 **SK** College Group 

MEETING OF THE FINANCE, RESOURCES AND COMMERCIAL COMMITTEE

HELD AT 10.30 am on Thursday 29th November 2018

IN THE BOARD ROOM, ST HELENS CAMPUS

**Present**

Mrs S Jee (Chair) External Governor

Dr J Burford CEO & Governor

Mr J Pinsent External Governor

***Mr N Shore External Governor***

Mrs E Brocklehurst External Governor

***Mr K Sanderson External Governor***

**In attendance**

Paul Christian

Mr R Molloy Chief Financial Officer

Mr S Arnfield Head of Finance

Mrs L Lloyd-Williams Clerk to the Governing Board

# ***Italics denotes absence*** Minutes

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|  **Item** | **The meeting opened at 10.32 and was quorate with 3 external governors present** |
| **1****FR&C/29/11/14** | **DECLARATIONS OF INTEREST** There were no declarations of interest.  |
| **2****FR&C/29/11/15** | **APOLOGIES FOR ABSENCE** Apologies for absence were received and accepted from Mr N. Shore and Mr K. Sanderson who were both absent due to work commitments abroad.  |
| **3****FR&C/29/11/16** | **NOTIFICATION OF URGENT BUSINESS**The committee were advised that there was an issue of additional subcontracting.  |
| **4****FR&C/29/11/17** | **PART 1 MINUTES OF THE PREVIOUS MEETING HELD ON 5th October 2018 FOR APPROVAL**The Minutes were accepted as a correct record of the meeting on the 5th October 2018 and were approved for signature by the Chair. |
| **5****FR&C/29/11/18** | **MATTERS ARISING FROM THE PREVIOUS MINUTES** It was noted that item 8 was included in the agenda. It was agreed that the note regarding variances on the balance sheet would be included as required and could therefore be taken off the action sheet.  |
| **6****FR&C/29/11/19** | **FINANCE Confidential** * Management Accounts October 2018 **incorporating scorecard**

**This item was considered to be confidential by the Board, with the details therefore recorded within the confidential minutes of this meeting.** The committee considered the management accounts for the period ending 31st October 2018. The College’s financial performance was summarised in the KPI Dashboard contained within the report with further detail included. |
| **7****FR&C/29/11/20** |  **ESFA FINANCIAL HEALTH LETTER AND DASHBOARD** The CFO presented the ESFA financial health letter from which it was noted that the Colleges financial health was graded satisfactory. |
| **8****FR&C/29/11/21** | **SUBCONTRACTOR PERFORMANCE REPORT** This item was postponed  |
| **9****FR&C/29/11/22** | **ESTATES UPDATE** The committee were presented with a disposal strategy in relation to the colleges Bobbies lane site in Eccleston which had been prepared by Identity Consult. The strategy set out a number of tasks that needed to be undertaken with it being anticipated that a detailed and fully costed options appraisal would be available to the executive by the end of the academic year.  |
| **10****FR&C/29/11/23** | **HR REPORT** The committee received a report providing an update of key HR staffing date for the period August to September 2018. Following discussion it was **Resolved** 1. To continue with exit surveys/interviews for staff leaving on a voluntary basis.
2. To undertake an urgent review of the 12-month induction process for new starters.
3. To develop a mental health strategy which will include the following:
	1. Mental health awareness training for all staff
	2. Encouragement of open conversations about mental health
	3. Provision of appropriate support
	4. Provision of good working condition
	5. Promotion of effective people management through CPD and other arrangements
	6. Monitoring of employee mental health and wellbeing.
4. To introduce market supplement payments in the Electrical Installation curriculum.
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| **11****FR&C/29/11/24** | **URGENT ITEMS (as notified under Item 3 above)**Dealt with under the management accounts.  |
| **12FR&C/29/11/25** | **MATTERS TO BE RFERRED TO ANY OTHER COMMITTEE?** There were no matters to refer to another committee. |
| **13****FR&C/29/11/26** | Date and time of next meeting: **Wednesday 30th January 10.30am Knowsley**  |