

FAREHAM COLLEGE

**FINANCE AND RESOURCES COMMITTEE**

19<sup>th</sup> November 2010

**MINUTES**

Present: Ms G Bailey (Chair)  
Mr N Duncan  
Mr T Goodhead (Vice-Chair)  
Mrs S Wills

In attendance: Mrs J Collumbell (Clerk)  
Mrs A Hinton (Executive Director HR)  
Mr D Marston (VP R&F)  
Mr K Smith (Finance Manager)

**44/10 Election of Chairman**

Ms Gina Bailey was elected as Chair to serve until the first meeting after the 1<sup>st</sup> April 2011 in accordance with the Corporation's Standing Orders.

**45/10 Declaration of Interests**

Members of the Committee were reminded of the need to declare any personal or financial interest in any item of business to be discussed during the meeting.

**46/10 Apologies for absence**

Apologies for absence were received and accepted from Mr Groves.

**47/10 Minutes of the meeting held on the 9<sup>th</sup> June 2010**

The minutes of the meeting held on the 9<sup>th</sup> June 2010 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.

**48/10 Confidential Minutes of the meeting held on the 9<sup>th</sup> June 2010**

The confidential minutes of the meeting held on the 9<sup>th</sup> June 2010 were agreed as a true and accurate record and were signed by the Chair.

**49/10 Matters arising from the confidential minutes of the meeting held on the 9<sup>th</sup> June 2010**

- (i) **Minute 37/09:** Members of the Committee noted that, in the absence of the Principal who was currently on long-term sick leave, the annual Appraisal of the VPR&F had been delayed but was scheduled to be undertaken by the Acting Principal on the 26<sup>th</sup> January 2011.

## **50/10 Correspondence**

- (i) **Letter dated 28<sup>th</sup> October 2010 from Skills Funding Agency** – Members of the Committee were delighted to note the contents of the letter from the SFA which confirmed the College's financial health status as 'Good' for 2009/2010 and 2010/2011.

## **51/10 Termly Risk Management Report**

Members of the Committee received a Risk Management report which outlined the updated top College risks which were the responsibility of the Committee to monitor and review. Mr Marston spoke to the paper and referred members to page 3 of the report which outlined the current top College risks which had been deemed 'high' risk. He also referred members to page 4 of the report which provided a summary of the risks and their shift pattern. Members also reviewed the main areas of on-going risk outlined in section 3.5 of the report and noted the developments in risk management planned for the 2010/2011 year.

**Members reviewed the contents of the paper, noted the 'high' risks, the actions in train to mitigate those risks and the current position.**

## **52/10 Progress Review of Annual Objectives 2010/2011 for Resources and Finance**

Members of the Committee received a paper which provided an update on the progress achieved against the Strategic Annual Objectives for 2010/2011 for Resources and Finance. Members noted that all actions were progressing on target or had already been completed. Members noted there were no areas for concern.

**Members reviewed the contents of the paper and noted the progress to date.**

## **53/10 Report on Performance Review of the Clerk 2009/2010**

The Committee received the Report on the Clerk's Performance Review for 2009/2010. Members were aware that the appraisal of the Clerk was undertaken by the Chair and Vice-Chair each year. Members reviewed and noted the contents of the Report.

## **54/10 Annual Training Evaluation**

Members of the Committee received a paper on Annual Training Evaluation which provided the following information for Governors:

- A breakdown of the expenditure in 2009/2010 and consideration of the effectiveness of the investment;
- The good practice the HR Department is building on (in liaison with Quality), recognising the important contribution of a range of staff in providing valuable training opportunities;
- What has been learnt from feedback received and analysis undertaken, and the changes effected;
- The changes being incorporated for the coming year.

The Executive Director for HR spoke to the paper and explained that a range of measures had been used to compile the evaluation of a year's activities. Members noted that this included:

- analysis of budget costs;
- discussions with staff;
- HRPRO records;
- Course evaluations;
- Impact evaluations 3 months after the event.

The Executive Director referred members to Appendix A and advised the Committee that, on average, the College was spending £818.14 per employee on staff development which equated to 2.5% of the annual salary costs. She continued by saying that, last year, 76 staff undertook long courses (more than 5 days duration) and with academic staff per FTE averaging at 46.38 hours per employee and support staff averaging at 31.77 hours per FTE, there was evidence of a high level of activity linked with the investment made.

