

Minutes of the Finance and Resources Committee meeting held in the Executive Boardroom at 1630 hrs on 4 October 2018

Present	David Pennell (Chair)	Peter Fraser	Tony Keeling
	Janet Meenaghan (Principal)	Marvin Solowo-Coker (04/18 on)	
In Attendance	Louise Perry (VP (F&R))	Ralph Devereux (Clerk)	
Apologies	Anthony Partington	Alison Fox (AP (P&S))	

The Chair welcomed Tony Keeling to his first Committee meeting

PART ONE

STANDING ITEMS

01/18 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS

The meeting was quorate, no notice had been received of any Member becoming ineligible to hold office and there had been no interests declared.

The information was received.

02/18 MINUTES AND ACTIONS

- a. The Minutes of the last meeting held on 26 June 2018 were confirmed for electronic signature; action delegated to the Clerk. **(Action 1)**
- b. Action Register; all actions from the previous meeting had been completed or closed.
- c. Matters Arising from the Minutes. There were no matters arising from the Minutes.
- d. Urgent Business. There was no urgent business requested.

- a. **The information was noted.**
- b. **Action had been identified. (Register at 14/18)**

BUSINESS ITEMS

03/18 MANAGEMENT ACCOUNTS

The comprehensive management accounts accurate to 31 July 2018 were then considered and discussed. The situation was looking sound. The overall positive variance was c£168k against budget, favourable income by c£806k with all variances clearly tabulated, payroll expenditure adverse c(£171k)(60%), non-payroll costs also adverse, again with all variances clearly tabulated in the detailed summary of financial performance and commentary, which was welcomed. The FRS 102 adjustments were clearly tabulated. The additional transport costs, together with MOT Centre and Borderville performance were explained and discussed in depth, the latter would also be further considered later in the meeting but the matter of the transport

costs was pressing and an indication of numbers using the service would be useful. Expenditure on high needs learners was considerable and may be increased still further. The balance sheet remained positive with a strong cash balance. Identified Risks and Opportunities were discussed and all Bank Covenants were noted as in-scope. There was a suggestion that there may be an added allowance for military children and TK undertook to check. **(Action 2)**

- a. **The information was received and noted.**
- b. **Action had been identified. (Register at 14/18)**

Martin Solowo-Coker joined the meeting

04/18 LEARNER NUMBERS AND FUNDING

The comprehensive Learner Number/Funding comprised tabulated data for each funding stream and apprenticeship targets for the current year. At the time of the report enrolments had exceeded the allocation by 104 and was 30 over the financial plan, a sound performance. It was unclear however whether the increase in apprenticeship numbers would result in additional funding. The implications of the numbers were discussed and the positive effect on 2019/20 was recognised. A full breakdown of numbers by courses and trends would be brought to the next meeting. **(Action 3)**

The information was received and noted.

05/18 BUSINESS DEVELOPMENT AND PARTNERSHIPS

Contrary to the national trend, there had been a 7% increase in apprenticeship starts at period 12 and this was welcomed. The concentrated work with Levy paying employers was now returning results, with new employer partners providing apprentices and work with sub-contractors, planned to increase from September, further widened the profile. Appropriate funding had been secured with the possibility of additional growth money later. The unique selling point (USP), which would continue to make a significant contribution, was the close attention to personal contact and individual development; members took comfort from the performance. Associated areas were fully detailed in the paper, they were noted as all positive and the widening contact and networking was welcomed. The RAG rated Apprenticeships Action Plan was scrutinised and was noted as largely amber and green, reassurance was given that the red items were being addressed.

The information was noted and received.

06/18 SUBCONTRACTING

The college had worked with partners to deliver education and training in previous years and a planned reduction in the number and an increase in quality had been achieved. Poor quality and failures in the private trainer sector had prompted both the EFA and SFA to publish guidelines during the previous year. NCS remains totally committed to the highest standards in all provision and obligations in respect of these guidelines were clearly detailed in the accompanying report and Policy, which were welcomed; the Policy was recommended to the Corporation for approval. **(Action 4)**

- a. **The information was noted and received.**
- b. **Action had been identified. (Register at 14/18)**

07/18 CAPITAL PROJECTS (PART 2)

STANDING ITEMS

08/18 GENDER PAY GAP

Study of the detailed report of gender remuneration showed clearly that the pay gap from March 2018 remained essentially as that reported in the previous year, there was a gap prompted by the relative numbers of each gender in the pay grading quartile structure. Within employment families there was little variation either way.

