

FAREHAM COLLEGE
FINANCE AND RESOURCES COMMITTEE
9 June 2020

MINUTES
DUE TO COVID-19 THIS MEETING WAS HELD VIA MICROSOFT TEAMS

Present: Mr M Hoban
Mr A Kaye
Mr M Mansergh
Ms K Shreves
Ms K Woods
Mr A Wannell (Chair)

In attendance: Mr R Bryant (Deputy Principal, Finance & Resources)
Mrs G Flood (Head of Governance)

13/20 Item 1: Declarations of Interest

Members of the Committee were reminded of the need to declare any personal or financial interest in any item of business to be considered during the meeting. No interests were declared.

14/20 Item 2: Apologies for Absence and welcome to new members

There were no apologies for absence.

15/20 Item 3: Annual Election of Chair and Vice Chair

The HG reminded the Committee that it was customary at this meeting to elect a Chair and Vice Chair for the year ahead. **Andy Wannell was duly nominated, and in accordance with the Standing Orders, will serve as Chair of the F&R Committee until the first meeting after the 1st April 2021**

HG went on to repeat this process for the Vice Chair. **Mark Hoban was duly nominated, and in accordance with the Standing Orders, will serve as Vice Chair of the F&R Committee until the first meeting after the 1st April 2021.**

16/20 Item 4: Minutes of the Meeting held on the 18 March 2020

The minutes of the meeting held on the 18 March were agreed as a true and accurate record and were signed by the Chair. There were no matters arising from them which were not covered elsewhere on the agenda.

The Clerk reminded members that due to the COVID-19 pandemic, some decision had been made by the Committee via written resolutions and as such required ratification. Members agreed to ratify the following between meeting decisions;

20 March 2020 Agreement to furlough identified staff

19 May 2020 Agreement to extend furlough of staff until 31st August

The Principal tabled a letter from the EFSA received by the College after the Committee paper were issued on 2 June 2020. Members were informed the letter confirmed on receipt of the final accounts for the financial year 2018-19 the College's EFSA Financial Health score remained as 'outstanding' and that no items of significant financial control concerns had been identified.

The Committee noted the correspondence.

17/20 Item 5: COVID-19 Update

The Principal provided an overview to the report circulated in advance to the Committee detailing the Coronavirus Plan for Recovery (CPR). It was noted that the Corporation had signed off the detailed plan via a written resolution on 28 May 2020. The Principal noted this was very much a 'live' document and that RAG ratings for most of the checklist were now 'green'.

The Committee were informed that *currently* only identified 'vulnerable' students were on College premises, then from 15th June small number of students that need to complete assessments for grading.

Members discussed the issue of social distancing and other practicalities of having students and staff back onsite. The Principal confirmed there were different models for different campuses, we have 2m markings on floor and one way systems and social distancing options have been trialled and evolved. The College H&S officer has been organising drop-in and spot checks across campuses to see how things are working. It was noted that social distancing is very hard especially for this particular age group (16-18 yr olds) and that there will only be so much we can do to 'police' and address as and when we see students not complying. On a positive note, staff are feeling less anxious than they were previously and the recent staff survey suggests staff are increasingly ready to come back to work.

The Committee went on to discuss capacity noting that assuming the 2m rule remains in place around 20% of students will be able to access a physical class environment. It was noted a government reduction of the social distancing rule from 2m to 1m has been discussed and classroom modelling has been done to both measurements. On the basis of 2m social distancing come September roughly ½ or less student teaching time will be 'onsite' with the remaining learning online. Alternative staffing options within the Health and Wellbeing team to develop 'success coaches' is being considered should 'mixed' learning be a significant outcome.

The Committee noted the report and endorsed all work completed to date in respect of the CPR.

18/20 Item 6: Health and Safety Review

Members of the Committee received a Health and Safety Report providing a termly review as well as a copy of the current Health and Safety Action Plan. The DP F&R spoke to the paper and advised members that the report provided an overview of all key areas.

The Chair queried if thought had been out into the re-familiarisation of staff and students on return to College. In high-risk areas such as CEMAST and CETC it would be important to anticipate how 'out of practice' some people may feel, especially with use of machinery and equipment. PPE etc. Principal and DPF&R agreed that work was in place to introduce the 'new' environment but that additional risk awareness on student return would be prudent.

ACTION: DPF&R to ensure re-familiarisation of equipment and environment for CEMAST and CETC is considered with student return.

Members of the Committee reviewed and noted the contents of the Termly Health and Safety Report

19/20 Item 7: Risk Management

The Committee reviewed a revised risk register (circulated in advance) which was provided with an overview report from the DP F&R. DPF&R provided an overview of the key risks and their movement during this term. Two new risks were added 'Long term effects of COVID-19' rated medium risk and 'Cyber security increased risk as a result of COVID-19' rated high risk.

