

Minutes



Meeting	Finance and Resources Committee		
Date	Wednesday 2 October 2024	Time	17:00-19:00
Venue	Google meet		

Membership:	Paul Lomas (Chair); Jason Austin; Margaret Cobb; Debbie Marshall; Janet Pryke; Jenny Worsdale
In attendance:	Phil Curtis (Executive Director of Finance and Estates; Jane Hartog (Executive Director of HR, OD and Marketing); Cath Mollart (Executive Director of Strategic Planning and Corporate Services); Dan Stanbra (Director of Adult Education and Contracts) for item 9; Jemma Moore (interim IT lead) and Jason Thomas (Deputy Head of Digital Services) for item 6; Sarah Connerty (Director of Governance and minute taker)

	Item	Action
1.	<p>Welcome, introductions and apologies for absence The Chair welcomed colleagues to the meeting and welcomed the IT and digital team and the Director of Adult Education and Contracts. Debbie Marshall did not attend the meeting.</p>	
2.	<p>Declarations of interest There were no declarations received.</p>	
3.	<p>Minutes of the meeting held on 25 June 2024 RESOLVED: The minutes of the meeting held on 25 June 2024 were agreed as a true and accurate record. Written resolution – draft budget 2024/5 – 1 July 2024 RESOLVED: The written resolution on the draft budget from 1 July 2024 was ratified.</p>	
4.	<p>Matters arising Action 1 from the Board around health and safety – the recent round of recruitment has focused on bringing in a governor with Estates/health and safety expertise, the ED Finance and Estates has organised a health and safety development session for governors in November [after note: this session was deferred to allow time for the new H&S post holder to induct into the role], and the Committee is receiving the annual health and safety report at this meeting and the policy will follow at the November meeting Action 1 – assurance that the Quality and Standards Committee is monitoring in detail the performance and achievements of subcontractors-this was discussed at Q&S and it was noted that the Director of Adult Education and Contracts produces granular detail for the SLT which can be shared with the Committee Action 2 – performance of different funding streams for subcontracting to be provided – on the agenda at item 9 Action 6 – Estates report and the level of incidents – on the agenda at item 8 Action 7 - The ED Finance and Estates to add a statement to the Estates Capital Investment risk to clarify its position –update at item 8 Actions from the 2 May 2024 Action 1 – staff survey –feedback on focus groups on the agenda at item 10 Action 4 – the position of NEETS in Rotherham and NNC – the ED Finance and Estates requested that this item is carried Action 9 – Estates report and options paper on Dinnington – on the agenda at item 8</p>	

