



**CALDERDALE COLLEGE
FINANCE AND RESOURCES COMMITTEE MEETING**

Draft Minutes of the Meeting held on 19 November 2020 by MS Teams

Present:

Malcolm Rogers	External Governor & Chair
Peter Clark	External Governor & Chair of the Corporation
Pat Drake	External Governor
Fiona Armer	External Governor
Andrew Wright	External Governor
John Rees	Principal & Chief Executive

In Attendance:

Katherine Disley	External Governor
Julia Gray	Vice Principal (Quality & People Services)
Sharon Bowker	Executive Director (Finance & Funding)
Rob Rawlinson	Director of Operations
Ebrahim Dockrat	Director of Commercial Services and Partnerships (for Item FR/20/152)
Jane Taylor-Holmes	Clerk

Agenda: No items of other business were added to the agenda.

Min Ref.	Minutes	Action
1	FR/20/147 - Apologies for absence There were no apologies for absence from Committee members.	
2	Richard Laycock, External Governor, who was to attend the Committee as an Observer, sent his apologies.	
3	FR/20/148 – Confirmation of eligibility, quorum and declarations of interest No notice had been received of any member becoming ineligible to hold office. The meeting was quorate and there were no declarations of interest in agenda items.	

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	<p>FR/20/149 – Minutes of the meeting held on 17 September 2020</p> <p>4 It was agreed that paragraph 52 would be updated to provide the two main contributing areas.</p> <p>5 Resolved: subject to the amendment, the minutes of the meetings of 17 September 2020 were approved as a true and accurate record.</p>	
	<p>FR/20/150 – Matters arising</p> <p>6 In relation to the LED lighting funding, Mrs S Bowker, Executive Director (Finance and Funding) confirmed that she had a meeting with the LEP and this will be followed up. An update would be provided to the Committee in due course.</p> <p>7 All other matters arising were complete or for completion at a future meeting.</p>	<p>Action: Mrs. S. Bowker March 2021</p>
	<p>FR/20/151 – Capital Grant update</p> <p>8 Mrs Bowker provided an update on the capital grant discussed at the previous meeting.</p> <p>9 Mrs Bowker referred Committee members to the table on the second page of the report which identified the proposed projects. The total value of the proposed works exceeds the amount in the grant and a college contribution of 10.6% was therefore proposed. This would be funded from the £200k College budgeted capital for 2020/21.</p> <p>10 Mrs Bowker confirmed that she had received a letter from the ESFA that confirms that the proposed projects are within the grant conditions. Regular meetings are being undertaken to ensure that works are complete by the end of March 2021.</p> <p>11 On completion of the works, a final report would be submitted to confirm spending.</p> <p>12 Mrs Bowker confirmed that the works proposed are priority projects and had been identified as being needed to be completed as part of the College estate survey.</p> <p>13 A question was raised about the impact of the weather on the planned roofing work. Mr R Rawlinson, Director of</p>	

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14	<p>Operations explained that Kier are completing the work. They have confirmed that they complete more re-roofing work in the winter and will have the necessary equipment in place to ensure that the work will be complete by the 31 March 2021 deadline.</p> <p>Committee members were pleased to see the progress being made.</p>	
15	<p>Resolved: The Committee noted the report.</p>	
	<p>FR/20/152 – Commercial and Partnerships</p> <p>External Funding</p> <p>16 Mr E Dockrat, Director of Commercial Services and Partnerships presented a report providing an update on external funding contracts.</p> <p>17 Mr Dockrat explained that activity is slowing down due to the second lockdown. The College had done well maintaining income to date but there were indications now that take up is slowing.</p> <p>18 Mr Dockrat explained that in terms of impact on financial performance, although income is lower, expenditure is also lower and the department was still maintaining contribution levels to date. This will be reviewed again in the next quarter.</p> <p>19 In terms of new activity; Mr Dockrat referred to the DWP Kickstart Scheme in paragraph 6.4 of the report. The scheme would provide vital service to individuals and local businesses and forms part of the Government’s engagement strategy. The response had been really positive with over 120 placements to date.</p> <p>20 Mr Dockrat referred to an apprenticeship pilot hopefully being launched in January in partnership with WYCC; this again was a positive development.</p> <p>21 Committee members noted that the format of the report was being reviewed to ensure appropriate focus.</p> <p>22 Mr P Clark, External Governor and Chair of the Corporation, asked about a grant received by RISE. Mr Dockrat confirmed that RISE had secured funds to install some vinyls onto the Inspire Centre to create some</p>	

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23	<p>visibility for RISE. A grant of approximately £40,000 had been received which would support the creation of an employers' suite / hub, which would create space for interaction with employers. Work to re-configure the centre had commenced.</p> <p>Committee members discussed the potential opportunity regarding devolution and adult education budgets. Mr J Rees, Principal and Chief Executive explained that this was being considered by the Vice Principal (Curriculum); the adult's skills offer was being reviewed to ensure that mainstream programmes and commercial programmes are better aligned and services offered to meet local need.</p>	
24	<p>Mr Rees commented that it was initially expected that the adult budget would be rolled forward; however, the discussions around the distribution of the adult education fund in Yorkshire may provide an opportunity to look into other growth. This would be considered along with the procurement timetable to ensure that submissions can be made.</p>	
25	<p>Resolved: The Committee noted the report.</p>	
	<p>External Funding – Sub Contracting</p>	
26	<p>Mr Dockrat presented a report on current sub-contracting as at November 2020.</p>	
27	<p>Mrs F Armer, External Governor commented on the usefulness of the RAG rating to support the Committee identify any potential risks.</p>	
28	<p>RESOLVED: to recommend to the Board at its December 2020 meeting the updated list of subcontractors for non-core provision.</p>	
	<p>FR/20/153 – Recruitment 2020/21 update</p>	
29	<p>Mrs Bowker provided an update on recruitment for 2020/21.</p>	
30	<p>This was being reviewed and there was a particular focus on this due to the challenges of online enrolment and the impact of the COVID-19 pandemic.</p>	
31	<p>Mrs Bowker confirmed that as a result of enrolment being online, figures were coming through slower; however, the</p>	

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	updated report provided recruitment figures which were more in line with where the College expected to be regarding student numbers.	
32	In relation to 16-18 learners, Committee members noted the improvement. This had increased to 1530 and planned recruitment was noted. Based on historic trends, numbers should be on plan. Committee members noted the lagged nature of this funding.	
33	In relation to 19+ learners, there was more ability to recruit flexibly throughout the year. Current figures were 1025 learners against 1037 projected in the first term. No issues were anticipated in this area.	
34	In relation to HE learners, this was currently above plan and work was ongoing to ensure plans are in place for all learners in relation to fee payment.	
35	In relation to apprenticeships, with 51 against forecast starts of 84 the number of pipeline starts was positive. Mrs Bowker explained that one of key challenges was the requirements on employers to register online with the Digital Apprenticeship Service. This was impacting on Colleges nationally. Recruitment in this area was positive overall.	
36	Committee members asked about benchmarking data.	
37	Mrs Bowker explained that benchmarking was done a year in arrears, although there is communication locally in the area. Generally, 16-18 learner numbers are improving as a result of demographic.	
38	Mr Rees explained that the Association of Colleges (AoC) runs a voluntary enrolment survey in the first term. The broad picture confirms that 16-18 learner numbers seem fairly healthy with some numbers above plan. The general trend seems to be that colleges are recruiting less well in apprenticeships; however there may be some impact from displacement from 16-18 learner numbers to apprenticeships.	
39	Mr Rees reflected that the college appears to do better than most in 19+ learner recruitment with the trend over multiple years that many Colleges fail to recruit to the adult budget. The College appears to be reasonably well placed in this area.	

