



**Minutes from the meeting of the Finance and Resources Committee
on the 12th of March 2024**

<p>Present: D Butcher (DBu) - Chair D Bird (DBi) G Jeffrey (GJ) J Beaumont (JB) S Kundu (SK) Apologies: P Whittle (PW)</p>	<p>In Attendance: J Flaherty (JF)- Vice Principal Finance and Planning I Durham (ID) -Director of Physical Resources D Carter (DC) - Director of Governance Observing: Paul Goodridge (PG)</p>
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		Action
1	<p>Welcome, Apologies for absence, Disclosure of financial and/or personal interest DBu welcomed everyone to the meeting, introductions were made for SK as a new governor and PG who is observing today as a prospective governor. Apologies were received from PW. There were no interests to declare.</p>	
2	<p>To endorse new committee member SK Members endorse SK as a committee member.</p>	
3	<p>To agree agenda and order of business as circulated It was agreed to take items 8 and 14 after item 5.</p>	
4	<p>To approve the minutes of the meeting held on 6th December 2023 <i>The minutes are approved as a true and accurate record of the meeting.</i></p>	
5	<p>Matters arising 10. <i>Members requested different scenarios and any case studies to be included in the Corporation papers for the staff pay discussion -</i> complete</p>	
8	<p>To receive a report on Capital projects and estate matters ID reported that planning permission was approved for the Town’s Fund building. Procurement has started and expressions of interest received. The grant funding agreement was discussed. The College is working with a VAT consultant regarding the building costs and will shortly be making a submission to HMRC. A member asked how likely this is, and ID set out the position. The aim is however to complete by September 2025.</p> <p>A discussion around the FECTF took place including phase two.</p> <p>A member asked to clarify what BMS is, ID explained it is the building management system that controls the heating and ventilation of the buildings, this has been in place for approximately 15 years therefore the need to instal a new system.</p>	

	<p>A question was raised on the heat pump project however this is for the city centre only.</p>	
14	<p>To receive an annual report on Procurement and tendering This is produced every March.</p> <p>A discussion took place about the challenge of securing external auditors and a member commented that this is a challenge in similar sectors.</p> <p>ID continued to report that college used to have a retainer with Rollits solicitors however moved back to a reduced hourly rate on this now. The gas and electricity is purchased through Crown Commercial to get the best price. College changed companies for Water in April 23 and switched to Smartawater through the CCS framework. Hope to start seeing savings there, also changed contracts of waste collection and added food waste.</p> <p>A discussion took place around the missing Biffa Bin and the fact this would mean a cost to college to replace.</p> <p>JF reported on the LSIP and LSIF which is being spent in three areas; mixed reality robotic simulator, getting three of these, Anatomage tables and immersive training rooms.</p> <p>A member asked if there is a risk around the spend, JF stated the timescales are short, but this is a direct relationship with the DfE and explained the reimbursement process.</p> <p>It was noted by members there are currently a lot of capital projects and asked how staff manage this. It was explained each strand has a separate budget code, a lot come through ID service but there are other budget holders, they are all separate pots of money and managed by the finance team.</p> <p><i>ID left the meeting at 6.27pm</i></p>	
6	<p>Implementation of National Living Wage and impact on pay scale WEF 1/4/24 JF explained the report and the proposals within this. The reasoning and cost implications were explained.</p> <p>Members discussed at length the proposed changes and the effect on current staff on these scales as well as those not.</p> <p>Further conversations around what the college does to reward staff who act up in roles or take on extra responsibilities took place.</p> <p>Members approve the proposals.</p>	
7	<p>Ofsted Action Plan Update DBi provided an update on the College's formal responses to the Ofsted inspection. DBi has also met with the MP who is supportive.</p> <p>DBi explained the processes that are being used to respond to the Ofsted report and explained how colleagues are involved. A separate working group of governors are overseeing the progress and will report back at the Corporation meeting.</p>	

	<p>Staff have worked together to create an Action Plan which will be shared at the Corporation meeting. There is a shared ownership of this by staff, who are now meeting every two to three weeks.</p> <p>A discussion took place around the consultants used in December and how this was a positive activity for staff and leaders, and the pace of change has now increased.</p> <p>A question was asked around the complaints procedure and the reasoning behind this. DBi explained the main reasoning and discussions with the MP.</p> <p>Action: Members requested the action plan and responses from Ofsted so far to be shared at Corporation for all Governors to have an oversight of.</p>	DBi / Agenda
9	<p>To consider the Management Accounts for the period to January 2024</p> <p>a) Report to Management b) Management Accounts</p> <p>JF explained he would report to items 9, 10, 11 and 12 as one as they are all interlinked.</p> <p>ESFA 16-18 income is good due to increased numbers of students which have attracted an in-year increase in funding.</p> <p>DBi reports on TLevel students as recruited less than forecast which is reconciled in year. This is a national issue as grade boundaries increased in Summer and fewer students were able to progress onto T levels.</p> <p>A member asked if the College should expect a repeat of this in 24/25. DBi explained that there was likely to be the same issues affecting recruitment but that the forecasts have been prepared to reflect this.</p> <p>JF explained that WYCA, AEB and Free Courses for Jobs are a challenge and this is shown as a risk in the reports. The funding on AEB from WYCA was discussed and what this may look like next year. DBi confirmed that High Needs funding has been agreed with ESFA and the Council for 24/25.</p> <p>JF noted the use of agency staff in the report but the expectation is that these will be filled with permanent staff from September.</p>	
10	<p>To receive the 3 year Financial Forecast update</p> <p>a) Commentary to Forecasts b) Forecasts</p> <p>Covered above.</p>	
11	<p>To consider in more detail the Sensitivity Analysis of the financial forecasts</p> <p>Covered above.</p>	
12	<p>To receive a progress report on the Risk Register related to financial risks</p> <p>It was agreed the reds have been picked up on whilst talking to the above items.</p> <p>Members discussed further the issues around T Levels and the impact of defunding qualifications at Level 2 and 3. This is an issue nationwide, not just at Shipley. Principals across the country are asking for a new curriculum offer.</p>	

13	<p>To receive an update on the West Yorkshire Consortium of Colleges Finances</p> <p>DBi explained very little has changed since the last update. The College is the lead partner in the Health strand of the LSIP for which it has a direct contract with the DfE. Contract terms and management of risk were discussed.</p> <p>A member stated the University had hoped to be involved in the Health strand of the LSIF. DBi explained how the university had been involved with regards to training College staff.</p> <p>A member asked about monies owed, DBi explained we are hopeful we will receive this payment by the end of March.</p>	
15	<p>To consider:</p> <p>a) Fee Policy</p> <p>JF explained the two changes within the policy and reasonings behind it. Members agreed the policy and recommended to Corporation for approval.</p>	
16	<p>Any Other Business</p> <p>a) Change in Company Secretary Shipley College Developments Limited</p> <p>Lorraine Swift is named as company secretary so this is a formal request to change to John Flaherty. Members agreed the change of name of the Company Secretary.</p>	
	<p>Dates of meetings to December 2024</p> <ul style="list-style-type: none"> • Tuesday 2 July 2024 • Wednesday 4 December 2024 	

Meeting closed: 7.42pm

Decision and Action Tracker

Date /Item	Decision/Action	Person responsible
120324 item 2	Members endorsed SK as a committee member.	
120324 item 4	The minutes were approved as a true and accurate record of the meeting.	
120324 item 6	Members approved the proposals from the National Living wage report.	
120324 item 7	<i>Members requested the action plan and responses from Ofsted so far to be shared at Corporation for all Governors to have an oversight of.</i>	DBi / Agenda
120324 item 15	Members agreed the Fee policy and recommended to Corporation for approval.	
120324 item 16	Members agreed the change of name from Lorraine Swift to John Flaherty of the Company Secretary.	