

FAREHAM COLLEGE
FINANCE AND RESOURCES COMMITTEE
10 March 2020

MINUTES

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

In attendance: Mrs G Flood (Head of Governance)

01/20 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.

02/20 Item 2: Apologies for Absence and welcome to new members

Apologies for absence were received from Karen Woods and Richard Bryant Deputy Principal Finance & Resources.

03/20 Item 3: Minutes of the Meeting held on the 20 November 2019

The minutes of the meeting held on the 20 November 2019 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.

04/20 Item 4: Confidential Minutes of the meeting held on the 20 November 2019

The confidential minutes of the meeting held on the 20 November 2019 were agreed as a true and accurate record and were signed by the Chair. There were no matters arising which were not covered elsewhere on the agenda.

05/20 Item 5: Termly Health and Safety Report

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 Principal spoke to the paper and advised members that the report provided an overview of all key areas.

- H&S remedial tracker from the Independent Audit last year, continues to be monitored with around 35% of actions complete. A H&S Management Internal Audit is planned for the Summer Term.
- Fire Risk Assessments – have taken place at all campuses. Fire Safety Consultants are being considered with a view to potentially securing contractor support for routine FRA's
- Lock down at CEMAST has been trialled, system now installed in Bishopfield Road Campus (BRC) with initial trial due to take place once final alarms have been fitted.

- Accidents/Near misses – Principal gave an overview of an incident in respect of a slip trip and fall that was reported through RIDDOR.
- Hazard reports continue to reported with 44 so far this term – Chair commended this increase

A member queried the general H&S culture at the College. KS as staff support representative confirmed that it is very much more evident, easy online method to report hazards and near misses and a 'no blame' culture. The Principal confirmed H&S still remains top of all internal agendas and noted consideration is being made to increasing the current 0.75 FTE H&S Officer to a full-time role with a higher responsibility e.g. Director with direct reporting lines from technicians. All agreed this was positive suggestion.

A member queried the incident at CEMAST concerning missing safety guards querying how Governors can be reassured that everything is installed correctly? MDBP confirmed that systematic checking processes are in place, technicians are aware of their responsibility to check facilities before starting a class. The Principal noted this missing item had been logged and requested to be replaced by H&S Officer however it's clear that current systems are not working sufficiently. The Principal suggested an audit of safety equipment on all work equipment in CEMAST should be completed.

ACTION: Principal suggested that an audit of safety equipment on all work equipment in CEMAST should be completed.

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

06/20 Item 6: COVID-19 Contingency planning

The Principal spoke to the report (circulated in advance to the Committee) which provided an overview of steps taken and plans in place in respect of COVID-19. Members were reassured that contingency plans for exceptional sickness absence, communications and working from home protocols had all been considered. It was noted the Corporation would be informed of any notable incidents/changes.

The Committee noted they felt that COVID-19 as a stand-alone (rather than Risk 10: Major incident) should be added to the Risk Register, along with relevant mitigations.

ACTION: COVID-19 to be added to the Risk Register.

The Committee queried if we had put in place any contingency for items such as 'deep cleans' or similar should any of the campus areas be infected. The Principal agreed this was worthwhile and would check with our current contract cleaners in respect of additional cleans. The Committee went on to discuss any essential items of College business that could not be delivered should the College have to shut down. The Principal confirmed that generally we can function well with online services, students have access to online learning and course material, all essential finance packages are accessible remotely, members of SLT. He noted one of the most obvious issues would be a gap in learning for students should the College need to close for any significant period of time. We could consider moving the term dates to run into the summer holidays to make up the time but this would require significant logistics. The Committee went on to discuss the economic impact of COVID-19 on small businesses and if this might affect apprenticeship numbers. LR confirmed she felt this was entirely possible and that she would keep a watching brief.

Members of the Committee reviewed and noted the COVID-19 report

07/20 Item 7: Risk Register 2019-20

The Committee reviewed a revised risk register (circulated in advance) which was provided with an overview from the Principal. He noted that a new Board Assurance Framework (BAF) will be formulated shortly and that

the version included in the pack would be subject to additional change. The Committee were informed that the recent Internal Audit on Risk Management had provided some recommendations in respect of reducing the number, duplication and operational items from the register. Much of this work has already taken place (reducing risks further to 12), with a clear focus on strategic items, management team have been tasked to further develop individual operational registers at the next level down.

DPF&R provided an overview of the key risk and their movement during this term, notably discussing the main risks that have reduced as a result of successful mitigating actions these included; Mental Health and Wellbeing, H&S, IT and the College's overall financial position.

A Committee member raised a query around the single 'red' risk no 12 'Affordability of competitive rates of pay causes issues relating to recruitment which adversely affects student experience and quality of outcomes' querying if the staff pay review has yet to take effect.

The Committee re-iterated the intention to add COVID-19 to this risk register.

Members of the Committee reviewed and noted the Risk Register

08/20 Item 8i: Management Accounts

Members of the Finance and Resources Committee received a confidential paper on 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.

09/20 Item 8ii: Outline Budget Strategy for 2020-21 or IFMC

Members of the Finance and Resources Committee received a confidential paper on the Outline Budget Strategy for 2020-21 Development. 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.

10/20 Item 8iii: Capital Projects update

Members of the Finance and Resources Committee 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.

11/20 09i-iv Review of Strategy and Policy

Business Plus Sales Strategy 2019-2021

MDBP gave an overview of the strategy, noting that much work to date had been 'reactive' and that this strategy is intended to provide a much more structured and strategic approach. The Committee were informed that much emphasis has been placed on dedicated account management. Sales staff have been attributed to specific employers to develop relationships, gain business intel and as a result provide a wider more pragmatic offer. Members discussed the use of CRM, MDBP confirmed that this was now in place, training has been completed and that the team are keen to use this to its full capacity e.g. to locate any learner/employer/coach in one place. MDBP also noted that dedicated administrative support has provided a streamlined service to employers.

The Committee approved the Business Plus Sales Strategy 2019-2021

Business Analysis – Large Employer Contracts

Members of the Finance and Resources Committee received a confidential paper on Business Analysis – Large Employer Contracts. 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.

Property Strategy

The Principal provided a short overview noting whilst it was difficult to anticipate future funding streams, the strategy had been reviewed in light of current situation and would continue to evolve and remain under review. The Committee commended the update. In relation to earlier discussion around return on investment, links to cash flow and the strategic plan were suggested for future iterations.

The Committee approved the Property Strategy.

The Committee approved the LGPS Disciplinary policy

IT Strategy 2019-21

Members were informed this was due to Committee in June 19 but was subject to further review to ensure it was in line with the strategic plan and was less operationally focused. The Committee recommended that the appendix that included the infrastructure overview and map should be removed depending on the audience/where this is published.

The Committee approved the IT Strategy 2019-21

12/20 Date of next meeting

It was noted that, in accordance with the Corporation Calendar approved in June 2019, the next meeting of the Finance and Resources Committee was scheduled for Wednesday 9 June 2020 at 5.30 pm.

SIGNED:

DATE: