

**MINUTES OF THE MEETING OF  
THE FINANCE, RESOURCES AND INVESTMENT COMMITTEE  
HELD VIA MICROSOFT TEAMS AT 5.30PM ON THURSDAY 21  
JANUARY 2021**

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

**In attendance:** Dr S Morton  
Mrs J Matthews (Director of Governance)  
Ms R Charmbury (Director of Business & Community) (until M20/104)

**ACTION**

**APOLOGIES FOR ABSENCE**

M20/92 There were no apologies for absence.

**DECLARATIONS**

M20/93 There were no declarations of interest.

**MINUTES OF 2 DECEMBER 2020**

M20/94 The minutes of the meeting held on 2 December 2020 were approved as a correct record.

**MATTERS ARISING ON THE MINUTES**

M20/95 Members noted the update on matters arising on the minutes provided in the action tracker.

*M20/13 – Health and Safety*

M20/96 It was reported that there had been a restructure of the management of Health and Safety and the Facilities Manager was now leading on that area. A Facilities Co-ordinator with a background in health and safety had also been recruited and once in post, work would take place to address the actions. The importance of having practical risk assessments in place and followed, as a priority, was emphasised and the Vice-Principal (Finance and Resources) reported that all risk assessments had now been collated into one central system and would be reviewed to ensure they were complete. A request was made to prioritise risk-based areas such as land-based provision and the Vice-Principal (Finance and Resources) confirmed those were being reviewed as a priority. It was agreed to keep this matter open on the action tracker.

**VP F&R**

*M20/73 – KPI data*

M20/97 Whilst it was noted that the data requested had been included in the December management accounts, it was suggested that that the KPIs could be improved by including actuals rather than forecasts, or making forecast figures clear in a separate column.

**Principal/  
VP F&R**

*M20/84 – contributions from curriculum areas*

M20/98 It was reported that following the change in the curriculum management team, the contribution data would be recalculated in the new curriculum areas and would be reported to the next meeting of the Committee.

**VP F&R**

**PROGRESS UPDATES**

**Apprenticeships**

M20/99 The Committee noted that the apprenticeship data was being monitored weekly and a full reforecast was being carried out. A question was asked about whether all pipeline students would be converted or only a proportion and the Director of Business and

Community reported that whilst historically the majority of pipeline students would have been expected to convert, it was now unlikely that the same conversion rate would be seen. It was hoped to have more visibility of the pipeline once all data was moved into the single College system. A further question was asked about why the income forecast was lower than the number of apprentices and the Principal reported that there had been a loss of both initial and achievement payments, and that whilst there were students ready to undertake them, not all end point assessments were available. There was funding of between £250k and £400k at risk against the contract and a meeting had been scheduled with the ESFA to discuss the matter, although there was also a national discussion taking place about this, in which the AoC was involved.

### **Sub-contracting**

M20/100

CONFIDENTIAL MINUTE

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M20/102

### **AEB**

M20/103

An update on AEB had been circulated and it was noted that this was a risk similar to apprenticeships which was being monitored closely. A Governor questioned whether consideration had been given to remote, fast-track intensive GCSE courses for adults and the Principal confirmed that was under discussion. It was agreed that the College would need to make appropriate plans for not hitting its target whilst continuing to do everything it could to meet it. A question was asked about what impact the courses due to run between April and July would make and the Director of Business and Community reported that could not be quantified at this stage. It was noted that reforecasting would be taking place in February and it was agreed that the Director of Governance should liaise with the Principal regarding the possibility of bringing forward the next meeting.

**Principal/DG**

### **Projects and Community Learning**

M20/104

An update on projects and community learning had been circulated and the contents noted.

*The Director of Business and Community left the meeting at this point.*

### **Student Activity**

M20/105

The Committee had received an update on student activity, including condition of funding, and was pleased to note that applications had increased again and there was a very positive picture. A question was asked about whether the conversions reflected applications to enrolments and it was requested that data showing those figures would be helpful, along with mapping of applications to RO4 for the previous year. It was agreed that the Principal would discuss the presentation of figures further with Dr Birkinshaw. It was noted that modelling of the following year's budget had now started, making use of the ESFA allocation toolkit.

**Principal**

M20/106

A question was asked about the likely destinations of those students on Access to HE, and it was reported that they were generally courses allied to medicine, health and social care.

### **FINANCE**

#### **Management accounts and finance KPIs**

M20/107

The Committee received the latest management accounts, and noted that the shortfall in income of around £500k was due largely to apprenticeships and delivery of AEB. There had been significant cost savings which it was predicted would continue and cashflow was also in line with expectations.

M20/108	A question was asked about whether the 16-18 years olds in Band 1 were planned or infills and the Principal confirmed they were not planned.	
M20/109	A request was made to ensure figures used were actual rather than forecast figures although it was noted that forecast figures had been used where no meaningful actual metric was available until the year end. The Vice-Principal (Finance and Resources) agreed to add actuals to the metrics to give clarity around the data under review.	VP F&R
	<b>Finance review action plan</b>	
M20/110	The Committee had received the updated finance review action plan and it was requested that a cross check be carried out to ensure all KPIs corresponded with other documents.	VP F&R
	<b>Financial regulations</b>	
M20/111	A review of the financial regulations had taken place and it was reported that there were no substantive changes. It was agreed to circulate a copy showing the tracked changes and subject to there being no further comments on those, the Committee <b>recommended</b> the revised financial regulations to the Board for approval.	VP F&R
	<b>Tyro Scarborough</b>	
M20/112	It was noted that the future of Tyro Scarborough had been brought forward to the Board meeting the previous week and in principle approval had been given to proceeding with the closure of the facility. The Principal agreed to share the business case for circulation to the Committee.	Principal
	<b>HEALTH AND SAFETY</b>	
M20/113	The Health and Safety report and KPIs had been circulated and it was noted that the fire alarm practice would take place once College had re-opened. A question was asked about whether a lockdown exercise was scheduled and the Principal reported that it was unlikely to take place until staff were back on site although it may be a desktop exercise. Members noted that company was now on a retainer in relation to crisis communication and training had been delivered to the SMT.	
	<b>ESTATES AND TECHNOLOGY</b>	
M20/114	The Committee had received the Estates and Technology report and noted that a response was still awaited from CDC Planning Department in relation to the Equine Unit and the Principal would escalate the matter the following week if the matter remaining outstanding.	
M20/115	A question was asked about the position in relation to the Konica contract and it was reported that there had been no further communication since November 2020, although the provision in the accounts was being retained at present.	
M20/116	A question was asked about the legal case involving a former employee and the Principal reported that an offer had been made and a response was now awaited.	
	<b>REVIEW OF MEETING</b>	
M20/117	Members reviewed the meeting and agreed on improvements for future meetings.	Principal
	<b>DATE OF NEXT MEETING</b>	
M20/118	It was agreed that an additional meeting to review the latest management accounts should be scheduled for the end of February.	Principal/DG
	<b>The meeting closed at 7pm.</b>	