

FAREHAM COLLEGE
FINANCE AND RESOURCES COMMITTEE
THIS MEETING WAS HELD VIA MICROSOFT TEAMS
24 November 2021

M I N U T E S

Present: Mark Hoban
Andrew Kaye
Karen Shreves
Andy Wannell (Chair)
Karen Woods
Kevin Briscoe (Chair of Corporation)

In attendance: Richard Bryant (Deputy Principal, Finance & Resources)
Sarah Carruthers (Director of People & Culture)
Georgina Flood (Head of Governance)
Anoushka Ottley (Managing Director, Business Plus)

Item 1: Deep Dive; Culture

The meeting was preceded by a deep dive presentation on culture provided by the Director of People & Culture Sarah Carruthers. The presentation has been made available via the Governor's Portal.
The Chair commended the approach, and values set out by the College.

Q. How do we ensure that the 'vision' is communicated across college, and importantly that what new starters expect from us is what they receive?

A. DP&C confirmed that the induction process has been revamped, with work focussed on the manager responsibility to lead this process. Personal inductions are supplemented LT 'Corporate' induction days where new starters get an opportunity to meet other new starters as well as members of SLT (Senior Leadership Team) etc. People & Culture have introduced a 2 week 'check in' with all new starters which due to success may well be supplemented with an additional '6 month' check.

Q.A member queried the number of responses (20) from members of staff in Business Plus (BP) – could this have been unintentionally skewed by positive feedback

A. DP&C confirmed there are 35 members of staff in BP and that all staff were encouraged to participate (including responses from members involved in ongoing casework) and as such this was considered representative feedback.

Q.A member queried if the College values feature within the appraisal process?

A. DP&C noted that yes, the values form an integral part of the 'Your Space' framework. Managers are reminded that culturally these points are important but performance in these areas are not directly monitored as part of the appraisal process

Q. A member noted that it would be useful to consider how we could differentiate types of sickness absence e.g., between the odd day off and the longer-term cases, we also need to consider non-work-related ill health and then those related to work. This would help us an employer to get to grips with what we can influence and what we can't.

A. DP&C noted that this information is within the business (in respect of management awareness of their

individual staff) but agreed reporting this on a wider scale would be useful. TDP&C confirmed there is no obvious increase or spike in work related stress absences despite COVID but it's often complex to unpick contributing factors from each other.

The Principal took the opportunity to note the significant work completed by the People & Culture team. The increased methods to communicate and get feedback from colleagues is invaluable. Members were informed that a college wide survey from 'be' an independent company (responsible for the Times 100 best companies) is currently underway - this will enable us to see results not just from our own sector but more widely in comparison to business.

29/21 Item 2: 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. There were no declarations of interest.

30/21 Item 3: Apologies for absence and welcome to new members

There were no apologies for absence.

31/21 Item 4i: Minutes of the Meeting held on the 9 June 2021

The minutes of the meeting held on the 9 June 2021 were agreed as a true and accurate record. There were no matters arising from them which were not covered elsewhere on the agenda.

32/21 Item 4ii: Strictly Confidential Minutes of the Meeting held on the 9 June 2021

The strictly confidential minutes of the meeting held on the 9 June 2021 were agreed as a true and accurate record. There were no matters arising from them which were not covered elsewhere on the agenda.

33/21 Item 5: Items of Focus

The Chair noted that the agenda was clearly set out and there were no specific added items of focus. Members were encouraged to suggest topic items for future deep dives. A session on forecasting has been discussed with DPF&R (Deputy Principal Finance & Resources) for the next meeting.

ACTION: F&R deep dive on forecasting for the next meeting on 16 March 2022.

34/21 Item 6: Strategic Priorities and Quality Improvement Plan (SP& QIP (Quality Improvement Plan))

The Principal provided an overview of the SP&QIP (Strategic Priorities and Quality Improvement Plan areas allocated for review by the F&R Committee. Members noted the report and agreed that primary areas for discussion were covered by papers on the rest of the agenda (and as such would be discussed as we moved through the agenda)

Members of the Committee reviewed and noted the Strategic and Quality Improvement Plan

35/21 Item 7: Risk Management

The Deputy Principal Finance & Resources provided an overview of this report circulated in advance which

provided detail of the summary review of the Strategic Risk register for 2020-21 and the suggested risks for the year ahead 2021-22. Members of the Committee were asked to review the risks allocated to Finance & Resources Committee and confirm that they felt these fit for purpose, adequate and with suitable suggested controls and measures.