	<p>Action 11 – Bridge provision – the ED Finance and Estates reported on the contributions going forward – curriculum contribution for 2023-24 were 51%, and this year are 13% due to a significant drop in learner numbers.</p> <p>Actions from 16 January 2024</p> <p>Action 6 – HR and KPIs – on the agenda at item 10</p> <p>Action 10 – HE fees – on the agenda at item 13.1</p>	
5.	<p>Risk report</p> <p>The ED Finance and Estates reported that a risk management group is being set up led by the ED Finance and Estates to have more people driving and championing the risk register going forward.</p> <p>4risk went through an update on the 9 September 2024. Usability is an issue, and a meeting has taken place with the provider. The first of a series of training sessions will take place tomorrow. A new dashboard will be available including key controls to give assurance to Committee members.</p> <p>The Chair noted that this doesn't mean risk is not being managed across the organisation, only that it can't be reported at the moment. All presenters at this Committee have been asked to reflect on risk and opportunities in their items to give better integration of risk in meetings.</p>	
6.	<p>IT Strategic Plan</p> <p>The ED Strategic Planning and Corporate Services reported that the Group has not had a Strategic Plan for IT before. Prior to writing a strategy there was a need to be immersed in the area to ensure it would have value for staff and students, that the focus could be on what would bring us to excellence and to be clear about the work involved. It is about where we are, where we need to be and how to get there. The interim head of IT and Deputy Head Digital Services have inputted a lot into the strategy and thanks were passed onto them. The Chair noted it is an excellent document and asked for the salient points to be picked out. The interim Head of IT reported that the main focus has been on understanding where we are and where we need to be. It is a working document and a 36-month strategy. The main area of work is the infrastructure and network and how we replace areas, policies and how to immerse with digital. It is about making it a better place for staff and students. There will be a number of projects including servers, switches, Wi-Fi, cyber security, policies and processes, and teaching and learning. The aim is for an all-round better environment.</p> <p>Jason Thomas reported that the infrastructure is a huge foundation and is needed before any innovation takes place. Digital is being aligned with the Group's vision and addressing the lack of digital skills in the workforce and our communities. The Group need to be leading on innovation, the culture of experimentation and teaching and learning. It is about developing the pedagogy and the learning to become outstanding.</p> <p>[confidential item] The ED Strategic Planning and Corporate Services explained that when Highlander were appointed, they carried out their own audit and that has formed part of the strategy. The team worked closely with the internal auditors on the cyber security audit and the report. Recommendations did not flag up anything the team are not aware of and it is all areas being worked towards. [confidential item]</p> <p>The Committee asked how does the Group's IT strategy benchmark against other colleges. There has been a lack of investment in IT and digital so the Group are catching up and need to move forward to compete locally. The aim is to be the best in the local area for IT and digital but this needs to be done in line with the financial resource available. Over the last 12 months the Group has invested heavily in IT and digital.</p> <p>One governor asked if the lack of investment has impacted on curriculum delivery. It was reported that the tools needed for staff are available and the AI academy and digital technology is in place and there is no negative impact on T&L.</p> <p>The Chair asked if any student feedback has been collected and this will be tested before Christmas with an IT and digital survey.</p>	

	<p>One governor asked how long it will be to get to excellent. It was noted that in the next 12 months the Group will see results from some of the investment. The network and infrastructure will take some time. The Rotherham technical hub will be within the 12 months. It was appreciated that the financial investment will impact on what can be done. The CEO noted how much it has moved on and the rapid progress since the ED Strategic Planning and Corporate Services and interim head of IT have been in role.</p> <p>The Chair noted that looking around the estates it is clear improvements in IT have been built into that and there is a lot of agility in the new spaces.</p> <p>It was agreed that when moving over to a new Strategic Plan it is important that the IT Strategy is integrated into that.</p> <p>The Chair noted that this is an excellent piece of work which is very clear on where it is coming from and what it is trying to achieve. It sets a benchmark for future Group strategies.</p> <p>RESOLVED: The Committee approved the IT Strategic Plan (The interim Head of IT and Jason Thomas depart: 17.24)</p>	
7.	<p>Health and Safety Annual report</p> <p>The ED Finance and Estates provided an overview of the annual report.</p> <p>For risk there are some issues with written compliance in workshops and external support is being brought in to expediate reports around learning and compliance.</p> <p>There are greater levels of confidence around managing health and safety across the organisation.</p> <p>One governor had sent through some questions prior to the meeting and the Health and Safety manager was on leave until today so the ED Finance and Estates addressed them at the meeting:</p> <ul style="list-style-type: none"> • Fire and building controls and the principal accounting person. At Retford this is Nottinghamshire County Council with the Group accountable for its designated area. There is a fire management plan as part of occupation. At Rawmarsh Road this is the landlord and the Group has introduced its own fire risk assessment. For subcontracting activity employers hold their own fire management plans. ACTION: The Committee asked for assurance that subcontractors have adequate processes and procedures in place and the ED Finance and Estates agreed to confirm this offline [after note: the Contracts Team specifically ask about first aid arrangements at the start of the year and this is documented in the due diligence form. The health and safety policy is also requested and kept on file. During contract reviews health and safety incidents are discussed. Subcontractors submit a monthly compliance declaration that includes health and safety, number of accidents, near misses and RIDDOR]. This year there will be a specific question on fire management and evacuation procedures. Future due diligence will ask this prior to entering into a contract and all current contracts will be asked for an annual update.] • Inductions and H&S – the health and safety team supplement the curriculum inductions • Definition of an incident – this is an accident that is not related to an activity • Asbestos – the Group will update records following the recent removals of asbestos as part of the capital works and an updated register and details of asbestos across the Group will be available for future reporting • Security – how to manage security for the safety of learners and staff is being reviewed at present <p>The Chair asked what the health and safety manager’s view would be on the Group having good health and safety culture across all sites. The ED Finance and Estates felt that there would be a positive response and that a review with external support to ensure health and safety is embedded across the organisation would be beneficial.</p> <p>One governor asked if there is a target for training first aiders and are we vulnerable in this area. It was confirmed there is a recommended target of one first aider for every 50 staff but no target for learners. The Group does have enough first aiders. All the new estates posts have a first aid element to them and any security staff must be first aid trained.</p>	ED Finance and Estates

