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| **MINUTES** | | | | | | |
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| *Finance and Resources Committee No 35* | | | | | | |
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| Date: |  | *29/06/2021 (Tuesday)* |  | Time: |  | *19:00–21:00* |
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| Venue: |  | *Via Teams* |  | Committee: |  | *Finance and Resources* |
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| Notes: |  | *The meeting will be held via video conference.* | | | | |
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| Present: |  | *Alison Robinson (Principal), Clare James, David Hall, Rafik Adam and Sue Collinge (Chair)* | | | | |
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| Attending: |  | *Joanne Sherrington (Deputy Principal), John Wherry (Deputy Principal) and Steven Downham-Clarke (Vice Principal)* | | | | |
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| Clerks: |  | *Ron Matthews (Clerk)* | | | | |
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| Guests: |  | *Allan Foster, Janet Whiteside and Philippa Lucarz* | | | | |
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| ***Public* Minutes** | |
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| Item number: | Item description: |
| (and category) |  |
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| **34.21** | ***Attendance of College Management Staff*** |
| ***Decision*** | Section 8.2 of the current Constitution and Terms of Reference for the Finance & Resources Committee states:  College management and/or consultants may attend meetings by invitation in an advisory capacity.  **Resolved:**  **That** **College Management Staff attend the meeting.** |
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| **35.21** | ***Apologies for Absence*** |
| ***Record*** | No apologies had been received and all the Committee were present. |
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| **36.21** | ***Public Minutes of Previous Meeting*** |
| ***Decision*** | The public minutes of the Finance & Resources Committee meeting number 34 held on Tuesday 9 March 2021 (published on the extranet) were agreed and signed as a true and correct representation of the meeting. |
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| **37.21** | ***Declarations of Interest*** |
| ***Record*** | There were no declarations of interest made in respect of items on the public agenda. |
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| **38.21** | ***Strategic Plan Progress Report*** |
| ***Decision*** | The Committee considered the Strategic Plan Progress Report for the Finance and Resources Committee. The key performance indicators related to income, the Capital Plan, Human Resources Statistics and Financial Performance. The report was based on the new Strategic Goals of People and Sustainability.  Staff sickness and retention were better than target with the Riddor accident rate improving and below target of less than 3%. The remaining targets under People related to student satisfaction and in general these expressed good/strong responses in light of the Covid lockdowns.  Sustainability indicated that Myerscough Ventures contribution was behind target due to the pandemic and lockdown. The remaining financial indicators were on, close to, or above target apart from HE part time, Adult Classroom Based Activity and Full Cost Recovery, mostly due to the Covid situation. Recruitment to FE was approximately 164 above target. The Capital Plan was anticipated to be delivered within target.  **Resolved:**  **That the report be received.** |
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| **39.21** | ***Financial Position Statement for Period Ended 30 April 2021*** |
| ***Decision*** | The report was presented by the Deputy Principal, Finance and Corporate Services.  The report included a statement of comprehensive income together with a detailed analysis. The statements showed the actual results for the period up to 30 April 2021, together with the outturn for 2019-20, the budget for 2020-21 (revised January 2021), which was approved by the Board in July 2020 and the Forecast for 2020-21. The Balance Sheet as at the period end was also included, together with details of Cash Flow for the year to 30 April 2021 and forecast Cash Flow to July 2022.  Overall College income was £23.230m against a budget of £23.606m.  Surplus income of £1,820k was £871k ahead of budget. This was a continuation of the promising start to the year taking into account the current financial climate. A reduction in income owing to limited commercial and student related activities (due to reduced footfall on campus) had been offset by cost savings. EBITDA to income percentage had increased slightly to 14.6% against a forecast of 12.9% and remained healthy.  The actual payroll to income ratio was 57% equal to the budgeted ratio of 57%.  Cash balances at the period-end were £9.002m compared to a forecast of £8.497m as forecast. Cash days stood at 107 days.  Ventures and Farm income was down to control budget by £359k, which was £156k against forecast; savings of £52k in pay to control budget and 32k to forecast and a £50k adverse variance in non-pay, £47k to forecast. The overall margin is £186k against a budget of £583k and a forecast of £530k.  The report included the full details of capital expenditure. This was currently £1.75m against a revised budget of £2.904m, which included the additional funding of £695k from the ESFA.  **Resolved:**  **That the report be received.** |
