

**MINUTES OF THE MEETING OF
THE FINANCE, RESOURCES AND INVESTMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 5.30PM ON WEDNESDAY 2
DECEMBER 2020**

Present: Mr D Langton (Chair)
Dr A Birkinshaw
Mr D Mabbitt
Mx L Johnson (Principal)
Mr G Dixon (Vice-Principal Finance and Resources)

In attendance: Mrs J Matthews (Director of Governance)
Ms B Cubiss (to M20/81)

		ACTION
	APOLOGIES FOR ABSENCE	
M20/67	There were no apologies for absence.	
	DECLARATIONS	
M20/68	There were no declarations of interest.	
	MINUTES OF 15 AND 21 OCTOBER 2020	
M20/69	The minutes of the meetings held on 15 October 2020 and 21 October 2020 were approved as a correct record.	
	MATTERS ARISING ON THE MINUTES	
M20/70	Members noted the update on matters arising on the minutes provided in the action tracker.	
	<i>M20/13 and M20/59 – Health and Safety</i>	
M20/71	It was reported that the Health and Safety Manager had left the College and Business Safety been appointed, with a focus on the day to day health and safety. They had carried out a Covid-19 check from which there were a number of recommendations. The Vice-Principal (Finance and Resources) reported that consideration was still being given as to how best to conduct an independent check of health and safety.	VP F&R
	<i>M20/43 – Derwent training</i>	
M20/72	It was reported that discussions with Derwent Training indicated that there were no further opportunities available.	
	<i>M20/53 – breakdown of data</i>	
M20/73	Concern was expressed that even top level figures were not yet available in relation to average class size and staff utilisation that could be reported to Governors. It was confirmed that there had been an analysis of part-time staffing but that immediate priority within the MIS team had been given to attendance reporting. Once the staffing resources were available to carry out the report writing, this would be prioritised. A Governor commented that it was now too late to make any significant changes to staff utilisation, and the Principal reported that class sizes had increased following the move to remote learning. A Governor questioned whether data on this could be made available before the next meeting of the Committee and it was agreed that it would be appended to the monthly management accounts until it could be provided for the next meeting.	Principal/ VP F&R
	HEALTH AND SAFETY POLICY	
M20/74	The updated Health and Safety Policy had been circulated and the Vice-Principal (Finance and Resources) confirmed that both Business Safety and AWB Charlesworth had reviewed it and any amendments made as a result were highlighted. It was agreed that it might be	VP F&R
		Chair, S&G

	useful to consider whether to appoint a Health and Safety link Governor.	Committee
M20/75	A question was asked about what measures were being taken to ensure that staff were familiar with the policy and procedures and how assurance was sought that they were compliant on a daily basis. The Principal agreed that consideration would be given to that and the Committee recommended the revised Health and Safety Policy to the Board for approval.	Principal
	ANNUAL ENVIRONMENTAL REPORT 2019-20	
M20/76	Members had received the annual environmental report 2019-20. A question was asked about whether the improvements set out were actually planned and the Vice-Principal (Finance and Resources) reported that they were possible improvements to improve the energy scores and the report would be amended to clarify that.	VP F&R
M20/77	The Committee discussed the Environmental and Sustainable Development Strategy appended to the report and the need for it to include appropriate KPIs. It was agreed that there should be consultation with other Board members in relation to the Strategy before considering it again.	Principal
	ACCOMMODATION AND TECHNOLOGY STRATEGIES PROPOSALS	
M20/78	A paper had been circulated setting out the proposed framework for the Accommodation Strategy and Technology Strategy, and it was suggested that it would be helpful to set out the vision for the College estate and technology first, before the objectives. It was noted that the Accommodation Strategy was over a 5-year period whilst the Technology Strategy was over a 3-year period and a question was asked about whether those should be aligned. It was reported that the Technology Strategy was over a shorter period due to the pace of change in technology. The Principal reported that the SMT would be having a strategy day shortly, at which these would be considered, and after which further Board input would be sought.	Principal
M20/79	A question was asked about how the corresponding costs were factored in and that they should be identified early to ensure they were budgeted for. The Principal reported that they anticipated that capital monies may be available, but that work would take place to ensure these were aligned. It was agreed that this work should be finalised for discussion at the meeting in March.	Principal
M20/80	A question was asked about whether there were any back up servers at the High Street site, and it was confirmed that there were not, although the main telephone switchboard was and would be relocated by the end of January 2021.	
	FINANCE	
	Management accounts and finance KPIs	
M20/81	The Committee received the latest management accounts, and noted that there was now better control over the payroll costs, particularly part-time staffing. Apprenticeship funding and the delivery of AEB was being closely monitored.	
	<i>Ms Cubiss left the meeting at this point.</i>	
	Revised financial forecasts	
M20/82	CONFIDENTIAL MINUTE	
	REVIEW OF MEETING	
M20/90	Members reviewed the meeting and considered how risks were discussed. It was confirmed that risk management was now referenced in each paper and there was also a separate risk paper. It was agreed that it was important to ensure KPIs were also included.	Principal

M20/91

DATE OF NEXT MEETING

It was noted that an additional meeting had been scheduled for 14 January 2021 to consider the IFMC but this was not now required by the ESFA until around June. The only submission required by the ESFA in January was the Finance Record which the Vice-Principal Finance and Resources reported did not require Board approval and would incorporate the figures from the financial forecasts. It was agreed that the next meeting should be moved to 21 January 2021 to allow monitoring of the management accounts and the finance action plan. Members also requested an update on the Equine Unit and IoT at that meeting.

The meeting closed at 7.20pm.

VP F&R