**MEETING OF THE FINANCE, RESOURCES AND COMMERCIAL COMMITTEE**

**HELD on 18th March 2020**

**IN THE BOARD ROOM, St Helens CAMPUS**

Mr. P Han (Chair) External Governor

Mrs. M Box Principal

Mr. J Pinsent External Governor

Mr. N Shore (conference call) External Governor

Mrs. E Brocklehurst External Governor

***Mr. K Sanderson External Governor***

Mrs. S Jee (conference call) External Governor

**IN ATTENDANCE**

Mr R Allanach Interim CFO

Mr I Johnson Head of Finance

Mr. J Hays Director of HR

Mrs. L Lloyd-Williams Governance Director

Mr. M Doyle Deputy Principal

**Minutes**

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|  | **The meeting opened at 10.34 and the meeting was quorate with at least 3 external Governors present.** |
|  | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Mr K. Sanderson. |
|  | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |
|  | **NOTIFICATION OF URGENT BUSINESS**  The Governance Director advised that an additional paper on Covid 19 had been introduced the previous day. |
|  | **MINUTES OF THE PREVIOUS MEETING HELD ON 22ND JANUARY 2020**  The minutes of the previous meeting held on 22nd January 2020 were approved as a correct record for signature by the committee chair. |
|  | **MATTERS ARISING**  The Governance Director advised that   1. The financial regulations would now be brought to the June meeting of the committee. 2. Regarding the health and safety assurance framework, it was agreed that the H&S Governor would continue to work with the Head of Estates on this. 3. Regarding the management accounts the Governance Director asked if the committee was now content with the format of these. It was agreed that the committee was content with the format for the moment. |
|  | **REVIEW OF FINANCE AND ESTATES STRATEGIES POST GOVERNORS STRATEGIC WORKSHOP ( Confidential)**  **This item was considered to be confidential by the committee with the details therefore recorded within the confidential minutes of this meeting.** |
|  | 1. **FINANCE** |
| **7.1** | **REVIEW OF JANUARY MANAGEMENT ACCOUNTS**  **This item was considered to be confidential by the committee with the details therefore recorded within the confidential minutes of this meeting.** |
| **7.2** | **7.2 REVIEW OF COLLEGE FINANCIAL FORECAST *WITHIN 7.1 ABOVE*** |
| **7.3** | **SOLVENCY (Confidential-** information relating to the financial position of the College Group where disclosure might harm the College Group or its competitive position, as determined by the Corporation**)**  **This item was considered to be confidential by the committee with the details therefore recorded within the confidential minutes of this meeting.** |
|  | **7.4 FINANCIAL REGULATIONS *POSTPONED UNTIL NEXT MEETING*** |
| **7.5** | **2020/21 BUDGET PREPERATION PLAN**  The CFO spoke to his report the purpose of which was to seek the committee’s endorsement of the college’s budget preparation process. **It was noted that this paper had been written prior to the current pandemic crisis.** The CFO advised that nevertheless the College needed a basic operational plan to run the college so that income exceeds expenditure. The College would also need a supplementary plan for a fractional academic year if the College was unable to bring its current students to a satisfactory conclusion this year. The committee chair commented that it would be right to have it as a supplementary Covid 19 plan.  The committee were asked if they had any concerns regarding the parameters as the budget would need to be presented to Board in June for approval. The committee agreed the parameters for the budget preparation and Governors thanked the CFO for a very helpful paper.  **12.31 Mr Doyle left the meeting.** |
| **8** | **ESTATES UPDATE-(Confidential –information regarding commercial interests)**  **This item was considered to be confidential by the committee with the details therefore recorded within the confidential minutes of this meeting.** |
| **9** | **SUBCONTRACTOR PERFORMANCE REPORT (FINANCIAL ASPECT)**  The committee considered the report the purpose of which was to provide an update on the financial aspects of the College’s sub-contracting programme. It was noted that only one sub-contract had been issued but that the college has been engaged with three further potential sub-contractors. There was discussion regarding the Colleges proposal to issue contracts to four sub-contractors this year viz:   * Crosby Training; * Mantra Training Ltd; * Merseyside Fire and Rescue Authority; and * Waterside Training Ltd subject to this subcontractor being entered into RoTap.   The Finance, Resources and Commercial Committee duly noted the report. |
| **10** | **HR REPORT**  The Director of HR spoke to his report whichprovided an update of key HR staffing data for the period August 19 to January 20. The following was highlighted:  Staff Turnover: Overall staff turnover had reduced compared to the same period the previous year.  Sickness Absence: Sickness absence was significantly above the target of 3.5% particularly created by high sickness absence in business support staff. The committee noted that 25% of all sickness absence was linked to mental health (anxiety/stress/depression and other psychiatric issues). 90% of all mental health absence was in staff aged over 40 and 60% of all metal health absence is in male staff aged over 40. Governors received information as to the intended initiatives being taken to address this however it was noted that this would be taken over by recent events.  Formal Grievances: The committee noted that there was one formal grievance centering on a claim of harassment. The final report did not uphold the grievance but an appeal had now been lodged. The committee were warned that it had the potential of ending up in a claim against the college.  The committee were notified of the key HR issues and informed that staff utilisation was at 93% against a target of 95%. The committee noted that it had been announced regarding the new Principal. The Director of HR asked if Governors wanted to advertise for the CFO position in an accountancy publication which would cost £500 and he advised that the previously successful candidate had come through this route. Governors questioned whether we would want to go outside of the sector given the current situation and complexities. The possibility of not looking for a chief finance officer was raised and the Principal advised that in her view the College needed an appointment at this level and the Principal felt that in light of budgeting for 19/20 not being sufficiently accurate and that the College might face a worse situation because of this and Covid 19 here recommendation was for a sector appointment. It was agreed not to go down the route of such an advert.  **The rest of this agenda item was considered confidential by the committee and therefore included in the confidential part of the minutes.** |
| **10.1** | **STAFF SURVEY RESULTS (Confidential)**  **This item was considered to be confidential by the committee with the details therefore recorded within the confidential minutes of this meeting.** |
| **10.2** | **10.2 CORONAVIRUS UPDATE**  The Director of HR gave a verbal update. |
| **11.1** | **REFLECTION ON COMMITTEE PERFORMANCE**  The committee agreed that all items were necessary and had received sufficient consideration. |
|  | **DATE OF NEXT MEETING *WEDNESDAY 24TH JUNE 10.30AM KNOWSLEY*** |
|  | **The meeting closed at 13.38** |