

MINUTES

FINANCE & RESOURCES COMMITTEE

4PM, THURSDAY 30TH MARCH 2017

Present:	Trish Kidd	Governor
	Julie Barton	Governor
	Chris Dodwell	Governor
	Mike Phipps	Governor
	Andrew Wren	Principal & Chief Executive
In Attendance:	John Smith	Deputy Principal F&R
	June Fielding	Financial Controller
	Megan Hughes	Head of Human Resources
	Karen Johnson	Acting Clerk

APOLOGIES FOR ABSENCE

F17/1 Apologies were received from John Sidney (Governor).

DECLARATION OF INTERESTS

F/17/2 Governors were reminded of the requirement to declare their interests in any agenda items. For any such declaration Governors would not be eligible to speak or to vote on the matters under discussion.

EQUALITY & DIVERSITY

F/17/3 Governors were reminded of the College's commitment to equality and diversity and inclusion, and the need to consider these issues along with health and safety in all Committee business.

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F/17/4 **Resolved** the minutes of the meeting held on **1st December 2017** be **approved** as a correct record and signed by the Chair.

MATTERS ARISING/ACTIONS

F/17/5 There were no actions arising from the previous meeting.

F/17/6 The DP F&R provided an update on the outstanding financial statement from Barrow 6th Form College for the financial year 2015-2016, where issues had been identified resulting in accounts which could not be balanced. Subsequent to the previous meeting the accounts were reanalysed and errors were identified which then provided a balanced set of accounts. These have now been submitted.

F/17/7 The Committee asked that their thanks be recorded to the team for the hard work undertaken regarding this issue.

MANAGEMENT ACCOUNTS

F/17/8 The DP F&R presented the Management Accounts to the end of February 2017 and highlighted the following items:

- Loss of £51k reported to end of February – however on balance there is a positive cash position, based on a forecasted £45k surplus for the year.
- Adult education income is below target, although improving, this is attributable to a number of factors though primarily due to a reduced number of qualifications attracting full SFA funding and a higher number of learners than anticipated enrolling on courses which are fundable through 19+ learner loans, rather than grants.
- Adult apprentices is above target and additional funding has been requested
- 16-18 apprentices is below target
- Other non-pay cost pressures have increased due to increased franchising, which is likely to be a one year initiative, which in the long term will prove to be financially beneficial, due to lagged funding, and premises costs, in particular areas of the college across both sites
- Cash position is very strong

F/17/9 The Committee **noted** the management accounts

CONFIRMATION OF FINANCIAL HEALTH

F/17/10 The DP F&R presented a letter from the SFA confirming the colleges 2015-16 financial health grade from the SFA of Outstanding. This provides the College governors with external assurance of the financial health of the College.

F/17/11 The Committee **noted** the confirmation of financial health from the SFA.

FUNDING & BUDGET OUTLINE FOR 2017/18

F/17/12 The DP F&R presented a report that outlines the likely funding available to the college 2017-18 and related budget for the next academic year. The aim of this report is to provide assurance to, and update the Committee of progress in developing a satisfactory budget for next year, and the current situation regarding funding allocations with the main funding bodies. The Committee were informed that the detailed budget will be presented to the next Committee meeting, at which time curriculum planning will be complete and funding allocations will be confirmed. A planning surplus and contingency is included within the outline at the present time.

F/17/13 The Principal made the Committee aware of the recent position regarding the College's notification that they had not been successful in the recent approval of the Register of Approved Training Providers which allows the college to enrol apprentices. The Committee were advised of the reasons why this had occurred and were reassured of the measures being taken to rectify this as soon as possible, the Committee were further reassured that lots of Colleges were in the same position as ourselves and had also not been successful due to a minor technicality.

FEES POLICY 2017-2018

F/17/14 The DPF&R presented the Fees Policy for 2017-2018 which sets out the College's approach to the fees payable by learners. There are no changes to the Policy approved by the Committee previously other than minor changes to organisations and job titles for example.

F/17/15 The Committee **approved** the Fees Policy for 2017-2018

AGREEMENT TO SUB-CONTRACT WITH CUMBRIA TRAINING PARTNERSHIP (CTP)

- F/17/16 The DPF&R presented a report which formally requests retrospective approval from the Committee to formally approve to subcontract apprenticeship provision with Cumbria Training Partnership, at the time of contract award this was not a requirement, however, retrospectively a formal recommendation is now needed because the College continues to sub contract with Cumbria Training Partnership.
- F/17/17 The Committee **recommended** that Board approve the Sub Contract agreement with Cumbria Training Partnership with retrospective effect

ASBESTOS MANAGEMENT PROCEDURE

- F/17/18 The DPF&R presented the Asbestos Management Procedure which had been drawn up to cover both college sites, however it is noted that this Procedure refers to Rating Lane site only since there is no asbestos on Channelside site. This is to provide assurance that asbestos has been identified at Rating Lane and is managed in an appropriate manner. In addition to the Procedure there is an associated Asbestos Management Plan and Asbestos Register and identified responsible person.
- F/17/19 The Committee **approved** the Asbestos Management Procedure

HR TERMLY REPORT

- F/17/20 The HR Manager presented the HR Termly Report and made the following points:
- Internal staffing changes - A number of support staff have been in seconded roles due to the pending support staff restructure which resulted in a hold on permanently filling posts
 - Support staff and manager restructure – the Head of HR outlined progress so far and where the college is in the current process
 - The Committee were advised that all staff across the College were following the same Absence Management Policy and Procedures – having brought consultation on this forwards as a priority
 - Gender pay gap information will be brought to the next meeting of the group in line with new legislation
- F/17/21 The Committee **noted** the report

ITEMS FOR THE NEXT AGENDA

- F/17/22 Pay gender gap update from Head of HR.

CONFIDENTIALITY

- F/17/23 No items were identified as confidential items.

DATE OF NEXT MEETING

- F/17/24 The next meeting was scheduled for 29th June 2017

MINUTES APPROVED

Signed _____, Trish Kidd, Chair of Finance & Resources Committee

Date _____ Subject to Amendments / No Amendments