A member queried how well the register articulates the college's resilience i.e., our ability to forecast and respond to the changes we encounter? The Chair continued that he assumed there were additional steps and controls in place to manage those risks down, and keep them in check?

DP F&R confirmed that the various controls, check/balances to mitigate risks have been identified by both SLT and CLT (College Leadership Team) with increasing ownership being shared down to CLT to widen the responsibility.

The Principal queried if the Committee felt comfortable with the inclusion of sustainability as a risk point? Members agreed it should remain noting it was increasingly less a 'nice to' and more a 'need to' responsibility with recognition of increasing regulation and reputational expectation to deliver.

Members went on to discuss reputation more widely and whether it should be included as a stand-alone risk. The Principal explained that in agreeing the register it was felt there was a reputational element to all strategic risks and as such we would consider it as an integral part of the entire register. The Committee agreed.

Members of the Committee reviewed the suggested strategic risks allocated to the Finance & Resources Committee and recommended their approval to the Audit Committee.

36/21 Item 8: Health and Safety

The Deputy Principal provided an overview to the report circulated in advance to the Committee detailing the Annual review of Health and Safety for the academic year 2020-21. Items of note included;

- Covid-19 has been well managed, ongoing response to changes in legislation
- Improvements in First aid, staff defibrillator training and additional equipment
- Fire safety regular drills, working well and feedback is driving ongoing improvements e.g., new radios, more EVAC Chairs.
- New process for student medical risk assessments, moved from H&S to teaching staff and curriculum areas. Completed 180 assessment v. 26 from previous years. Ongoing fine-tuning.
- Hazard/Accident in 2019-20 82:2 and then 2020-21 120:20 which is a current 4:1 ratio, we continue to aim for 10:1

Members noted that they felt this was a positive report and that endorsed the 4: 1 ratio for hazards/accidents.

The Committee noted and approved the Annual Health and Safety report.

37/21 Item 9i: Management Accounts as at 31 October 2021

Members of the Committee received a confidential paper on the Management Accounts as of 31 October 2021. Due to the confidential nature of this report, it was subject to a private and confidential minute seen by Governors only.

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

financial position

38/21 Item 9ii: Capital Projects update to 31 October 2021.

The Committee received a report circulated in advance, providing an overview of current capital projects and an outline of suggested projects for the year ahead.

- The College received an allocation of £305,904 for specialist equipment to support the rollout of Construction (£195,888) and Healthcare (£110,016) T Levels starting in September 2021. Spending is in line with the deadline of December 31st, 2021.
- Wave 3 of the T Level rollout will see the creation of a Centre of Excellence in Environmental Technologies at the BRC campus.
- The bid for the IOT (Institute of Technology) is still awaiting a decision. If successful, this would see a £3.6m extension at CEMAST (Centre of Excellence in Manufacturing and Advanced Skills Training) (Centre of Excellence in Manufacturing and Advanced Skills Training) and a further £405k of capital equipment investment.
- As at the end of September a total of £229,666 had been spent/ committed against the £400,000 budget set.

DPF&R informed members that considerable time is spent managing these capital projects but notable improvements and developments to advance and develop the curriculum.

The Committee noted the report

39/21 Item 9iii: ESFA Assurance Review update

The Deputy Principal Finance & Resources provided a verbal update of the ESFA Assurance review which has been taking place in the College since 7 November 2021 via KPMG. A final position from the ESFA in respect of outcome and relevant sanctions are in discussion. It was noted there is a focus on achieving an error rate to satisfy wider National Audit Office (NAO) requirements.

[REDACTED]

Members were informed it was unlikely a definitive version of accounts (including any penalty/claw back and its effects) will be available for either the audit Committee on 1st or Corporation on 13 December. To this end an extension to the filing deadline for the statutory accounts until 31 January 2022 has been sought and approved

The Committee noted the update

40/21 Item 9iv: Business Plus update

MDBP (Managing Director Business Plus) Anoushka Ottley provided a brief overview report of Business Plus. Due to the confidential nature of this report, it was subject to a private and confidential minute seen by Governors only.

The Committee noted the report

41/21 Item 10: Information Pack

The Committee raised no questions on items contained within the information pack. To this end the Committee:

Noted

- People and Culture Autumn term update
- ESFA communication re: financial forecasting and the College's financial health score for 2021-22.

Approved

- Health and Safety Policy
- Business Continuity Plan and Incident response plan

The Committee noted/approved the information pack

42/21 Any other Business and Date of next meeting

The next meeting of the Finance and Resources Committee was confirmed as Wednesday 24 November at 5.30pm. The first part of the meeting ended at 7.11pm.