	<p>One governor asked about the recent incident at NNC. A death on site is very difficult and the Committee passed on their condolences. The ED Finance and Estates explained that the area involved was a designated site handed over to Lindums who are content that everything required was in place and will report the incident. It was well managed by Lindums and their first aider on site and the Group's first aiders offered support. The police attended and were content that no further action was needed.</p> <p>The H&S policy will come to the next meeting in November.</p>	
<p>8.</p>	<p>Estates Report The ED Finance and Estates reported that the risks around estates are:</p> <ul style="list-style-type: none"> • FEEP compliance. The Audit and Risk Committee had received the document last month and raised the issue of compliance in updating the FEEP. It has now been updated and there is assurance that any red or amber items have an action plan and a scheduled visit. Visits are in the autumn term or as early as a contractor can visit the site and in between all risks are being managed and there are no elevated risks • Asbestos – this has been signed off at NNC and DVC. At Rotherham this is being managed within the contractors' remit and records will be produced and signed by the CEO. Every two years the asbestos position is reviewed by an external body and is well managed internally and with visiting contractors <p>CPSG report – the Committee considered the progress report and noted that the capital works are within target and budget and are due to finish by the end of October and mostly by 21 October to allow transition prior to half term. From the 1 November 2024 only minor snagging works will be taking place. The spaces are of an excellent standard and staff and students are really pleased. One governor noted that she went round the new spaces last week and staff and learner feedback is very positive and there is an overall feeling is that they are fabulous facilities.</p> <p>Estates Vision and Strategy including capital proposals for 2024-5 The ED Finance and Estates reported that this is a straightforward update with minor changes. ACTION: One governor noted that she had sent through some minor updates and these are being included and the strategy will be recirculated for the Board meeting. Page 14 appendix A and B details the funding set aside for capital projects. This supports the IT strategy around the digital hub that falls outside the areas of recommendation. The Group is obtaining quotes at the moment with the average costs being around £1,400 per sqm, costing around £700,000 to refurbish the whole area.</p> <p>One governor asked if the Eastwood roof is still leaking in the theatre area. The ED Finance and Estates confirmed that a small tear has been found and a contractor will be in tomorrow to repair minimising disruption for learners.</p> <p>One governor asked for an update on the quotes for Dinnington. The ED Finance and Estates updated that representation has been made to the Local Authority to include the site in their housing plans. ACTION: Dinnington should be ready to go to market in the next few days and the details will come to the Board meeting next week. The Group will be looking at unconditional offers.</p> <p>Environment and Sustainability The Environment and Sustainability Officer has left the Group and longer term a champion is needed to drive forward the agenda. The Group has not got to where it wants with an overall strategy for environment and sustainability. The ED Finance and Estates has spoken to a company called Eddisons who review the current position of companies, how buildings are being used and who have a very good record in accessing Salix funding and a time is scheduled next week to discuss how they could support the Group, the funding available and how this can be linked to the curriculum.</p> <p>One governor asked if the Group will be bringing in a new post. The ED Finance and Estates noted that this will be considered following an external review. A lot of the inhouse work is</p>	<p>ED Finance and Estates</p>

