

**MINUTES OF THE MEETING OF
THE FINANCE, RESOURCES AND INVESTMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 6.30PM ON WEDNESDAY 29 JUNE 2022**

Present: Mr D Langton (Chair)
Dr A Birkinshaw
Mr E Drake
Mrs H Kerrick
Mx L Johnson (Principal and CEO)

In attendance: Mrs J Matthews (Director of Governance)
Dr S Morton
Ms J Atkins
Mr R Newall

ACTION

APOLOGIES FOR ABSENCE

M21/113 There were apologies for absence from the Vice-Principal (Finance and Resources) due to illness. The Chair welcomed Ms Atkins and Mr Newall who were attending as part of their induction.

DECLARATIONS

M21/114 There were no declarations of interest.

MINUTES OF 16 MARCH AND 25 MAY 2022

M21/115 The minutes of the meetings held on 16 March and 25 May 2022 were approved as correct records.

MATTERS ARISING ON THE MINUTES

M21/116 Members noted the update on matters arising on the minutes provided in the action tracker.

M21/27 – HE contribution

M21/117 A question was asked about whether HE contribution analysis was available for areas other than Aviation. The Principal confirmed that it was available for all courses and agreed to report on that in 2022-23 along with performance against budget.

VP F&R

M21/55 – IoT targets

M21/118 It was noted that the College had failed to recruit to the IT course and the DfE was reluctant to allow course substitution.

M21/110 – curriculum planning

M21/119 Mr Drake reported that he had already met with the Vice-Principal (Finance and Resources) to discuss curriculum planning and consideration was being given to where changes were required.

M21/111 – staff utilisation

M21/120 A question was asked about whether there was now more information available about staff utilisation and the Principal agreed to check with the Vice-Principal (Curriculum and Quality).

Principal

PROGRESS UPDATES

Recruitment update

M21/121 The Principal presented the Recruitment update and key issues were highlighted. It was noted that the College was likely to have a shortfall of around £250k against the ESFA direct allocation and that the ESFA was aware and would reduce the allocation for the following year. In relation to T-levels, the focus was on Health and Science as there had not been enough interest in other programmes.

M21/122

M21/123	A question was asked about the number of progressing students, and it was reported that new courses had been started which were 2-year programmes, but that it was felt that there would be a good cohort of progressing students.	
M21/124	A question was asked about whether the T-levels funding was ringfenced and the Principal reported that it was lagged funding. The Principal confirmed that they were confident that the College would hit its actual allocation and expected around 60% of existing applications to convert to enrolments.	
M21/125	A question was asked about whether any late start programmes were planned and the Principal reported that there were not, but there was a focus on catching up any late starters. Recruitment would continue up to October half term.	
M21/125	Funding update The Principal presented the funding update and reported that apprenticeships were on track, and would hit the target of £1.7M as a minimum. It was reported that a minimum level of achievement on apprenticeships had been triggered as a result of Covid and the Principal had met with the ESFA, who had been satisfied with the information provided to them.	
M21/126	The Chair highlighted the inconsistency between the information in the paper and the information within the management accounts, and agreed to discuss that further with the Vice-Principal (Finance and Resources). The Principal reported that the management accounts were provided to the end of May, whereas the timing of the information included in the papers was later. The need to develop reports comparing the same points in the year was highlighted.	Chair
M21/127	A Governor challenged whether there should be greater concern, given the red KPIs, and the Principal reported that the College had recruited to target, but that the concern was around the contribution. It was suggested that the KPIs should be reviewed to see if they had been set appropriately.	Principal
M21/128	FINANCE May Management Accounts The Principal presented the May management accounts and members noted that the cash position was good but that an analysis of pay costs as a percentage of income was required. It was reported that vacancies in established staff had been infilled with part-time staff and a question was asked about why the College was not developing a bank of part-time staff so that agency staff were only used where essential. The Principal reported that the College was advertising for such staff, and recruitment events were being run. A further question was asked about the involvement of managers in building that bank of staff, and the Principal reported that whilst established managers had good networks, work was required with newer managers to develop them, and a whole College event was planned. It was requested that a moratorium be place on the use of agency staff without SMT approval and the Principal agreed to explore that possibility. A challenge was also issued to increase average class size to increase efficiency.	Principal
M21/129	2022-23 budget and financial forecasts 2023-24 A paper had been circulated setting out the proposed budget for 2022-23 and financial forecasts for 2023-24. It was reported that clarification was still being sought on the requirements around the additional 40 hours to be delivered, particularly in light of the fact that the College already delivered more than the minimum hours required.	
M21/130	Governors recognised the key issues in relation to pay and challenged the proposal presented, seeking clarification on exactly what was included in the provision for pay increases. The Principal reported that the x% provision did not include staff increments and provided for a x% pay award across the Board. Governors expressed concern at how	

