

REASEHEATH COLLEGE BOARD
FINANCE AND GENERAL PURPOSES COMMITTEE

Thursday 21 June 2018 at 9.30am
Committee Room, Reaseheath Hall

Present: Malcolm Burns
 Sonia Belfield
 Meredydd David
 Richard Ratcliffe

In attendance: Andrew Fletcher, Independent member
 Marcus Clinton, Principal Designate (*item 4 onwards*)
 Graeme Lavery, CFO and Director of Resources
 Dave Kynaston, Vice Principal
 Nigel Sobotta, Health and Safety Manager (*item 4 only*)
 Louise Woodman, Director of HR (*items 1 – 5 only*)
 Jackie Schillinger, Clerk

PART A

Item	Content
1.	WELCOME AND APOLOGIES FOR ABSENCE The Committee welcomed Andrew Fletcher as an observer at the meeting in advance of his appointment to the Committee as a member for the coming academic year. Apologies were received and accepted from Dr Elizabeth Harrison, Jon Furber and Angela Potter. In the absence of the Chair and Vice Chair, Richard Ratcliffe was appointed to Chair the meeting on this occasion. The meeting was declared quorate.
2.	DECLARATIONS OF INTEREST The following interests were noted: Meredydd David, Director, DART Limited, Council member, University of Chester Richard Ratcliffe, Director, DART Limited.
3.	MINUTES AND MATTERS ARISING Part A of the minutes of the meeting held on 15 February 2018 were approved as a correct record. There were no matters arising that could not be covered in the agenda items following.
4.	HEALTH AND SAFETY MONITORING REPORT
4.1	The Health and Safety Manager presented his report. He provided an overall assessment of health and safety at the College now that he had been in post for around five months. His summary feedback in the

form of a SWOT analysis presenting his view as a fair assessment of where the College is. He commented that the stage the College is at in relation to the five star audit it is working towards also confirms his view of the current situation. He added that the recent British Safety Executive Audit has been very helpful in providing an accurate picture of where the College is and the work to be done, such that the previous health and safety action plan has been overtaken by this audit and is now being re-developed to take the College to where it needs to be. This taking stock approach was welcomed by the Committee. Members then asked for further information on his plans to take the College forward. He confirmed that he felt the College needs to carry out quite a lot of work on policy and process in the next year, for example on its Health and Safety policies and occupational health and safety system, which will drive compliance and culture change. He explained that the cross college Health and Safety committee has developed a project plan which has identified the first ten key policy and process documents to develop this improved framework. The Committee requested that progress against this plan be reported back to them.

4.2 The Committee then considered the data reporting contained in the report. The key points discussed in relation to the data included:

Accidents (70 in the period) seemed high but an element of this could be down to improved reporting. The graphs in the report indicated where the incidents are happening, with a usual spread across the college, and nothing unusual standing out. Context to the accident statistics was given and outcome actions discussed. For example, it was noted that in Animal Management a number of the accidents were down to bites from a range of animals, and so an investigation is in place to make sure the department is picking up on any learning from these incidents. The behavioural side and training students in awareness of animal behaviour was a key part of this. The investigation and action outcome process generally is being refined and approved by insurers to ensure there is a sign off and close down each time by the Health and Safety Manager. The Committee requested percentages based reporting added to the report in future to give a better idea of what the numbers mean. **ACTION: Health and Safety Manager.**

Initial Landex benchmark data was shared with the Committee, which was welcomed, but more work with Landex needs to be done to ensure that reporting is consistent and comparable in order to place assurance on this information. **ACTION: Health and Safety Manager.**

Near miss reporting is an area to improve on and the Committee asked what is being done to improve the process. Management confirmed that a Microsoft form process for mobiles has been developed to make reporting easy and immediate, though there is still a paper process running alongside. Near miss reporting processes are also part of induction process.

Reportable incidents were discussed and considered in detail. The Committee was satisfied that there was no wider implication to the particular incidents reported and that the investigations were thorough and had not highlighted any gaps. In terms of the Cryptosporidium isolated incident relating to a teacher on a school visit, the College worked with the Health and Safety Executive to look at hygiene, cleaning facilities, animal welfare, risk assessments, communication and awareness. It was confirmed that reporting will come back to the Executive team to ensure actions have been completed for assurance.

Eight managers have now gone through NEBOSH training and all passed, including with merits and distinctions and the College has started to see the impact of this, for example in the preparation for the recent family festival, which indicates that a culture change is happening.

Traffic management on campus was discussed and actions to prevent speeding on campus, including installing speed bumps were welcomed by the Committee.