	<p>managing data and championing EDI and a possible solution is to have this post and use a team of experts as and when needed.</p> <p>One governor as if there is an environment and sustainability strategy or just the Group’s position against the Climate Action Roadmap. The ED Finance and Estates confirmed there isn’t at this stage. The CEO noted that the Exec have looked at KPIs and adjusted for this year to focus on green skills and net zero targets and different members of the Exec will take on a focused area. The structure going forward needs to be agreed. The Committee agreed that there needs to be someone passionate who drives forward schemes like recycling. In other companies the roles are often data driven.</p> <p>The Chair noted his concern that there are so many different elements of environment and sustainability around curriculum, strategy, governance and sector and national priorities and how the independencies link together and who has overall oversight. The CEO noted that at the moment they are pulled together through the ED Strategic Planning and Corporate Services’ team and a new postholder could take on this remit. The ED Finance and Estates explained that one key areas of reporting is carbon emissions which goes into the annual accounts and the finance team could pull this together.</p> <p>The Committee agreed that a lot of the role is data driven but it is about doing something and taking action to drive environment and sustainability forward. The view from the Exec is that an external company could introduce realistic and tangible targets to get quick wins.</p> <p>The Committee asked what other colleges do. The CEO noted that the Group had been commended by the AoC as one of the first colleges to introduce an environment and sustainability post and there was a general acceptance that all colleges would go down this route. One governor noted that the Projects Manager for the capital works had reported that it is difficult to recruit to this type of role. Commercial areas tend to focus on a data analysis and reporting role. It was agreed that the VP Curriculum is doing a good job in terms of environment and sustainability and the curriculum and a lot of work is done in the curriculum around supporting learners progressing into sustainable and green jobs The Chair of the Board noted that the curriculum requires inclusion of environment and sustainability so it is evolving naturally with the VP Curriculum’s support and it is about how it is managed at a strategic Group level and someone taking a look at what we need and where we are.</p> <p>ACTION: The CEO agreed to look at how other colleges approach environment and sustainability.</p> <p>The Chair noted that bringing an expert in to look at where we are had been the approach with IT and this has been a success.</p> <p>The Committee asked if there is a clear action plan of next steps. The ED Finance and Estates confirmed that he would continue conversations with external providers on the framework on how they might engage with the Group and costs and this will come to the Exec and the Committee. The aim would be to find support to help write a strategic plan and action plan. After this work is done, the Group could look to bring the work in house and look at what support in needed for teams going forward.</p> <p>The Chair asked for a view from the Chair of the Board on whether environment and sustainability should remain within the remit of this Committee and it was agreed it has such a large element around estates and finance that it would. It was noted that one of the new recommended governors has skills and expertise in estates and will join the Committee.</p> <p>[To note: the <u>FE and Sixth Form DfE college corporation governance guide</u> states: <i>The board should ensure that:</i></p> <ul style="list-style-type: none"> • <i>a climate change strategy is in place, which sets out environmentally-sustainable practices to maximise the effective use of your corporation’s estates and to reduce your organisation’s environmental impact to net zero</i> • <i>your corporation monitors and reports on energy use and carbon dioxide emissions]</i> 	CEO
9.	<p>Adult Education and Contracts update</p> <p>The Director of Adult Education and Contracts reported that:</p>	

