

MINUTES

- 4 **Resolved -** That the minutes of the meeting held on 27th June 2018 be approved as a correct record and signed by the Chair

MATTERS ARISING

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

6 It was agreed that governors should receive further training on the General Data Protection Regulations as part of the annual programme.

HUMAN RESOURCES UPDATE

7 The Head of Human Resources presented the annual update for 2017/2018, which included information sickness absence, staff turnover and equality & diversity.

8 A review of all Human Resources policies had been undertaken to ensure that the College met current legislative requirements.

Julia Withersby left the meeting at this point.

HEALTH & SAFETY ANNUAL REPORT 2017/2018

9 The Committee received the Annual Health & Safety Report for 2017/2018.

10 It was noted that there were no discernible trends in the accident figures, either by department or campus. All accidents were investigated to determine whether any changes were necessary to the College's processes and procedures. Management felt that the relatively low number of accidents was attributable to improved awareness of safety issues and the high level of staff training undertaken.

11 Governors received detailed information on the training and awareness-raising events that had taken place in 2017/2018, including mini-bus driver training and an increase in the number of first aid trained staff and students.

12 A full review of risk assessments for hazardous substances was underway and a 5 yearly electrical condition report had been completed in 2017/2018. Effective links with Occupational Health and external agencies continued to operate.

13 Management was asked to include accident and near-miss information from the College's catering provider in any future reports.

14 Governors were advised that the College's existing insurance contract had been re-tendered for 2018/2019. would expire at the end of the academic year. The proposed arrangements equated to a considerable saving on the costs for previous years and the Committee was given an assurance that there was no negative impact on the quality of service.

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| 15 | Resolved - | 1 | That the Board be RECOMMENDED to approve the Health & Safety Statement of Intent for 2018/2019 |
| | | 2 | That the proposed insurance arrangements for 2018/2019 be approved |

ENVIRONMENTAL SUSTAINABILITY

16 Governors received for information a report on Environmental Sustainability for 2017/2018. It was noted that 100% of the waste generated by the College was diverted from landfill. The Committee felt that this achievement should be publicised to learners and other stakeholders.

17 The College's external catering company afforded environmental responsibility a high priority in its practices and the food supplied. A number of measures had been introduced across the College which had had a significant effect on waste reduction and had resulted in efficiency savings on the non-pay budget.

18 All curriculum areas shared good practice and continued to embed sustainable activities in course delivery. Recycling of the College's waste took place off-site and it was felt important that awareness was raised amongst both students and staff.

19 Governors suggested that hard data on items such as water and electricity usage should be included in future reports to enable them to monitor the environmental sustainability of each campus.

Gordon Holmes left the meeting at this point.

FINANCIAL STATEMENTS 2017/2018

20 The Deputy Principal (Finance & Resources) presented the Financial Statements for 2017/2018. It was noted that these were in draft form at this stage and that there was still some work to be carried out to complete the audit

21 Governors were advised that the Audit Committee had met on 3rd December to receive the Financial Statements Auditor's Management Letter and that one low priority recommendation had been made as a result of the Financial Statements and Regularity audits, which was not materially significant. Consequently, the Financial Statements Auditor had issued an unqualified opinion on the accounts.

22 Overall the College had generated an operating surplus, which was significantly higher than in the approved budget and was in line with the 3% recommended by the Area Based Review process. The variance was mainly due to the timing of summer works. A full reconciliation with the July 2018 management accounts (which had already been presented to governors) was included as an appendix to the Financial Statements.

23 **Resolved -** That the Board **be RECOMMENDED** to approve the Financial Statements for 2017/2018

MANAGEMENT ACCOUNTS

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

25 **Resolved -** That the management accounts to 30th September 2017 be accepted

PARTNERSHIP PROVISION

26 Governors received a report on performance against partnership provision contracts in 2018/2019, together with proposals for some amendments.

- 27 **Resolved -**
- 1 That progress and current activity levels in 2018/2019 be noted.
 - 2 That the Board **be RECOMMENDED** to approve the amended list of partnership contracts for 2018/2019.

POLICIES

28 The Committee received policies on Educational Trips & Visits, Procurement, Staff Capability, Staff Disciplinary and Higher Education Compensation for Students. No amendments were proposed to the first two of these policies.

29 The Clerk advised that further discussion may be required with the College's legal representatives on the wording of the Staff Capability and Disciplinary policies where a senior postholder was a contractor, not an employee.

30 The HE Compensation for Students Policy had been introduced as part of the requirements of the Office for Students regulatory framework. In response to questions from governors over the process for refunding course fees, the Deputy Principal advised that refunds were given to students who withdrew before the period stated in the learner agreement. Courses where there were low numbers after a substantial period of time usually ran to their end date or learners could be transferred to other local providers.

- 31 **Resolved -**
- 1 That the Board **be RECOMMENDED** to approve the following Policies:

Educational Trips & Visits
Procurement
HE Compensation
 - 2 That, subject to consultation with the College Solicitors, the Board **be RECOMMENDED** to approve policies on Staff Capability and Staff Discipline

ITEMS TO BE REPORTED TO THE BOARD

32 The Chair summarised the outcomes of the meeting that would be reported to the Board at its December meeting:

- Appointment of Tony McDermott as Committee Chair
- Positive statistics on HR issues (sickness absence, staff turnover, E&D, retention)
- Continued low level of reported accident statistics for 2017/2018
- Financial statements for 2017/2018 were recommended for approval – unqualified opinion, 1 low priority recommendation made by the External Auditor
- Management accounts for September 2018 were scrutinised and accepted

- Detailed monitoring of progress on property issues
- Revised policy on Educational Trips & Visits was approved
- Policies on Educational Trips & Visits, Procurement, Staff Capability and Discipline and HE Compensation were recommended for approval by the Board
- Amendments to proposals for partnership provision in 2018/2019 were recommended for approval

DATES OF FUTURE MEETINGS

6th March 2019

26th June 2019