- With the increase in remote access to the College network a new risk has been added for the increased Cyber Security risk. It has a net residual score of 6 and falls in the

Medium risk category. Generally we feel well covered with Office 365 and greater staff awareness but sheer number of staff logging in from home (inc. a reduced number using VPN) there was a notable increased risk.

- A new risk on the Long-Term effects of COVID-19 has been added with a net score of 8 and in the High risk category. Greater risk surrounds future income streams in face of an ongoing reaction to the pandemic most notably apprenticeship income – although this is being mitigated as far as possible by the Business Plus team.

Members of the Committee reviewed and noted the Risk Register

20/20 Item 8i: Management Accounts

Members of the Board received a confidential paper on the management accounts. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

Members of the Finance and Resources Committee reviewed the contents of the paper and noted the current financial position

21/20 Item 8ii: Outline Budget Strategy for 2020-21 or IFMC

Members of the Board received a confidential paper on the budget strategy. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

Members of the Finance and Resources Committee reviewed and noted the reported outline Budget Strategy for 2020-21

22/20 Item 8iii: Capital Projects update

Members of the Board received a confidential paper on Capital Projects. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

Members of the Finance and Resources Committee reviewed and noted the Capital Projects update

23/20 Item 8iv: T Level Phase 1 Project Update from PMC

The DP F&R provided members of the Committee with an overview of the report provided by Peter Marsh Consulting (PMC). The Committee were asked to note the update in relation to the T level Phase 1 project and its adherence in relation to time and budget.

Members of the Finance and Resources Committee reviewed and noted the project update report from PMC in relation to the Phase 1 T Levels and noted that the project was running to time and budget.

24/20 Item 8v: T Level Phase 2 Project Brief and Proposal from PMC

Members of the Board received a confidential paper on the T level Phase 2 Project Brief and Proposal. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

25/20 Item 8vi: Business Plus update

Members of the Board received a confidential paper on Business Plus. Due to the confidential nature of the contents of the paper and the related discussions, this item is recorded as a separate confidential minute for Governors only.

The Committee noted the report

26/20 Item 9: Annual review of Committee performance against COGG, ToR and ACB.

The Head of Governance gave a short overview of the paper circulated in advance to the Committee which detailed an annual review of the Committee's performance against the Code of Good Governance (COGG), the Committee Terms of Reference (ToR) and its Annual Cycle of Business (ACB).

The Committee were informed that the COGG provided an outline of the key governance responsibilities for Corporations or their Committees. The HoG outlined 1 recommendation which suggests a regular independent external audit on student data. The Committee went on to review its terms of reference and agreed they felt this had fairly reflected the work they had completed for 2018-19. Minor changes were noted to the ToR for the year ahead. It was noted the ACB remained unchanged.

The Committee approved;

- its compliance/ against the Code of Good Governance (COGG) and identified actions
- its compliance with its Terms of Reference during the 2019/20 academic year
- its revised Terms of Reference
- its Annual Cycle of Business for 2020-21 with no changes

27/20 Item 10i-v Review of Strategy and Policy

The DP F&R provided members of the Committee with an overview of policy changes;

The Committee reviewed and approved the following policies;

Incident Response Plan

Business Continuity Plan

Fees Policy

HE Fees Policy

Work Experience Policy

Data Protection & GDPR Policy

A member provided feedback about the Incident Response plan (IRP) and Business Continuity plan (BCP) suggesting some additional changes to the policy around PR response and social media etc. It was agreed DPF&R liaise with Chair of the Corporation and KW (as PR experts) for additional updates

ACTION: DPF&R to liaise with KB and KW re: IRP and BCP

MDBP confirmed this policy had been largely re-drafted due to the changes within the Business Plus and WE teams. It was noted additional changes needed to be made as a result of COVID-19. It was agreed MDBP would make changes and Committee would agree via email.

ACTION: Committee to agree Work Experience Policy via email subject to changes by MDBP.

28/20 Item 11: Suggested meetings dates for 2020-2021 academic year

The HoG noted that suggested dates for the F&R Committee meeting for 2020-21 have been scheduled based on the current pattern, subject to any major clashes, these will be ratified by the Corporation at its next meeting on 1 July 2020.

The Committee approved the suggested Committee dates.

12/20 Date of next meeting

It was noted that subject to dates being approved at the next Corporation meeting on 1 July 2020, the next meeting of the Finance and Resources Committee was Wednesday 18 November at 5.30pm.

The meeting ended at 18.50

SIGNED _____

DATE _____