	<ul style="list-style-type: none"> ● Current AEB Performance is on track to realise the full £6.97m allocation with forecast budget in all areas forecast to be realised. There is a note of caution with SYMCA’s profile due to approaching the lower threshold of 97% performance profile is observed. A lot of work has been done to address this and no further withdrawals are expected ● A 24/25 increased curriculum allocation of £7.54m has been awarded to the Group in recognition of ongoing performance and funding changes ahead of D2N2 Devolution. An improved Curriculum Planning process for 24/25 and initial positive recruitment trends indicate a reasonable level of assurance of full realisation of this profile ● Subcontracting Profiles for 16-18 and AEB are well within authorised profiles of performance, are of high quality and on track for realisation. 24/25 ASF Subcontracting will continue to indicate a proposed minor reduction in subcontracting at headline level in reflection of strategic direction. <p>This will be the first time the Group has hit its non-devolved allocation for core activity due to significant increases in activity, including distance learning, and a strong curriculum focus. The Group has made effective use of subcontractors to complement the skills needs of the Group and to realise profiles.</p> <p>The Group is on track to realise budget and exceed in some areas and indicative performance is of a very high standard. There is anticipated high achievement expected to exceed internal provision. ASF planned provision had some areas of underperformance and this has now improved with high performance across 16-18s and adult provision.</p> <p>The link governor for subcontracting has been invited to the Meet the Subcontractor event and will join the team on quality assurance visits.</p> <p>[confidential item]The link governor noted that the team have worked extremely hard and it is a strong start to the year.</p> <p>[The Director of Adult Education and Contracts departs: 17.38)</p>	
10.	<p>HR Overview</p> <p>The Committee considered the report and the ED HR, OD and Marketing reported that the Group has hit its targets for turnover, sickness, has undertaken a staff survey and carried out a large amount of recruitment. Sickness has started to creep up and will be monitored closely.</p> <p>Two power points are included in the pack to demonstrate to the Committee the work that is in progress and the level of detail of the new reports which will be really useful for managing areas. They are samples from I Trent and will be operational before Christmas. They detail per area per curriculum manager information about their staff including absences.</p> <p>The Chair agreed that the dashboards are a major step forward to help leaders manage their people population.</p> <p>One governor asked about the Kudos awards and noted that inclusion and integrity is one of the lowest areas for nominations compared to working as a team and asked if this is an area of concern. It was agreed that it is a lot easier to find examples of working as a team and it was noted that there are no known issues around integrity. The Kudos scheme is discussed a lot and is really working and well embedded and people put real value into it. The Committee agreed it is good it is being used as much as it is.</p> <p>Risks and challenges – salaries are an area of concern with the school teaching population awarded a 5.5% pay award by the government there is a growing disparity between school and FE salaries. The impact of the minimum wage (to be announced at the of October) may equate to an 8% increase, and the cost to put back the differentiation that is very important to staff will be significant. Hard to fill roles continue to be a challenge, including engineering and construction. There is no impact on learners as agency staff are used, but this brings a greater cost to the Group.</p> <p>Positives and opportunities – the Exec have run three focus groups following the staff survey and will run more before Christmas. The people who attended were positive and areas brought up were constructive. The CEO has run a state of the nation address at each college</p>	