	the figures correlated with lower staff costs for 2022-23 and requested that a detailed paper be submitted to the Board, including what other options were available, and what was proposed for each group of staff, so that an informed decision could be made. Governors also requested visibility of the full-year impact and also from September 2023.	Principal
M21/131	A Governor challenged where the corresponding staffing and other costs were in relation to AEB and apprenticeship growth of around £1M, and the Principal reported that it was intended to increase the average class size to be more profitable. It was requested that further information be provided on this.	Principal
M21/132	After discussion, it was agreed that an additional meeting of the Committee should be held before making any recommendation regarding the budget to the Board. It was agreed that the Chair of the Board and Director of Governance should discuss the possible options outside the meeting.	Chair/ Director of Governance
	ESFA COLLEGE FINANCIAL STATEMENTS 2020-21	
M21/133	Members had received a copy of correspondence from the ESFA regarding College financial statements 2020-21 and it was noted that both the FEC and ESFA had recognised a return to Good financial health. The ESFA did, however, still wish to receive management accounts on a quarterly basis. Congratulations were expressed to the Vice-Principal (Finance and Resources) for all his work.	
	COURSE FEES	
M21/134	A paper setting out the proposed course fees for 2022-23 had been circulated and the key changes from the previous year were highlighted. The Committee recommended the Course Fees 2022-23 to the Board for approval.	
	OUR POSITION OPERATING PLAN 2021-22	
M21/135	The Committee had received the Our Position Operating Plan 2021-22 and requested that a progress column be added cross-referencing progress towards the targets set, or indicating whether the targets set had been achieved.	Principal
	HEALTH AND SAFETY	
	Health and Safety update	
M21/136	The Health and Safety update had been circulated and it was noted that there had been an increase in the number of accidents, following a return to normal activity. It was hoped that 95% of managers would be trained as first aiders and fire marshalls by the end of the summer.	
M21/137	The Principal highlighted that near misses were still not being reported fully and the Committee suggested that refresher training might be required now that staff were back on site. The Principal reported that risk assessment training would form part of the mandatory training in 2022-23.	
	ESTATES AND TECHNOLOGY	
	Estates report	
M21/138	The Committee had received the estates report and it was requested that the business plan for the Equine Unit be reviewed for the next meeting.	Principal
	Technology report	
M21/139	The Technology report had been circulated and the contents noted. A question was asked about staff and student feedback on the facilities and it was reported that the new laptops were working well but that there were still some areas of the campus where connectivity was difficult, but these had already been highlighted.	
	CRABSC ANNUAL REPORT AND ACCOUNTS 2020-21	

M21/139	Members had received the CRaBSC Annual Report and Accounts 2020-21 and noted the contents.	
	RISK REVIEW	
M21/140	Members discussed the risks relevant to the Committee's work and noted the increased risk in relation to income. The College had referred itself to the Data Protection Officer regarding a GDPR breach but the Principal reported that it was not felt to be significant. It was also reported that a LADO referral had been made regarding a member of staff and the Committee requested that an update on both this risk and the GDPR risk be provided to the next meeting.	Principal
	REVIEW OF COMMITTEE EFFECTIVENESS	
M21/141	A paper had been circulated summarising the Committee's review of its effectiveness and it was suggested that technology and estates should be discussed earlier in the agenda.	Chair/ Director of Governance
	TERMS OF REFERENCE	
M21/142	Updated terms of reference had been circulated to the Committee and they were recommended to the Board for approval, and would subsequently be incorporated in an updated Scheme of Delegation.	
	REVIEW OF MEETING	
M21/143	Members reviewed the meeting and agreed that there would be a second meeting to discuss the pay proposal, but there was nothing further to raise.	
	DATE OF NEXT MEETING	
M21/144	It was noted that the next scheduled meeting was due to be held on Wednesday 16 th November, but that an additional meeting would be scheduled before the July Board.	
	The meeting closed at 8.25pm	