

## Non-Confidential Minutes of a Meeting of the FINANCE AND RESOURCES held on 16<sup>th</sup> October 2024 at 4pm Online Via Teams

### **1/24 APOLOGIES**

There were no apologies.

### **2/24 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3/24 MONTHLY FINANCE REPORT 1: MANAGEMENT ACCOUNTS**

The Interim Director of Finance joined the meeting to present the Monthly Finance Report and Management Accounts. There was a surplus as a result of the additional high needs income.

The Chair asked whether the Local Authority were submitting a growth case and the Chief Operating Officer and Deputy CEO confirmed that the College had requested this is considered noting that it consistently delivers above their Education and Skills Funding Agency (ESFA) element 2 allocation.

The Interim Director of Finance asked Members to consider the use of College cash and whether the variable element of the bank loan should be repaid with the surplus of 2023/24 or cash be put on deposit.

There was some discussion in relation to uncertainty regarding Capital projects and the change of government. The Committee expressed caution and decided to hold on making any decision currently and requested to revisit in future when a fuller picture was available.

The Principal noting the current staff pay settlement commented that she did not feel comfortable reporting a surplus.

The Chair suggested that in future the College may wish to consider a non-consolidated Christmas bonus to staff.

A Member enquired when the Committee would see the first performance against budget report. The Interim Director of Finance responded that a Monthly Finance Report and Management Accounts would be circulated to Governors.

The Committee NOTED the report to be ALERTED to the Corporation.

The Interim Director of Finance left the meeting.

### **4/24 ACTIVE CAPITAL PROJECTS 1: PROGRESS UPDATE (CONFIDENTIAL)**

### **5/24 ESTATES REPORT 1: PROGRESS UPDATE (CONFIDENTIAL)**

### **6/24 HEALTH AND SAFETY ANNUAL REPORT 2023/24**

The College Campus and Health & Safety Manager presented the Health and Safety Annual Report including in year progress to date in 2024/25. She reported that Health and Safety inspections had increased and there was an increased presence around the College from a Health and Safety point of view.

The Chair asked whether there was a good culture of compliance for example around reporting of 'near misses'. The College Campus and Health & Safety Manager responded that this was being worked on and that some departments were better than others in this respect. She was also looking at streamlining the form to aid reporting as well as promoting in the staff newsletter. A Member commented that for the size of the College, he did not consider the 35 accidents, 8 incidents including 2 RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to be enough. The College Campus and Health & Safety Manager agreed. The Chair commented that better 'near miss' reporting would aid the identification of any trends. A Member commented on the number of hospital admissions and the College Campus and Health & Safety Manager responded that this included medical emergencies, she gave an example of an elongated seizure, for which an ambulance would always be called. The Member suggested that it would be helpful for reporting to separate out accident and emergency admissions from 999 calls. The College Campus and Health & Safety Manager responded that she would action this for the next Annual Report.

A Member enquired why 8% of learners reported not feeling safe. The College Campus and Health & Safety Manager assured Governors that students generally feel safe but that there may be some issues in terms of student behaviours which Safeguarding were looking at. The Member asked if this would include any online altercations and the College Campus and Health & Safety Manager confirmed that this would be included. In response to a further query she confirmed that the survey of students is conducted annually. The Principal assured Governors that this was taken very seriously and that actions were being put in place. There was some discussion around students' mobile phones with the Principal concluding that it was not appropriate to remove students' mobile phones.

A Member expressed concern at one of the reported incidents in the Health and Safety report referring to a finger amputation. The College Campus and Health & Safety Manager provided further information on the circumstances of the incident which involved an apprentice at sea. An investigation was conducted and the incident was reported for RIDDOR by the employer. The employer's risk assessments were reviewed by the College.

A Member enquired whom undertook external audits and the College Campus and Health & Safety Manager confirmed that the College did so for UKSA, Platform One, and Topps Nursery (as landlord).

Members considered that Health and Safety was such an important item that this should appear first on the agenda and the Director of Governance noted this for future action.

The Committee NOTED the report for ASSURANCE to the Corporation and RECOMMENDED the report for APPROVAL by Corporation.

The College Campus and Health & Safety Manager left the meeting.

## **7/24 HR ANNUAL REPORT 2023/24: IN YEAR PROGRESS**

The Head of Human Resources (HR, People & Culture) joined the meeting and presented the HR Annual Report including in year progress to date in 2024/25. There had been a critical review of recruitment and onboarding processes and these were being reduced to 8 weeks including notice period. The HR system was migrating to CIPHR. There was a focus on growing wellbeing. Staff turnover, which was below national average but higher than the College would wish, was being looked at. There were challenges including the College's inability to match salaries in schools. The benefits package was being developed to attract staff from industry.

A Member whose own workplace used CIPHR offered to connect the Head of HR, People & Culture with those leading on the system in his organisation.

There was some discussion regarding systems migration in relation to payroll and the Head of HR, People & Culture confirmed that this was not part of the current system but would be a future development.

There was some discussion on the gender pay gap (12%) and it was concluded that this related to the College's ability to attract males to lower grades of role.

A Member enquired regarding monitoring of excellence. The Head of HR, People & Culture responded that there was a staff rewards scheme in which staff members were nominated by their colleagues. She added that she could look at other ways of celebrating success. The Principal reporting on the Quality Improvement Strategy which also looked at rewarding staff and building excellence.

A Member enquired whether there was scope for digging down into reasons for voluntary resignation. The Head of HR, People & Culture responded that a more in-depth analysis was planned using the new CIPHR system but data from exit interviews indicated that staff leaving to join the schools' sector for higher pay was an issue.

The Committee NOTED the report for ASSURANCE to the Corporation and RECOMMENDED the report for APPROVAL by Corporation.

The Head of HR, People & Culture left the meeting.

#### **8/24 CAPITAL PROJECT – Q BLOCK**

The Chief Operating Officer and Deputy CEO reported that Governors had previously agreed that the College hydrotherapy pool is to be refurbished and repurposed as a sensory room. Following the recent completion of T Level projects, the College was now seeking approval to progress the Q block project and Local Skills Improvement Fund (LSIF) project (Health & Social Care).

The Committee RECOMMENDED for APPROVAL in accordance with the Financial Regulations. This was subsequently APPROVED electronically by Corporation.

#### **8/24 DRAFT 3As REPORT TO DECEMBER CORPORATION**

The Director of Governance explained that this would form the Committee's report to Corporation of those items that the Committee wished to alert Corporation to, assure Corporation on, and recommend for approval or action. The report would be drafted in consultation with the Chair and SLT lead and circulated to Members for comment and approval prior to inclusion in the board pack.

#### **9/24 GOVERNOR SELF-REVIEW OF MEETING**

The Chair led Members in a self-review of the meeting. It was considered that there had been necessary background information provided for new Governors and that as a new Committee it was at the forming stage. The Director of Governance was asked to consider the timing of the meeting in relation to Corporation particularly in respect of approvals required for transactions.

#### **10/24 ANY OTHER BUSINESS**

There was no other business.

#### **11/24 DATE OF NEXT MEETING**

Wednesday 12 February 2025, 4pm.