	<p>and staff appreciate the openness. The Insights Programme has run for Exec and SLT and has now started with CMT. There is a very different population with a focus on wanting greater detail and knowing the why around decisions. The work will help with communications and give a greater understanding on how to communicate effectively and bring people along on the journey. Feedback is that managers have really benefitted from the session and felt it was thought provoking. It was agreed this is a positive step. ACTION: It was suggested including governors on the Insight programme</p> <p>A Mental Health Day is planned with a lot of activities for staff.</p> <p>The Chair asked that given the national wage and the salary position what are the Exec's thoughts about what to do next. The ED Finance and Estates explained that to match the 5.5% would cost £95000 which is not budgeted for and would put the Group into Requires Improvement financial health. There might be an opportunity with growth funding but this won't be confirmed until March 2025 and would over cover the increases for one year. There are the risks if learner numbers start dropping off and how to manage that in the longer term. The demographics suggested that numbers will remain static for the next four or five years. There is uncertainty about what the government will do. There are less pupils in early years, primary and now secondary. The Committee agreed that there are a lot of unknowns and it is about where we sit in terms of financial health to support our staff. The CEO noted that the actual enrolment numbers after 42 days are important for the Committee to consider and these will be available for September starts at the end of October and at various dates depending on a learners start date. An increase of 2% has been included in the budget and there is a discussion about whether to implement this soon. The AoC pay negotiations have started this week.</p> <p>The minimum wage impacts on the levels of pay and one suggestion is to look at a sliding scale of pay with some receiving more because of the impact on minimum wage.</p> <p>ACTION: The Committee agreed a discussion needs to take place on whether more than 2% is affordable. It would potentially attract more staff, learners and a higher quality of education but it would impact on financial health.</p> <p>One governor asked where are we in terms of numbers for 16-18. The CEO reported the Group is around 400-500 up on target. All week there have been meetings with staff to look at attendance and attending to improve and focusing on those below 84%. After this process there will be a much clearer idea on final enrolment numbers.</p> <p>The ED Finance and Estates noted that the census date is 1 November 2024 and that will inform provisional funding for next year. This will be reviewed in the January 2025 R46 return. R14 looks at what the Group has gained and lost through the year.</p>	<p>ED HR, OD and Marketing</p> <p>FRC</p>
<p>11.</p>	<p>Finance Report and July 2024 Management Accounts</p> <p>The Committee considered the report and Management Accounts.</p> <p>Positives and opportunities – the financial position has improved this year with an EBITDA of £2m (compared to £100,000 last year). This puts the Group 10 points into the boundary of Good financial health; staff costs as a % of income are down to 66; and there has been lots of expenditure on buildings and facilities.</p> <p>Risks and challenges – the Group is over the 97% threshold by only £14k on subcontracting and if it does not realise the allocation clawback will be over £200k which will put financial health into Requires Improvement. One governor asked if this will affect the bank covenants and it was confirmed it would not.</p> <p>Only £17k of additional learning support has been realised against £82K. The ED Finance and Estates will look back to see if we have claimed for everything delivered and noted that this work will continue until SYMCA confirm the financial position in late November. It was noted that there are companies that come in and scrutinise everything not claimed but this is at a cost.</p> <p>There is pressure to spend more on staffing salaries.</p> <p>Further transparency around reserves (capital, pensions, revenue). These were previously reported in overall revenue as a deficit and will be reported separately going forward.</p>	

	<p>One governor asked about the refinancing of the loan. Initial Heads of Terms have been received and are favourable including allowing the Group to keep and reinvest any proceeds from Dinnington. [confidential item]</p> <p>Apprenticeships have a reduced income against target. It is an increase of 8% on 2022-23 but the target set was too ambitious and for this year the growth is more realistic. It was noted that one governor had questioned the targets last year feeling they were too ambitious and it was agreed there is a need to really think about targets being set and if they are achievable. The Chair of the Board noted that a paper went to the Quality and Standards Committee and figures are currently 100 under target. One governor noted that it cost £1m last year in what had been budgeted for and asked if this Committee needs to put apprenticeships under more scrutiny this year and provide more time on the agenda. ACTION: It was agreed to include apprenticeships as a standalone item on the Committee’s agenda for the November Committee when there will be a clear idea of how many starts there are, where it stands against budget and the mitigations in place.</p>	ED Finance and Estates
12.	<p>Annual Procurement Report 2024</p> <p>The ED Finance and Estates provided an overview of the report.</p> <p>One governor asked about the marketing budget, noting the Group seem to be procuring higher numbers in terms of future contracts and asked overall how much the Group puts into its marketing budget annually. The ED Finance and Estates explained that the budget includes distance learning, apprenticeships and the marketing team. £570k is the budget which has been consistent for a number of years and the marketing team is static in terms of size with an overall staffing budget of £400k. The ED HR, OD and Marketing reported that over the last couple of years the team has reflected on what is cost effective and what is required and the team includes one person who focus on social media. Work is always ongoing looking at how best to spend the budget. There has been a significant rise in learner recruitment and in part this is due to the excellent work of the marketing team. It was agreed that the work done by the team and impact is really good. One governor questioned the £570k spend on top of staff costs and whether a £1m marketing budget was a lot for the size of the Group. ACTION: There was a request for benchmarking on marketing budget against college size/turnover noting that this is not an urgent request. It was noted that the DfE do benchmarking but it is not broken down.</p> <p>The ED Finance and Estates reported on some staffing changes in the procurement team and external support has been brought in which is working well.</p> <p>The biggest risk for procurement is around the new Procurement Act coming into force in March 2025. A few framework providers are dropping some suppliers due to the more onerous nature of the new Act.</p>	Exec
13.	<p>1. HE Fees Policy</p> <p>The ED Finance and Estates reported that the policy includes the proposal not to increase fees but further work is in progress around a strategy of reducing fees to attract learners. A lot of work is done by the team around the Access and Participation Plan (APP) and if the Group dropped below the APP threshold of £6900 and £7400 to £6149 this would reduce the administration burden which costs around £300k. Modelling shows that a further 50 learners would be needed for HE to stay static in terms of income. Recruitment for HE is a challenge at the moment and this is one of the potential strategies to improve numbers and make the UCR an attractive offer to learners.</p> <p>The Chair asked if the sensitivity analysis is robust enough and whether it would need to come to the Board for further discussion and include more data and analysis. It was noted that the Quality and Standards had discussed HE and agreed that it should come to the Board strategy day on the 22 October as part of the wider discussions on the new Strategic Plan.</p> <p>The ED Finance and Estates explained that there is a requirement to publish HE fees by the 18 October 2024. It was agreed that this a strategic discussion that would require time for the Board to discuss and the ED Finance should bring the Exec’s decision to the Board based on</p>	

