 **SK** College Group 

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

**HELD AT 10.30 am on Wednesday 20TH March 2019**

**IN THE BOARD ROOM, Knowsley CAMPUS**

**Present**

Mrs S Jee (Chair) External Governor

***Dr J Burford CEO & Governor***

Mr J Pinsent External Governor

Mr N Shore External Governor by conference call

Mrs E Brocklehurst External Governor

Mr K Sanderson External Governor

**In attendance**

Mr R Molloy Chief Financial Officer

Mr S Arnfield Director of Finance

Mr J Hays Director of HR

Mrs L Lloyd-Williams Clerk to the Governing Board

***Italics denotes absence* Minutes**

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|  | **The meeting opened at 10.31 and was quorate with a minimum of 3 governors present, the majority of whom were external.** |
| 1.  **FR&C/20/03/39** | **APOLOGIES FOR ABSENCE**  Apologies were received and accepted from Dr J Burford. |
| **2**  **FR&C/20/03/40** | **DECLARATIONS OF INTEREST**  There were no declarations of interest. |
| 3  **FR&C/20/03/41** | **NOTIFICATION OF URGENT BUSINESS**  There was no urgent business |
| 4  **FR&C/20/03/42** | **MINUTES OF THE PREVIOUS MEETINGS HELD ON 30TH JANUARY AND 12TH FEBRUARY**  The minutes of the meetings on the 30th January and 12th February were accepted as a true and correct record of the meetings and were approved for signature by the Chair. |
| 5  **FR&C/20/03/43** | **MATTERS ARISING** |
|  | 5.1 Report on Office for Students registration  The Clerk advised that after investigation it was clear that not all of the evidence submitted e.g. the amended articles and instruments which included academic freedom, had been taken into consideration when the Office for Students (OfS) made their assessment. The committee were advised that the College was are in dialogue with the OfS and have yet to hear on the review.  **Mr N Shore arrived at 10.37.** |
| **6**  **FR&C/20/03/44** | **MANAGEMENT ACCOUNTS AND SCORECARD**  **Confidential**  **This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential minutes of this meeting.** |
| 7  **FR&C/20/03/45** | **BANKING ARRANGEMENTS**  **Confidential**  **This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential minutes of this meeting.** |
| **8**  **FR&C/20/03/46** | **ANNUAL HEALTH & SAFETY REPORT**  The CFO spoke to his report, the committee having noted that it gave statistics for reported accidents and incidents, with details of the type of incident, the department involved and the campus. In total, there had been 74 reported Incidents, 58 Reported Accidents, 13 Near - Misses across all College sites during the current academic year September 2018 to March 2019. The committee noted that work is required to improve how the College captures near misses. Governors asked that in future reports, they receive comments on any trends and something to give proportionality. Governors also asked to receive assurance that good work place practices are in place. Governors suggested there should be a focus on potential severity and a response to each of the actions.  **Action:CFO**  The lead governor for Health and Safety advised he could give some guidance at the next meeting of the Health and Safety committee. Governors received assurance that there was nothing that was reportable. Governors asked to be updated about what was being done to address the toilet situation at the STEM Centre.  **Action: CFO** |
| **9**  **FR&C/20/03/47** | **HEALTH AND SAFETY POLICY**  Governors noted that the policy had been written by consultants and had been updated. Governors questioned whether it was consistent with other linked policies and asked for this to be checked as soon as possible.  **Action:CFO & Director of HR**  Governors questioned how the College checked compliance against the policy and it was agreed that this would be a standing agenda item for the Health and safety group, which would look at providing Governors with an H&S assurance framework/programme.  **Action:CFO**  Governors questioned whether the Senior Leadership Team (SLT) undertook safety walks and it was confirmed that they do and more staff would assist with this following training.  It was  **Resolved** to recommend the Health and safety Policy and procedures manual to the Governing Board for approval |
| 10  **FR&C/20/03/48** | **ESTATES UPDATE**  This was dealt with earlier in the agenda. The CFO also advised that multiple people are involved in the Apprenticeship process, which is causing difficulties so the Colleges need to review how we deliver and manage apprenticeships. Governors agreed that this was needed.  **Action: CFO update the committee at the next meeting on the review of the apprenticeship process.** |
| 11  **FR&C/20/03/49** | **SUBCONTRACTOR PERFORMANCE REPORT**  The CFO advised that he was seeking approval for additional subcontracting as the College will be short by £400k on AEB. The CFO advised that the College wishes to subcontract out with Crosby training who have been used in the past. If the subcontracting is authorised this would allow the College to deliver the crucial figure of 97% of AEB. Upon being questioned, the CFO confirmed there had been no decline on the performance of Crosby training. It was  **Resolved t**o recommend to the Board the College be authorised to subcontract up to £400k of AEB provision to Crosby training. |
| 12  **FR&C/20/03/50** | **HR REPORT Confidential**  **This item was considered to be confidential by the Committee, with the details therefore recorded within the confidential minutes of this meeting.** . |
| 13  **FR&C/20/03/51** | **URGENT ITEMS** There were no urgent items  Governors expressed their appreciation for how the management team had dealt with the issue arising over the last few weeks. |
| 14  **FR&C/20/03/52** | **MATTERS TO BE REFERRED TO ANY OTHER COMMITTEE?**  There were no matters to be referred to another committee. |
| 15  **FR&C/20/03/53** | **DATE & TIME OF NEXT MEETING *Wednesday 19th June 10.30 St Helens Boardroom*** |
|  | **The meeting closed at 12.30** |