

**MINUTES OF THE MEETING OF
THE FINANCE, RESOURCES AND INVESTMENT COMMITTEE
HELD VIA MICROSOFT TEAMS AT 5.30PM ON WEDNESDAY 28 JUNE
2023**

Present:	Dr A Birkinshaw (Chair) Mrs A Lall (Interim Principal and Chief Executive) Mr E Drake Mrs H Kerrick Mr G Dixon (Vice Principal - Finance and Resources)	In attendance:	Mr A Micklethwaite Mr D Bulloch (Interim Assistant Principal – Curriculum) – for Item 4b Mrs J Tracy (Interim Director of Governance)
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ACTION

Item 1: APOLOGIES FOR ABSENCE

M22/132 There were apologies for absence from Mr D Langton.

M22/133 It was **agreed** that Dr A Birkinshaw would chair the meeting in Mr Langton’s absence.

M22/134 The Chair informed the Committee that as there had been some errors in the budget paper (Item 5b), it was proposed that an exceptional meeting of the Committee be arranged for Monday 3 July 2023 at 5.30pm to consider the revised paper and to agree the recommendation to the Board on its approval. *Post meeting update: The amended paper was circulated to Committee members for comment ahead of the 3 July 2023 meeting, Mr E Drake and Mrs H Kerrick being unable to attend.*

Item 2: DECLARATIONS OF INTEREST

M22/135 There were no declarations of interest.

Item 3: MINUTES

Item 3a: Minutes of the Meetings Held on 23 February 2023, 29 March 2023 and 3 May 2023

M22/136 The Committee **approved** the minutes of the meetings held on 23 February 2023, 29 March 2023 and 3 May 2023 as a true and correct record.

Item 3b: ACTION TRACKER AND MATTERS ARISING

M22/137 Members noted the update on matters arising on the minutes provided in the action tracker.

M22/19 – AEB Funding – Marketing Strategy

M22/138 The Chair expressed concern that the marketing strategy for adults had not yet been produced and that it had been a year since the action was recorded in the tracker. The Vice Principal – Finance and Resources would follow up with the Marketing Manager and, at the Chair’s request, a standing agenda item covering the marketing strategy would be set up. *Post meeting update: Standing agenda item set up.*

**VP F&R
Interim
Director of
Governance**

M22/48 – Finance – Jan 2023 Management Accounts

M22/139 In answer to a question from a Committee member, the Vice Principal – Finance and Resources explained the detailed advice and guidance which was provided to ensure managers’ understanding, and confirmed that all managers had both quality and financial targets for the year.

M22/140 M22/82 – Equine Unit

The Vice Principal – Finance and Resources confirmed that the overall equine function was meeting its financial targets but that additional rigour in monitoring was needed. An update report would be provided at the November 2023 Committee meeting. *Post*

meeting update: Item already included on the draft agenda for November 2023.

M22/141 The Vice Principal – Finance and Resources confirmed that courses for September 2023 were advertised on the College website and that he would provide an update on the current states for online enrolment. **VP F&R**

M22/142 M22/98 – Health and Safety Report
The Committee provided clarification on the detail it required in relation to risk assessments. In order to provide assurance to Governors that the College was fulfilling its Health and Safety responsibilities, it was requested that summary information be provided on the number of risk assessments, the percentage which were fit for purpose, the percentage out of date, etc. The Vice Principal – Finance and Resources would take this forward with the Health and Safety Manager. **VP F&R**

Item 4: PROGRESS UPDATES

Item 4a: Applications Update

M22/143 The Vice Principal - Finance and Resources presented the report which provided the Committee with an update on the performance on applications for study programmes, higher education and apprenticeships. The current breakdown of applications from the top 15 feeder schools had also been included and the Committee requested that information on the numbers, percentage of the cohort, together with actions being taken to maximise the cohort percentage be provided in future reports. The Vice Principal – Finance and Resources would follow up with the Marketing Team. **VP F&R**

M22/144 The Committee also noted the need to monitor against allocations to ensure no funding clawback and requested that information on T levels be split out in future reports. **VP F&R**

M22/145 The Chair commented that the report was key to showing whether the College would hit its funding targets.

Item 4b: Funding update

M22/146 Duncan Bulloch, the Interim Assistant Principal – Curriculum joined the meeting to present the report.

M22/147 Information on progress on enrolments and the associated financial performance for 16-18 student programmes, adult education budget (AEB) and apprenticeships was considered by the Committee. The positive impact of recruitments to subcontracting, distance learning, Job Centre and catering was noted.

M22/148 The Committee noted the information provided on the proposed plan for delivery to close the gap on the allocation. The College confirmed that the information in the report included the additional work previously mentioned and that this had been taken into account in the year-end forecast. The Chair commented on the difficulty in achieving distance learning funding targets and the Interim Assistant Principal – Curriculum provided information on the work being done to ensure students completed and achieved.

M22/149 A member of the Committee noted that there had been clawback of funding for AEB in the previous three years and questioned whether the College would be in the same position at the end of the next year. In response, the College stated that it was looking at radical changes in how the adult provision was managed, that there would be no extra cost, and that the newly appointed Interim Assistant Principal – Quality (Wesley McGlinchey) had extensive experience of distance learning.