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| **40.21** | ***Farm Reports*** |
| ***Decision*** | The Deputy Principal, Resources, presented a report on the farm for the period up to 30 April 2021.  Income from sales was slightly above budget at £819,806, whilst pay and non-pay at £955,028 was behind budget forecast. Overall the deficit budget at April 2021 was £135,222 against a deficit budget at 31 July 2021 of £96,700.  Governors sought clarification regarding some of the terms used in the report to which the Deputy Principal responded. The performance of the farm would continue to be closely monitored throughout the remainder of the year.  Also circulated with the report was the Farm Monitoring Plan for 2020/2021.  **Resolved:That the reports be received.** |
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| **41.21** | ***Subcontracting (Including Supply Fees and Charges) Policy and Procedure - Review*** |
| ***Decision*** | The Committee considered the annual review of the Subcontracting Supply Chain Policy including the Supply Chain Fees and Charges.  A recent Internal Audit Review of the Subcontracting provision had made no recommendation other than a minor operational improvement.  The Committee noted that there were no significant changes to the policy or fees and charges and agreed that the Subcontracting Supply Chain Policy, Fees and Charges, remained fit for purpose.  **Resolved:**  **That the report be agreed.** |
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| **42.21** | ***Bursary Policy, Procedure and Allocations 2021-2022*** |
| ***Decision*** | The Committee gave consideration to the review of the HE Bursary Fund Policy, Procedure for 2021-2022. Only minor amendments had been made to the Policy and Procedure from the previous year.  The Committee also considered two reports on the FE bursary fund awards for 2021-2022.  **Resolved:**  **1.  That the Bursary Fund Policy and Procedure be agreed as**  **remaining fit for purpose.**  **2.  That the allocations for 2021-2022 be noted.** |
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| **43.21** | ***Strategic Risk Register*** |
| ***Decision*** | The Committee considered the Strategic Risk Report for 2020/2021 as presented by the Deputy Principal, Finance and Corporate Services. Included in the report were references to the risk appetite statement, risk assessment framework and risk heat map.  The report identified the top five risks for the College.  The Deputy Principal had reviewed the Register and re-ordered it to match the revised Strategic Aims of the College.  **Resolved:**  **That the report be received.** |
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| **44.21** | ***Human Resources Report for the Period Ended 30 April 2021*** |
| ***Decision*** | The Committee considered the Human Resources Report which contained an analysis of staff turnover, breakdown analysis of leavers, a staff stability index and staff sickness statistics for the year up to 30 April 2021.  The Committee noted that staff turnover was currently much better than target at 12.7% (16.4% April 2020) and also better than the AoC benchmark. This was mainly due to the Covid pandemic and the resulting economic uncertainty.  The average number of working days lost due to sickness at the College was 4.06 days and lost time percentage was 1.56%. During the same period last year, the average number of working days lost due to sickness at the College was 6.96 and the lost time percentage was 2.68%.  Whilst the notable improvements were good, these in part were due to a significant number of staff being furloughed during the reporting period and an increased possibility of presenteeism – the concept of working whilst unwell - made more possible due to remote working.  Long term sickness of 9 employees, an increase of 4 on the last period, was above the target of 6.Governors queried the increase in the current level of vacancies but it was explained that this was due to a number of new posts being established to meet the ride in student numbers.  **Resolved:**  **That the report be received.** |
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| **45.21** | ***Health and Safety Report for the Period Ended 30 April 2021*** |
| ***Decision*** | Members gave consideration to the Health and Safety Report for the period ended 30 April 2021, which provided an analysis of accident statistics over the period, together with other Health and Safety activities including policy updates, staff training, free health checks, auditing and inspections.  Analysis indicated a rise in the number of accidents reported during the last quarter. This was due to the College becoming more populated as the lockdown eared. However, of the current accidents reported:  9  (28%) were taken to hospital  37  (49%) received first aid treatment  29  (29%) needed no treatment  88% of accidents were either treated on site or required no treatment.  There was only one RIDDOR reportable accident during the period.There were no identified trends from the current locations of the accidents.  The report included details of recent audits, training and drills. Work continued on Covid training, prevent measures and testing. Lateral flow testing was continuing.  During the period 4,926 on site tests took place across all campus with a further 4,825 testing carried out at home.  10 students tested positive, none in residencies, with 4 staff testing positive, all were required to isolate. The majority of staff were tested twice a week and students once a week.  **Resolved:**  **That the report be received.** |
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