The information was received

09/18 HEALTH AND SAFETY (HAS) REPORT

The draft HAS Committee Minutes from 18 September 2018 and supporting information including the Scored Audit Assessments were scrutinised. It emerged during discussions that some areas were failing to provide eight-weekly checks on time and, in some cases, failing to produce them at all. The Committee registered concern at this information and required that all areas were to complete the checks, with no exceptions, evidence of compliance was to be brought to each Committee meeting until further notice. **(Action 5)** HAS matters were not optional. The report was further discussed and the increase in panic attacks amongst students was noted, there was no apparent reason but it was reassuring that the students concerned were seeking advice and guidance.

- a. The information was noted.
- b. Action had been identified. (Register at 14/18)

10/18 QUALITY RESOURCING SOLUTIONS LIMITED (QRS LTD)

There were no QRS matters for consideration.

11/18 BUSINESS UPDATES (PART 2)**12/18 URGENT BUSINESS**

This had been Martin Solowo-Coker's final meeting as he was moving abroad to a new job. The Committee thanked Martin for his considerable and valued input during his membership and wish him every success in the future.

13/18 DATES OF NEXT MEETING

The next meeting would be held at 1630 on 4 December 2018.

14/18 ACTION REGISTER

Please refer to referenced Minute for further detail		Resp	Date
PART ONE			
Action 1	02/18. Last minutes (26.06.18) confirmed for electronic signature.	Clerk	asap
Action 2	03/18. Funding for military children to be researched.	TK	
Action 3	04/18. Student numbers/courses/trends to next meeting.	JM	04.12.18
Action 4	06/18. Partner Policy recommended to Corporation.	Chair	17.10.18
Action 5	09/18. Submission of HAS 8-week checks to FRC meetings tfn.	LP	04.12.18
PART TWO			
Action 6	07/18a. DSC marketing to be widened.	JM	asap
Action 7	07/18b. Equipment contingency to be renamed.	LP	2019
Action 8	07/18b. Additional funding approved,		wie
Action 9	07/18c. Borderville Business Plan to be detailed.		asap
Action 10	11/18a. Fitness Centre Business Plan to next meeting.		04.12.18
Action 11	11/18a. Integrated comms/practice approach to be considered.		

Ralph Devereux (Clerk) for David Pennell (Chair)

Ralph Devereux (Clerk) for David Pennell (Chair) (Dec 5, 2018)

F&RMins04.10.18Pt1






Adobe Sign Document History

05/12/2018



Created:	05/12/2018
By:	Ralph Devereux (office.mpe@btconnect.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASIfNeuDvZfTD6XeOfsBsCdzEOUrPC7F4

"F&RMins04.10.18Pt1" History

-  Document uploaded by Ralph Devereux (office.mpe@btconnect.com) from Reader
05/12/2018 - 06:45:24 PST- IP address: 81.129.99.58
-  Document emailed to Ralph Devereux (Clerk) for David Pennell (Chair) (clerk.mpe@btconnect.com) for signature
05/12/2018 - 06:45:45 PST
-  Document viewed by Ralph Devereux (Clerk) for David Pennell (Chair) (clerk.mpe@btconnect.com)
05/12/2018 - 07:19:23 PST- IP address: 81.129.99.58
-  Document e-signed by Ralph Devereux (Clerk) for David Pennell (Chair) (clerk.mpe@btconnect.com)
Signature Date: 05/12/2018 - 07:21:08 PST - Time Source: server- IP address: 81.129.99.58
-  Signed document emailed to Ralph Devereux (office.mpe@btconnect.com) and Ralph Devereux (Clerk) for David Pennell (Chair) (clerk.mpe@btconnect.com)
05/12/2018 - 07:21:08 PST