	<p>the evidence and information available for next years' fees and the strategic discussion would review the HE strategy alongside the new Strategic Plan and inform fees from the following year.</p> <p>The CEO noted that two local universities have announced big restructures and are reducing their offer which has impacted on the UCR's intake this year. A lot of analysis is taking place and the final picture is not yet available but it is expected HE numbers will be down by around 100 learners.</p> <p>The Chair of the Board noted that the policy refers to publishing the maximum fees and asked if this gives the Group the opportunity to reduce fees while maintaining the current wording in the policy.</p> <p>ACTION: The ED Finance and Estates to take forward further discussions offline and bring back the recommendation to the Board</p> <p>RESOLVED: The Committee recommended to approve the HE Fees Policy, subject to any further actions arising from the Exec's analysis around fees</p> <p>2. Business Continuity, Disaster Recovery and Emergency Plan</p> <p>To note that the FE and Sixth Form DfE college corporation governance guide states: <i>Maintaining an up-to-date business continuity plan is a funding requirement.</i></p> <p>This item was carried to the next meeting.</p> <p>3. Value for Money policy</p> <p>The ED Finance and Estates gave an overview of the policy.</p> <p>RESOLVED: The Committee approved the Value for Money Policy</p> <p>4. Grievance Policy and Procedure</p> <p>The ED HR, OD and Marketing gave an overview of the policy and noted the changes are in relation to new sexual harassment policy legislation. A new Sexual Harassment Policy has been drafted and will come through the Exec for approval.</p> <p>RESOLVED: The Committee recommended to approve the Grievance Policy and Procedure</p> <p>5. Financial Regulations</p> <p>The ED Finance and Estates reported that currently the Financial Regulations delegate approvals over £200k to the budget holder, a member of the Executive and Chair of Corporation which is in conflict with the Scheme of Delegation.</p> <p>Advice from Eversheds governance service is that approvals over £250k should go through Finance and Resources Committee for approval.</p> <p><i>The change would be to allow Value of Order/Contract up to £250k to be approved by the budget holder and a member of the Executive and Orders over £250k to be approved by the budget holder, a member of the Executive and the Finance and Resources Committee.</i></p> <p>One governor asked if the Department for Education changes explained in the briefing session on the College Financial Handbook affect these discussions and the ED Finance and Estates confirmed that it is up to the Group to set up its own delegations and the requirement is to publish and review the delegations.</p> <p>RESOLVED: The Committee recommended to approve an update to the Financial Regulations to allow orders over £250k to be approved by the budget holder, a member of the Executive and the Finance and Resources Committee</p>	<p>ED Finance and Estates</p> <p>ED Finance and Estates</p>
14.	Governance	