M22/150 The Interim Assistant Principal – Curriculum left the meeting.

Item 4c: Projects Update

M22/151 The Committee noted the information provided in the report on the Strategic

Development Fund (SDF) and the impact of devolution and Local Skills Improvements Funds (LSIFs).

Item 5: FINANCE

The minutes relating to Items 5a and 5b (in italics) would be classified as confidential and not for publication.

Item 5a: Management Accounts – May 2023

M22/152
to
M22/154

Item 5b: Budget 2023-24 and Financial Forecasts 2024-25 including CFFR

M22/155
to
M22/160

Item 5c: ESFA Letter – Craven College Financial Statements 2021-22 and Craven College Response

M22/161

The Committee noted the information provided in the report.

Item 5d: ESFA Letter – College Financial Statements: Governor Dashboard

M22/162

The Committee noted the information provided in the report and the financial health score of 'Good' had been confirmed.

Item 5e: Managing Public Money (MPM) Return

M22/163

The Committee noted the information provided in the report and that the MPM return had been submitted as required.

Item 5f: Financial Regulations

M22/164

The report provided information on the key changes to the Finance Regulations.

M22/165

The College was asked to review 15.2.3 as to whether deviation from the requirements for individual purchases should require approval from the Vice Principal – Finance and Resources in addition to the Principal. A correction to 15.5.2 – 'maximum' not 'minimum' – would also be made.

VP F&R

M22/166

With these changes, Finance, Resources and Investment Committee **agreed** to recommend the Financial Statements to the Board for approval.

Item 5g: Craven Rural and Business Skills Centre (CRaBSC) Annual Report and Accounts 2021-22

M22/167

The Committee noted the content of the report, and that the College was represented on the Board of CRaBSC, but that this was not a subsidiary company of the College. It was confirmed that there was no financial risk to the College or personal liability.

Item 6: ESTATES AND TECHNOLOGY

Item 6a: Estates Report

M22/168

The report provided the Committee with an overview of the performance metrics for estates, an update on recent activities and a summary of the activities planned for the coming months.

M22/169

The Committee requested that future reports include an update on utilisation of the FE Capital Transformation Fund and Energy Efficient Grants.

VP F&R

Item 6b: Technology Report

M22/170

The Technology report provided the Committee with information on the range of IT, cyber and web development related activity since the last Finance, Resources and Investment Committee update.

M22/171 In answer to a question from a Committee member, the Vice Principal – Finance and Resources confirmed that CCTV was not actively monitored but would be available for review should there be a need.

Item 7: HEALTH AND SAFETY

Item 7a: Health and Safety Report

M22/172 The paper provided the Committee with an update on the health and safety aspects in the College, including accident reporting, near miss incidents, mandatory training, fire procedures, risk assessments and the Health and Safety Committee and audit up to 30 May 2023.

M22/173 The Committee noted the increase in health and safety incidents for Ripon Evolve and it was confirmed that there were no specific reasons for the increase.

M22/174 The Chair commented on the need for health and safety to be involved in closer security of animal and equine to reduce the risk of accidents. It was also requested that near miss incidents are reported to help raise awareness and to reduce the number of actual incidents.

VP F&R

Item 8: POLICIES

Item 8a: Sub-contracting and Fee Schedule 2022-23

M22/175 Having considered the report, Finance, Resources and Investment Committee **agreed** to recommend the Sub-contracting Policy and Fee Schedule to the Board for approval.

Item 9: REVIEW OF COMMITTEE EFFECTIVENESS

M22/176 The Committee considered the responses to the online survey covering self-evaluation, noting that these would be taken into account in the Board self-assessment.

Item 10: RISK REVIEW

M22/177 The Committee noted the review of the Risk Register which had been undertaken by the Risk Management Group at its meeting on 8 June 2023 and its agreement that one risk within the Finance, Resources and Investment Committee's remit was no longer applicable and that a further risk surrounding ONS reclassification had been added.

M22/178 A summary of the net risk rating and movement in risks since the last update, together with the full detail on the risks was included in the papers and was noted by the Committee.

Item 11: REVIEW OF MEETING

M22/179 Members reviewed the meeting and recognised the reasons for the papers being late. No further issues were raised.

Item 12: CONFIDENTIAL: PART 2: CONFIDENTIAL MINUTES 29 MARCH 2023

Item 12a: Approval of Confidential Minutes 29 March 2023

M22/180 The confidential minutes of the meeting held on 29 March 2023 were **approved**.

Item 12b: Action Tracker and Matters Arising from Confidential Minutes 29 March 2023

M22/181 The Committee noted the update provided in the tracker in relation to M22/95 (as included in Item 3b above)

Item 11: DATE OF NEXT MEETINGS

M22/182 Wednesday 15 November 2023 at 5.30pm
Wednesday 29 November 2023 at 5.30pm (Joint Audit/FRI meeting)
Thursday 22 February 2023 at 5.30pm (Optional)

The meeting closed at 7:32pm