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40	Mrs Armer asked about any risk of pipeline apprenticeships not commencing. Mrs Bowker confirmed that all are being assessed and monitored and RAG rated.	
41	Resolved: The Committee noted the report.	
	<p>FR/20/154 – Financial Performance Report</p> <p>Management Accounts to 31 October 2020</p> <p>49 Mrs Bowker presented the management accounts up to Period 3 (end October 2020).</p> <p>50 Committee members noted that the position had improved and the operating deficit of £326,000 was better than the forecast deficit of £840,000 year to date. This was profiled across the year. It was noted that pay costs tend to be fairly stable but income is received in unequal payments.</p> <p>51 Mrs Bowker explained that some variances are favourable but some are due to profiling issues. Table 2 referenced pay expenditure. Mrs Bowker commented that the profiling assumed that the pay award is over a 12-month period; however, it was anticipated that any pay award would not be over the full 12 month period.</p> <p>52 Committee members commented on the generally positive start to the year and the need to ensure that if income is reduced then expenditure is also reduced. It was noted that there continued to be an impact of COVID particularly in the estates team and this was not reducing as originally planned.</p> <p>53 RESOLVED: The Committee noted the report.</p>	
	<p>FR/20/155 – Data Protection Report</p> <p>54 The Committee members received the report.</p> <p>55 In relation to staff numbers completing Cyber awareness training, Mr Rawlinson confirmed that as of the previous week 52% of staff had completed the training. The training was very useful in supporting staff.</p> <p>56 To support ongoing compliance reminders had been sent to staff to complete the training. This was mandatory training and it was live for all staff to complete.</p>	

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57	It was noted that JISC had issued a report to the sector as the sector was being targeted by cyber criminals. There had been significant disruption at other Colleges in this area.	
58	Mrs J Taylor-Holmes, Clerk to the Corporation confirmed that the college has a DPO email address where any potential issues can be reported. One such item has been reported through the DPO email address with no further action required. This was positive as it indicated that the profile of data protection and cyber awareness was improving.	
59	In relation to the potential data breach which was reported to the ICO, it was noted that no further action had been identified by the ICO. Mr Rawlinson confirmed that the College was in the process of working with the College solicitors and IT forensic specialists to review and assess any potential issues within email inboxes.	
60	It was noted that the sort of things which had the potential to be breached were student material and not potentially commercially valuable data.	
61	In relation to the monitoring of compliance with Cyber awareness training, a further update would be provided to SLT next week and the week after, and an update would be provided to the Board in December.	
62	RESOLVED: The Committee noted the report.	
	FR/20/156 – Risk Management	
63	Mrs Bowker presented the Committee’s Risk Register and members noted that there had been no changes to the risks as discussed in September.	
64	It was noted that there should be three arrows showing no movement.	
65	Mrs Bowker commented that an additional column had been added showing the SLT lead; this was welcomed by Committee members.	
66	In relation to staff wellbeing, it was noted that there was a number of initiatives in place to support staff. This had been discussed more fully at the Governor Strategic	

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67	Development session. RESOLVED: The Committee noted the report.	
68	FR/20/157 – Items to be recommended to the Board: It was agreed that the following would be reported to the Board for approval:	
69	➤ The updated list of subcontractors for non-core provision.	
70	It was agreed that the following would be reported to the Board for information:	
71	<ul style="list-style-type: none"> ➤ Appropriate spending had been identified for the capital grant and work was progressing to ensure work was complete within the timescales. ➤ In relation to external contracts, there had been some slowing down; however, the reduction in income was offset by expenditure. ➤ Good progress had been made in relation to recruitment. ➤ Management accounts had been reviewed and were positive to budget year to date, in part due to profiling. ➤ The data protection breach had been noted and no further action was required by the ICO to be taken. ➤ The Committee had reviewed its risks and noted there had been no change. 	
72	FR/20/158 – Dates of Future Meetings Finance and Resources Committee – 25 March 2021 at 5.00pm	

Signed as a true and accurate record

Chair : Malcolm Rogers

Date : 25 March 2021