Governors reviewed the contents of the report and the conclusions outlined on page 5 of the report. Members suggested that the development of a system whereby training needs were mapped against the requirements to be taught on the 'A Level' syllabus could be beneficial to the College.

**Members noted the contents of the report.**

#### **55/10 HR Strategy Update – November 2010**

Members of the Committee received a paper on the Human Resources Strategy 2010-2013 for consideration and review. Mrs Hinton, Executive Director HR, spoke to the paper and drew members' attention to the revised style of the document which had been created to reflect the same format as the College's Strategic Plan. Mrs Hinton confirmed that a full review of the document had been completed and she referred members, in particular, to page 5: para 2 of the document.

Members of the Committee reviewed the document in detail and provided feedback to the Executive Director. It was agreed that the document should refer in more detail to the wellness and support provided to employees by the HR Department as these were seen as excellent benefits for staff and were something the College should be proud of as an liP employer.

**Members reviewed the HR Strategy and agreed to recommend it for formal approval by the Corporation at its meeting in December with the inclusion of the additional detail on wellness and support as outlined above.**

#### **56/10 2009/2010 Closure of Accounts**

Members of the Finance and Resources Committee received a paper on the Closure of Accounts and a copy of the audited Accounts for 2009/2010. The Vice-Principal R&F spoke to the paper initially and confirmed that the year-end process had been straight forward and no adjustments had been made following the audit of the Accounts. Members were delighted that the Accounts reflected the final year-end position of a £215k Operating Surplus which secured the College's third consecutive year of financial surplus.

Mr Smith, Finance Manager, briefed the committee on the issue surrounding the pension liability and the Government change in recording this figure in the accounts. He confirmed that a final decision would not be made until December.

**Having considered and reviewed the papers and related appendices presented, members of the Finance and Resources Committee agreed to recommend the Financial Statements for 2009/2010 for formal approval by the full Corporation.**

**57/10 Management Accounts at 31<sup>st</sup> October 2010**

Members of the Finance and Resources Committee received a confidential paper which outlined the Management Accounts at the 31<sup>st</sup> October 2010. 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.

**58/10 Report on Sources of all Funding**

Members of the Committee received a paper which outlined the sources of all funding currently received by the College which was a standing item on the agenda. Mr Smith drew Members' attention to the fact that 16-18 and 19+ were the largest funding areas but it was envisaged that Employer Responsive would be increasing in the near future.

**Members of the Board reviewed and noted the contents of the paper.**

**59/10 Annual Review of Financial Regulations – November 2010**

Members of the Committee received a paper on the Annual Review of Financial Regulations – November 2010. Mr Marston spoke to the paper and drew members' attention to the proposed amendments outlined. Members reviewed and noted that cosmetic changes related to job title descriptions and references to the former LSC had been completed and considered the proposed 'new additions' to the Regulations as outlined in the paper.

**Members of the Finance and Resources Committee agreed to recommend the proposed amendments for inclusion in the College Financial Regulations for approval by the full Corporation at its meeting on the 8<sup>th</sup> December 2010.**

**60/10 Annual Health and Safety Report to the Corporation 2009/2010**

Members of the Committee received a paper on the Annual Health and Safety Report 2009/2010. Mr Marston spoke to the report and drew Governors' attention to Appendix A, the Accident Statistics Report. Members noted that there had been a reduction in the level of recorded accidents during 2009/2010 compared to 2008/2009 (down from 54 incidents to 32).

Members reviewed the health and safety overview provided for 2009/2010 and noted the significant developments and improvements which had been secured during the year. Members agreed to recommend it for formal approval by the full Corporation at its meeting on the 8<sup>th</sup> December 2010.

**Members of the Committee reviewed and noted the contents of the Annual Health and Safety Report 2009/2010 and agreed to recommend it for formal approval by the full Corporation at its meeting on 8<sup>th</sup> December 2010.**

**61/10 Date of next meeting**

It was noted that, in accordance with the Corporation Calendar, the next meeting of the Finance and Resources Committee was scheduled for **Wednesday 9<sup>th</sup> March 2011** at 5.30 pm.

**Post minute note:** The date of the next meeting was subsequently changed to Thursday 10<sup>th</sup> March 2011 at 5.30pm.