

**REASEHEATH COLLEGE BOARD**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

**Minutes of the meeting held on Wednesday 15 June 2016 at 1pm**  
**Committee Room, Reaseheath Hall**

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

In attendance: Melvin Johnson, Health and Safety Manager (part)  
Graeme Lavery, Director of Finance and Resources  
Dave Kynaston, Vice Principal  
Louise Woodman, Head of HR (part)  
Jackie Schillinger, Clerk.

**PART 1**

<b>Item</b>	<b>Content</b>	<b>Action</b>
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>  The Chair welcomed members to the meeting. Apologies were received and accepted from Emily Thrane.	
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>  Jon Furber, Meredydd David and Richard Ratcliffe declared an interest as directors of DART Limited.	
<b>3.</b>	<b>MINUTES AND MATTERS ARISING</b>  Part 1 of the minutes of the meeting held on 24 February 2016 were approved as a correct record with one correction (removal of 'They noted that controls are still in place in the system', in 6.1) and signed by the Chair. There were no matters arising not covered elsewhere on the agenda.	
<b>4.</b>	<b>HEALTH AND SAFETY MONITORING REPORT</b>  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	

	<p>highlighted in discussion:</p> <ul style="list-style-type: none"> <li>• The purpose of the 5 star voluntary audit</li> <li>• The intention to expand health and safety behaviours from curriculum areas at college into other environments, eg the workplace.</li> <li>• Priority areas for actions;</li> <li>• Occupational health;</li> <li>• The need to focus on changing hearts and minds that leads to behavioural change and ways of measuring this progress;</li> <li>• Agreement to include a measure in area self-assessments in future</li> <li>• Capacity within teams to take actions forward.</li> </ul>	SB send through template MG include in self-assessment
<b>5.</b>	<b>FINANCIAL MONITORING</b>	
5.1	The Director of Finance and Resources presented the Management Accounts for period 9 with an update on period 10, showing in line with budget. Members had considered the accounts in advance of the meeting and raised a number of queries in discussion. Following discussion it was agreed that there were no concerns and a positive variance to the budget is expected at year end.	
5.2	The Director of Finance and Resources presented a paper on FRS 102 implementation, setting out the key areas of impact for the college and the recommended accounting policy decisions. Following consideration and discussion of each recommendation, the committee endorsed the college's recommendations for the implementation of FRS102.	
<b>5.3</b>	<b>RESOLVED: To approve the college policy on implementation of FRS102 as presented to the meeting.</b>	
5.4	The Director of Finance and Resources presented the Provisional Budget for 2016/17. The committee considered the provisional budget in detail and agreed to recommend the budget to the governing body for approval at its July meeting.	
<b>6.</b>	<b>STUDENT NUMBERS AND FUNDING REPORT</b>	
	The Vice Principal presented his student numbers and funding report. He provided an update on applications for 2016/17 for FE, HE and apprentices. In discussion, the committee considered applications for 2016/17, which are now showing a much improved picture from that shared with the committee earlier in the year. The committee welcomed the actions that had been put in place to address the concerns and which were now showing a positive impact. Individual curriculum area data was considered with areas of concern discussed. It was noted that in relation to Horticulture, the college was seeing a shift in provision to apprenticeships. It was agreed that the Equine HE data on first or second choice be looked into in more detail and reported back to the committee. The schools strategy was considered and the new management of this area is working well and promises growth.	DPK/REJ to report back.
<b>7.</b>	<b>HUMAN RESOURCES REPORT</b>	
	The Head of HR presented the Human Resources report, providing the committee with an overview of continued work within the HR and Payroll department, key statistical	

	<p>data and progress against the HR Area Plan objectives. It also highlighted the key priorities going forwards. The key areas discussed were:</p> <ul style="list-style-type: none"> <li>• Absence reporting and absence management;</li> <li>• Occupational health</li> <li>• Hard to recruit to areas and actions in place.</li> </ul>	
<b>8.</b>	<p><b>SELF-ASSESSMENT OF THE COMMITTEE</b></p> <p>The committee agreed to recommend its terms of reference as continuing to be fit for purpose for 2016/17. It considered that it had met its responsibilities under the TOR and that it remains fit for purpose.</p>	
<b>9.</b>	<p><b>MATTERS TO REPORT TO THE BOARD</b></p> <ul style="list-style-type: none"> <li>• Recommendation to approve the draft budget</li> <li>• Recommendation of its Terms of Reference</li> <li>• Approval of the college policy on FRS102 implementation</li> <li>• The risk on applications had been successfully managed</li> </ul>	
<b>10.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no other business to report.</p>	
<b>11.</b>	<p><b>DATE OF NEXT MEETING</b></p> <p>Thursday 24 November 2016 at 1pm.</p>	

Signed:

Dated: