

REASEHEATH COLLEGE BOARD

FINANCE AND GENERAL PURPOSES COMMITTEE

**Minutes of the meeting held on Wednesday 24 February 2016 at 10.00am
Committee Room, Reaseheath Hall**

Present: Sonia Belfield
Malcolm Burns
Meredydd David
Jon Furber (Chair)
Elizabeth Harrison
Richard Ratcliffe

In attendance: Melvin Johnson, Health and Safety Manager (items 1-4)
Graeme Lavery, Director of Finance and Resources
Dave Kynaston, Vice Principal
Jackie Schillinger, Clerk.

PART 1

Item	Content	Action
1.	WELCOME AND APOLOGIES FOR ABSENCE Apologies were received and accepted from Emily Thrane and Rose Rowland. The committee expressed its best wishes to Rose for a speedy recovery.	
2.	DECLARATIONS OF INTEREST Jon Furber, Meredydd David and Richard Ratcliffe declared an interest as directors of DART Limited.	
3.	MINUTES AND MATTERS ARISING	
3.1	Part 1 of the minutes of the meeting held on 1 December 2015 were approved as a correct record with two typographical corrections made, and signed by the Chair.	
3.2	There were no matters arising.	
4.	HEALTH AND SAFETY MONITORING REPORT	
4.1	The Health and Safety Manager presented his report to assist members in their duty to monitor the management of health and safety at college. The following points were highlighted in discussion: <ul style="list-style-type: none"> An increase in Engineering curriculum area minor accidents is due to a high number of new staff and this risk is being managed with actions in place; A robust near miss reporting process has been introduced and is working well. It is likely that this process has contributed to the reduction in reported accidents to some extent; 	

4.2	<ul style="list-style-type: none"> • There are no current concerns in relation to the action plan progress; • The action taken by the college to control the diesel spillage was well managed and resolved the incident appropriately. <p>The committee received the report and noted the significant reduction in accidents reported in the first term compared to previous years.</p>	
5.	<p>HUMAN RESOURCES REPORT</p> <p>The Principal presented the Human Resources report, in the absence on leave of the Head of HR. The report provided the committee with an overview of continued work within the HR and Payroll department, key statistical data and progress against the HR Area Plan objectives. It also highlighted the key priorities going forwards. The committee was asked to consider any points for discussion and were encouraged to request any additional areas for reporting that they would like to see in future. The key areas discussed were:</p> <ul style="list-style-type: none"> • Absence reporting and absence management; • Staff turnover, with recognition of the improved reporting of staff turnover to the committee and the need for continued monitoring. It was requested that including a % turnover alongside the leavers by job type on page 10 of the report would be helpful in future; • Management Development Programme and a suggestion that this programme could further consider blended learning delivery; • HR Link governor to meet to discuss review of absence management and management development programme with Head of HR. • Consider impact of Management Development Programme at a future meeting • Talent Management would be useful to consider. 	<p>LW to add.</p> <p>LW and SB to meet.</p> <p>JS agenda item for Dec/Feb.</p>
6.	<p>FINANCIAL MONITORING</p> <p>6.1 Changes to budget monitoring process.</p> <p>The Director of Finance and Resources informed members of the changes put in place to the reporting and budget controls, including rolling forecasts. He reported that the changes aimed to deliver even stronger budget control and provide earliest possible visibility of changes in financial forecast maximise visibility and therefore time for senior management actions. The committee welcomed the changes as a good step forward. They noted that controls are still in place in the system. The committee identified a positive impact on the student experience, as the farm team use the reporting and budget control figures as part of the educational work with students.</p> <p>6.2 Management Accounts Period 6.</p> <p>The Director of Finance and Resources presented the Management Accounts for the 6 months to 31 January 2016. Members had considered the accounts in advance of the meeting. The following points were noted:</p> <ul style="list-style-type: none"> • Non-pay spend movement is due to management decisions taken, including additional accommodation as a result of an increase in student numbers in 2015/16; • A note should be added to the Bank facility figures on page 8 to indicate whether there is headroom or the facility is fully drawn down; 	<p>GL to add note to accounts.</p>

	<ul style="list-style-type: none"> • The hard work and continued progress on managing trade debtors was recognised; • The LEP capital spend before 31 March 2016 is having a short term impact on cash flow that should be resolved within the next few weeks. • Ensure the monthly management accounts are available to the committee, via email alert to SharePoint. 	JS/GL to action.
7.	<p>CAPITAL PROJECTS REPORT</p> <p>The Director of Finance and Resources presented the Capital Strategy Progress Report for information. The report updated members on progress against the agreed capital strategy and provided assurance that the College is effectively managing the capital strategy and delivering the infrastructure agreed by the governing body. It was confirmed that there had been no claw back in relation to the Wren and Chaffinch projects.</p>	
8.	<p>STUDENT NUMBERS AND FUNDING REPORT</p> <p>The Vice Principal presented his student numbers and funding report. He reported that numbers and funding for 2015/16 is RAG rated green and will impact in increased funding allocations in 2016/17. He confirmed that numbers for 2016/17 are likely to hold up overall, but that the report is RAG rated amber due to the identified focus that is needed on FE applications for 2016/17. Actions in place already or being put in place were discussed in relation to FE applications and acceptances. The Vice Principal also reported on a currently managed risk in relation to maths and English provision and assured the committee that he would update the committee at or before the next meeting by email, on this issue. The committee received the report and confirmed that FE applications required close monitoring by management with a report back to the next committee meeting.</p>	DPK to update
9.	<p>MATTERS TO REPORT TO THE BOARD</p> <p>None to report for board decision.</p>	
10.	<p>ANY OTHER BUSINESS</p> <p>There was no other business.</p>	
11.	<p>DATE OF NEXT MEETING</p> <p>The next meeting was confirmed as Thursday 16 June 2016 at 2pm.</p>	

The Part 1 meeting closed. A part 2 confidential meeting followed.