	<p>1. Terms of reference</p> <p>The terms of reference of all Committees have been updated so they are consistent in format. The Finance and Resources Committee terms of reference were focused on the financial and HR delegations from the Board and did not cover a number of areas that were included in its cycle of business. These have been included as follows:</p> <ul style="list-style-type: none"> • ICT (including cybersecurity) • Health and Safety • Environment and Sustainability • Subcontracting (shared across Quality and Standards Committee) • The pay framework and pay awards for all staff (shared across the Search, Governance and Remuneration Committee for senior post holders) • Confirmation that the Committee, Board and Group are operating within the requirements of Managing Public Money and the College Financial Handbook • Inclusion of the Board policy framework <p>RESOLVED: The Committee recommended to approve the Finance and Resources terms of reference</p> <p>2. Membership</p> <p>The Committee has a strong membership with relevant skills and expertise, and attendance is strong.</p> <p>Membership for 2024-5</p> <ol style="list-style-type: none"> 1. Paul Lomas (Chair) 2. Jason Austin 3. Margaret Cobb 4. Debbie Marshall 5. Janet Pryke 6. Jenny Worsdale <p>Two new governors will be recommended for approval on the 9 October 2024 Board with financial and estates experience.</p> <p>3. Review of effectiveness</p> <p>There was a good response to the survey and positive feedback around the Committee’s role, effectiveness and impact. Work across all Committees will take place after the Board meeting on Board and Committee papers and this will be led by the Chairs and overseen by the Search and Governance Committee and Director of Governance.</p>	
15.	<p>Minutes:</p> <ol style="list-style-type: none"> 1. RES Board meeting – 27 June 2024 2. NFPC Board meeting - 15 July 2024 3. Capital Projects Steering Group – 20 September 2024 <p>The Committee noted the minutes.</p>	
16.	<p>Contracts over £250k for approval</p> <p>The ED Finance and Estates reported that the changes to the Financial Regulations (item 13) mean that approvals will be less agile due to the number of FRC meetings a year. The aim is for good planning to ensure, where possible, approvals come to the Committee through the year and for the ED Finance and Estates to bring forward proposals for approvals in advance</p> <p>There are three contracts over £250k for Finance and Resources Committee approval:</p> <p>Rawmarsh Road dilapidations [confidential item]</p> <p>RESOLVED: The Committee approved the [confidential item] contract for the dilapidations work at Rawmarsh Road</p> <p>Quiet Tiger Aviation – the company help to deliver the aviation course and a manual contract has been in place while the Group trialled the courses. Recruitment has been very strong and a five-year contract to secure services and provide security for their staffing is proposed. There are get out clauses for both parties and the figures are based on current learners and can be varied. [confidential item]</p> <p>RESOLVED: The Committee approved the [confidential item] contract for Quiet Tiger Aviation</p>	

	<p>The ED Finance and Estates reported that Dukefield Energy has dropped off the framework and the Group is looking for an external partner to look at energy costs. Contracts need to be locked in on the day and the Committee delegated approval to the Chair of the Committee and Chair of the Board subject to the contract meeting value for money criteria.</p> <p>RESOLVED: The Committee delegated the approval of energy contracts to the Chair of the Committee and Chair of the Board.</p>	
17.	<p>Any other items There were no items raised.</p>	
18.	<p>Dates of next meetings: Thursday 21 November (2024) – first item only 17.00-17.30 - on annual accounts joint with Audit and Risk Committee Monday 25 November 2024 Wednesday 5 March 2024 Monday 16 June 2024</p>	

Meeting closed: 19.10

Items carried from the cycle to the next meeting are:

- Health and Safety Policy (to the November 2024 meeting)
- Environment and Sustainability Policy (to be taken forward as part of the new management of E&S)
- Corporate Social Responsibility Policy (to be taken forward as part of the new Strategy)
- Capability Policy and Procedures (to the November 2024 meeting)