

FAREHAM COLLEGE  
**FINANCE AND RESOURCES COMMITTEE**  
10 March 2021

**MINUTES**

**DUE TO THE COVID PANDEMIC THIS MEETING WAS HELD VIA MICROSOFT TEAMS**

Present: Mark Hoban  
Andrew Kaye  
Bryan Newman  
Karen Shreves  
Karen Woods  
Andy Wannell (Chair)

In attendance: Kevin Briscoe (Corporation Chair)  
Richard Bryant (Deputy Principal, Finance & Resources)  
Sarah Carruthers (Director of People & Culture)  
Georgina Flood (Head of Governance)

**01/21 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.

**02/21 Item 2: Apologies for absence and welcome to new members**

There were no apologies for absence.

**03/21 Item 3i: Minutes of the Meeting held on the 18 November 2020**

The minutes of the meeting held on the 18 November 2020 were agreed as a true and accurate record. There were no matters arising from them which were not covered elsewhere on the agenda.

**04/21 Item 3ii: Correspondence: FE Commissioner letter dated 22 February 2021: Revised Benchmarks**

The DPF&R provided an overview of a letter received from the FEC Commissioner outlining changes to the benchmark definitions used to assess financial health. It was noted that these new benchmarks will be included as part of the next iteration of the management accounts (February 2021).

**Members noted the correspondence.**

**05/21 Item 4i: Spring Term Health and Safety Report to the Corporation**

The Deputy Principal provided an overview to the report circulated in advance to the Committee detailing the Health and Safety report for the Spring term. Items of note included;

- A pragmatic approach to COVID-19 continues and the delivery of an onsite testing centre has been working well. The testing centre is being shared with Fareham Borough Council as a public site and this

has been a positive experience. Uptake from students (on a voluntary basis) has been good with over 2300 tests processed to date and only a very small number of positive tests.

- Hazard/Near miss reporting still requires some education to be embedded from a cultural perspective. Members were informed the high number of hazard reports in Jan were as a result of a 'training' walkabout by the HSO. Work continues to encourage reporting of all kinds.

Q- A member queried the 0% of risk assessments reviewed in the Science and Healthcare faculty querying if this was a typo.

A- DP F&R agreed to check this data, all agreed of the importance of this new register in ensuring RA are done and logged.

**The Committee noted the Spring Term Health and Safety report.**

**06/21 Item 4: Strategic Quality Improvement Plan**

Members of the Corporation received a confidential paper providing an overview of the SQIP. 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.

**07/21 Item 6i – 6iii: Management Accounts as at 31 January 2021**

**08/21 Item 6ii: 3-yr Forecast from March 2021**

**09/21 Item 6iii: Capital Projects update including Property Strategy**

**10/21 Item 6iv: Business Plus update**

**11/21 Item 7: People & Culture Update**

Members of the Corporation received the following confidential papers; Management Accounts as at 31 January 2021, 3-yr forecast from March 2021, Capital Projects, Business Plus update and People & Culture updated. 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.

**12/21 Item 8: Strategy/Policy**

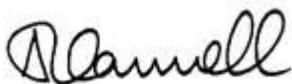
The DP F&R provided members of the Committee with an overview of the sustainability strategy noting this had been updated with a high-level view of the College's approach combined with some targets to enable improved action planning. It was noted the College had adopted the AOC Climate Action Roadmap.

The Chair cautioned the use of overly specific targets suggesting focus might better be made in a more general approach to carbon reduction or a longer-term aim. DPF&R agreed to review the targets.

**The Committee approved the Sustainability Strategy**

**13/21 Any other Business and Date of next meeting**

The next meeting of the Finance and Resources Committee was confirmed as Wednesday 9 June at 5.30pm. The meeting ended at 19.11



SIGNED:

DATE: 9 JUNE 2021