4.3	The Committee received the report with thanks and considered the level of risk in relation to the College level risk register, concluding that the current scoring was about right and as an amber risk it needed to continue to receive regular reporting and monitoring by the Committee.
5.	<p>HUMAN RESOURCES REPORT</p> <p>5.1 The Director of Human Resources presented her report, which provided the committee with an overview of continued work within the HR and Payroll Department, as well as summarising key points from the AoC workforce survey 2017. It outlined progress against the HR Area Plan Objectives and highlighted the key priorities going forward. The report also provided statistical data reports on four key areas: headcount; turnover; recruitment; and absence. In terms of the statistical data, the reporting confirmed that actions on sickness absence had started to have a positive impact, which was welcomed by the Committee. However there still remained a need to continue with the focus and proactive management of this issue. The immediate risk on recruitment has reduced as a result of the specific strategies put in place to reduce the risk in key areas such as Engineering. However, the picture generally remains challenging. Discussion took place on how the College or colleges collectively can support and access those coming out of the forces with engineering skills. Some of the challenges were discussed and it was agreed to approach the AoC with some ideas for a collective approach as well as a governor with armed forces connections making some enquires on the issue. ACTION: Head of HR to provide detail to Principal for him to contact the AoC.</p> <p>5.2 The Committee received the report noting that it provided a positive picture on progress and good overall assurance. Questioning on the report data and discussion followed in which the key issues included:</p> <ul style="list-style-type: none"> • ITrent is still causing problems and it is likely that it will need to be stripped back and rebuilt • The HE workload model has been very well received and morale has really lifted in those teams • Disciplinary investigation and exits were discussed for assurance on process and outcome • DART Limited currently involves some work on aligning the HR service and on a job evaluation project to align roles across the group as much as possible • The College is doing very well with staff training, with more focus on PRIDE values and professional values now in place and planned • The HR statistics are showing that headcount increased by 27 which filled existing vacancies and is positive, with this growth mainly in engineering and animal management HE • Staff turnover continues to decline and unplanned annual turnover is below the AOC workforce survey average • Exist themes show salaries and high workload as reasons for leaving but it is also good to see that the improvement in training and development of staff is coming through as a positive.
6.	<p>STUDENT NUMBERS AND FUNDING REPORT</p> <p>6.1 The Vice Principal provided an update on retention, attendance and applications in FE and Apprenticeships. The Report provided assurance that there are currently no significant concerns on funding. The shift in funding streams in relation to 19+ provision was noted. The emerging risk on adult funding due to the devolution of 50% of adult funding to local areas from 2019-20 has been identified and the College has started working on its strategy to engage and develop its relationships with the different local areas it works with. It was agreed to include this risk in the strategic risk register. ACTION: Add risk to adult budget of devolution to risk register - Clerk</p>

6.2	<p>The Principal designate provided an update on HE student numbers and funding, providing assurance that the team is doing a lot of work over the summer, including summer schools and keeping in touch with students to try and maximise conversion. Currently the picture looks positive and it is expected that numbers will be about the same as last year, which is a very good result, especially in the context of the wider sector. The government review of funding was identified as an emerging risk to HE funding and currently there is significant uncertainty around the approach but it may well be aimed at driving down fees. ACTION: Add risk to HE income of post 18 funding review - Clerk</p>
7.	<p>FINANCIAL MONITORING</p> <p>7.1 The Chief Finance Officer and Director of Resources presented the Management accounts for period 9, showing an outturn of £600k against the budget of £688k. The additional costs were considered and discussed and the Committee took assurance from the management accounts reporting. It was also noted that, in line with the financial strategy for the capital projects, the college would be drawing down an additional £2m to its current £7m of revolving credit facility before the 2017-18 year end.</p> <p>7.2 The Chief Finance Officer and Director of Resources presented the Provisional Budget for 2018/19. The Committee considered performance against the Board’s financial objectives and KPIs and noted the ‘satisfactory’ financial health rating next year due to the peak borrowing in the capital project financial strategy. Members considered and were assured on this aspect of the financial objectives and took assurance that the College will meet all the other financial objectives. Members had considered the paper in advance and discussion focused on areas of increased cost as well as testing the income assumptions to ensure the Executive team are confident that the assumptions are solid and prudent.</p> <p>7.3 RESOLVED: To recommend the draft budget to the Board for consideration and approval at its meeting on 12 July 2018.</p>
8.	<p>RISK MONITORING REPORT TO AUDIT COMMITTEE</p> <p>The Committee agreed to update the risk register with reference to its discussions in the meeting. It also specifically considered GDPR compliance progress and agreed to keep the risk rating as a red risk for the current time until the internal audit actions have been completed, with the expectation of further assurance at the next meeting.</p>
9.	<p>SELF-ASSESSMENT OF THE COMMITTEE</p> <p>The Committee recommended its Terms of Reference for 2018/19 unchanged. It considered its performance against its Terms of Reference in 2017-18 and comments would be emailed through to the Clerk.</p>
10.	<p>MATTERS TO REPORT TO THE BOARD</p> <p>The Committee agreed to report to the Board that:</p> <ul style="list-style-type: none"> • It recommends the draft Budget for approval by the Board and the general assurances on funding and income for 2018-19, but with the note on the risk on adult funding from 2019-20 due to devolution and the uncertainty on future HE funding due to the government’s current funding review • Applications are still showing as strong for next year in FE and HE • The risk review will be reported to the Audit Committee and the Board via the updated risk report • The recommended approval of the Committee Terms of Reference

11.	ANY OTHER BUSINESS There was no other business to report.
12.	DATE OF NEXT MEETING The date of the next meeting was confirmed as Thursday 29 November 2018 at 9.30am

The meeting closed at 12pm

Signed:

Dated: