WEST NOTTINGHAMSHIRE COLLEGE
FINANCE & ESTATES COMMITTEE

Minutes of the Finance and Estates Committee meeting held via Microsoft Teams on Thursday 25th June 2020 at 5.30pm.

GOVERNORS PRESENT:	Paul Frammingham, Chair Andrew Cropley, Principal/CEO Charles Heaton Tony Westwater
ALSO IN ATTENDANCE:	Maxine Bagshaw, Clerk to the Corporation Gavin Peake, Director: IT, Estates & Learning Resources Jon Fearon, Finance Director Matt Vaughan, Vice Principal: Curriculum & Quality (for agenda items 7 & 8) Mike Firth, ESFA observer

		ACTION by whom	DATE by when
1	**DECLARATIONS OF INTEREST** The Chair reminded everyone present to declare any interests that they may have on agenda items planned for discussion. No specific declarations were made and standing declarations were noted.		
2	**WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE** There were no apologies for absence, with all members of the Committee present.		
3	**MINUTES OF THE MEETING HELD ON 30TH APRIL 2020** The minutes were reviewed and it was agreed that they were an accurate record of discussions. AGREED: to approve the minutes of the meeting held on 30th April 2020.		

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4 **ACTION PROGRESS REPORT**

The Committee were happy to note the content of the update provided. It was confirmed that the updated cashflow forecast requested at line 3 would be covered in the 3-year financial plan update later in the meeting at agenda item 10.

AGREED: to note the content of the update provided.

5 **MONTHLY MANAGEMENT ACCOUNTS – MAY 2020**

The Finance Director introduced the written report; key matters noted were:

- The college is broadly in line with forecasts.
- There is £450k deferred apprenticeship income because of a mismatch between revenue earned and income. There will be £750k revenue rolled over into 20/21.
- £3.5 million EBITDA and the college expects to hit target in 19/20 (+£750k carryover into 20/21 regarding apprenticeship income).
- £8.8 million cash balance, which is strong (£7 million net as repayment to the ESFA of £1.8 million is to be made).
- Really strong position.
- Really good outturn expected for 19/20 along with protection for 20/21.

The Committee considered the cashflow position on page 10 and the finance director explained that the actual would be better than the revised forecast. The original plan anticipated that, from January 2020, the college would pay the ESFA a return of funds in four tranches. It would have been roughly £1.5 million by this point in time, however, a deferral was agreed. He confirmed that the cashflow forecast to be submitted to the ESFA would now show the actual position.

The Committee agreed that, overall, there were no surprises and that the current position was in line with previous messages. All agreed that the finance director's proposal regarding a deferral of income was a prudent approach to take.

AGREED: to note the content of the May 2020 monthly management accounts as presented.

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6 **JUNE PAY REPORT**

The Finance Director indicated that there had been a few issues in relation to the payroll this month and therefore he was not in a position to provide the usual payroll report to Committee. He confirmed that there was no information to suggest any issues that will vary the trends previously seen. It was agreed that a retrospective comment would be inserted in the minutes to confirm this. It was subsequently confirmed that pay, excluding restructuring, is on target to be £10k below budget for the year; also, there is a saving on restructuring costs of £150k+.

FD — July 2020

7 **FULLY COSTED CURRICULUM**

The Finance Director started discussions regarding this agenda item and provided a summary of the 16-19 funding at college:

- The college's total 16-19 allocation is £17.295m
- The allocation for learning is £14.893 million
- £14.107 million of this has been allocated to curriculum areas within their plans. This is made up of:
    - Core funding £11.084 million
    - High-cost funding for areas such as construction and engineering £1.471 million
    - Maths and English £1.174 million
- Low-level learner support £786k: this is held centrally
- Learner support income of £2.4.02million is made up of:
    - High needs support £960k
    - Work experience £348k
    - Learner support bursaries £708k (not shown as income)
    - Short-term support for teachers' pension £386k, held centrally

He confirmed that all learning within the curriculum plan amounts to £14.107 million. Bursaries (£708k) are not counted as revenue within the budget as all funds received are distributed, e.g. free school meals, bus passes, etc. Allocation for the teachers' pension is £386k, but it is hoped that more will be allocated from the ESFA for April 20 to July 20; however, this is not guaranteed but is likely. It is not expected that the ESFA will continue to provide this short-term support indefinitely; therefore, the decision taken is not to include this within the curriculum plan/budget as it distracts from the actual operating position. He confirmed that the slides presented show exactly where the college is in terms of spend.

In relation to AEB, he confirmed:

- £6.134 million allocation
- Subcontracting – £3.155 million at a margin of 20%
- Delivery £5.752 million – direct delivery £2.221 million
- Support £0.382 million – ALS £0.207 million and bursary £0.175 million.

In terms of the curriculum plans underlying core principles, these were explained as:

- A focus on 9-10% growth in study programmes in 20/21.
- For 16-18, there are some real areas of growth made up from a number of areas, including progression, breadth of A-Level offer, and strong vocational recruitment. In fact, the college has had to moderate down the potential. There is the potential of over-delivering by circa £800k, however, the college needs to be cautious regarding any overestimation.
- Some areas that need further review, including:
  a) Contribution from engineering – the college would like to increase this.
  b) Fabrication and welding – the college acknowledges that there is a better way to utilise resource and staffing, therefore this area will now be incorporated within multi-skill engineering; this would allow for growth and improvements in terms of quality.
  c) Foundation studies – poor margin but impacted by how central costs are treated.
  d) Catering – a standout underperforming area. The decision has been taken to close the Refined restaurant and kitchens and move to two outlets. This is because the historic arrangements were simply not efficient. The college has not yet imposed cost savings, however, it is believed that moving to a single outlet position will generate more income. It also means that the curriculum has gained three classrooms.
  e) A-Levels – the college has broadened the curriculum and it is expected that recruitment to the sixth form centre will be positive. This is a conscious change to help this area grow.
  f) Access studies – the college has taken prudent approach to recruitment, however, it has seen staggering demand from adults since COVID-19 (specifically, three times more applications). The budget in relation to health care. To respond to this the college is looking at pre-access and the barriers in place which may help to convert to access.
  g) Painting and decorating – this is an area for review, although construction is performing strongly overall.

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h) Central maths and English – not currently provided as separate subject areas but instead are a support service to other curriculum areas.
i) 57.6% margin from curriculum areas, which is a good performance.

In discussion, it was explained that the plan was put together before the impact of COVID-19; therefore, there will be a need to adapt and respond. The overall budget recommended for approval includes a £500k contingency and the release of £750k of deferred income from 2019/20 for apprenticeships.

In relation to apprenticeship provision, the college is seeing strong demand and continued good performance. Within the curriculum plan and budget, the level of activity was moderated down and it was also noted that the college was a late adopter of Standards rather than Frameworks. Expectation for apprenticeship provision in 20/21 is £4.5 million, which includes providing £750k rollover value from 19/20 – this is a prudent approach. This then means that the actual delivery required is £3.75 million for apprentices in 20/21; this minimises the risks regarding this line of activity/income. All agreed that apprenticeship income was critical to the college's plans. The ESFA observer confirmed that the ESFA was looking very carefully regarding apprenticeship income projections throughout the sector, and indicated that this is something that will be scrutinised at every college very carefully.

The Finance Director expressed the view that, if there is a significant drop in apprentices, it is likely to be offset by 16-18 numbers and adults and that, because of this, the college was looking at its ability to be adaptive and respond quickly. The expectation is that apprenticeship demand will eventually come back and the college then needs to be in a position to respond. The college does not want to remove its capacity in this area. He confirmed that the college is looking to be really flexible and be responsive to demand: an example given was in relation to domiciliary care.

The Committee were advised that the college was in a really strong pre-COVID position regarding apprenticeship provision, with a good pipeline in place which is currently on hold.

It was confirmed that the information shared at the meeting today is the assumptions that feed into the budget, which is presented later in the meeting for discussion.

AGREED: to note the content of the update provided

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8 **COLLEGE COLLABORATION FUND (CCF) BID**

The Vice Principal: Curriculum & Quality provided a verbal update and confirmed that he and the team have been writing a bid against a very short time frame. The proposal is a partnership with Chichester College Group, which is an outstanding college. The bid has been submitted to provide support in a number of key areas, including:

- Leadership
- Resilience
- Teaching and learning
- Apprenticeships
- Curriculum design

Bid submission is circa £220k with the need to match fund at 25%. He confirmed that NTU is also engaged as part of the partnership. If the bid is successful, it will mean that the college will match fund at circa £50-£60k; however, the college is trying to identify as the match activity investment that it would have been looking at in any event. He confirmed that the bid will need to be signed off by the Chair on behalf of the Board, and that this is planned for tomorrow to make sure that the college hits the submission deadline.

A question from one member of the Committee was whether or not there were any risks in terms of the partner choice and staff response to this. The Principal confirmed that partner choice was very important. He described Chichester as having a very reasonable approach and not being driven by ego, with staff being very unassuming, modest and demonstrating humility. A challenge from the Committee was that, potentially, their demographic is very different to the Mansfield and Ashfield area and therefore would they fully understand the college's position. The Principal explained that they also serve the Portsmouth area, which has its challenges.

The Committee asked for greater clarity in terms of the period and timeframe for the initiatives proposed. The Vice Principal: Curriculum and Quality indicated that it was a very short window and would run between September 2020 and March 2021. It was acknowledged that this would bring a risk in terms of planning and capacity.

The Committee questioned how the bid and these initiatives will sit with the COVID-19 situation. The Vice Principal: Curriculum and Quality indicated that COVID-19 really links with point 5, i.e. curriculum design. He feels that WNC can really learn from Chichester in terms of their employer engagement, as they take a very premediated and planned approach in relation to employers. He described the bid, if successful, as a real opportunity to support improvements.

Following general discussion, the Committee were happy to support the proposal that a bid be submitted in line with information provided at the meeting.

AGREED:

a) To note the content of the update provided
b) Support the bid submission proposal presented.

(The Vice Principal: Curriculum & Quality left the meeting at 6.15pm)

9 **<u>2019/20 YEAREND FORECAST AND DRAFT BUDGET 2020/21</u>**

The Finance Director provided an update on a number of aspects:

- BKSB is seeing no negative impact as a result of COVID-19 at this time.
- In terms of 16-18 numbers, the college is down by 163; therefore, the decision has been taken to defer income in relation to capacity development fund. This will roll into 20/21.
- Apprenticeship income variance because of deferral.
- AEB slightly up.
- Reduction in commercial income e.g. catering.
- £30.8 million expected outturn.

He then went on to explain how this will feed into the 20/21 budget and indicated that:

- £30.8 million expected in 20/21.
- Less income anticipated in relation to apprenticeship provision,
- Increased AEB allocation (+£300k).
- HE income target has been set, however, the college is seeing stronger demand.
- 'Other' income is fairly flat.
- £400k additional income (however, £750k deferred income), therefore in real terms less is anticipated.
- Partner allocation is less for next year with more delivered directly and, therefore, increased salary costs.
- Christmas bonus is a potential.
- £500k contingency in relation to pay. He advised that there is work underway to look at some 'plan Bs' in terms of class sizes, capacity, etc.
- The college is not assuming student number growth in FE as this is not a government priority.

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The Finance Director indicated that the expectation is that the college will not receive anything other than lagged funding and so would see the benefit of any growth in numbers in future years. He indicated that the college is not being overly optimistic in terms of future planning and, as always, was taking a prudent approach. He confirmed that operational expenditure will be slightly down, therefore the net effect is that the original estimate of £2.3 million is revised down to £2.2 million. He indicated that, given the risks, this would be a good outturn and would give some protection in terms of the risks.

The Finance Director provided a reminder of the lagged funding methodology and indicated that, whilst the college has received funding for exceptional growth in previous years, it is not expecting that it will receive it again. This is a sector affordability issue in the financial year. All acknowledged that the ESFA has been very helpful historically and that this has helped the college on its journey to recovery.

The Committee discussed the proposed payments to partners in 20/21 at £3.21 million, and they questioned what the 19/20 outturn position is likely to be. The Finance Director confirmed that partner payments this year have been lower because of the COVID-19 benefits. A challenge from the Committee was that they would like to specifically see the COVID-19 impact extracted out so as to enable comparisons. The Committee's attention was drawn to line 36, which shows that the costs were lower in 19/20 than expected.

Following detailed discussions, the committee were satisfied that the assumptions and budget numbers for 2020/21 were reasonable and prudent.

AGREED:
A. to note the content of the update provided.
B. to recommend that the board approve the 2020/21 budget as proposed.

10 LLOYDS BANK UPDATE

The Finance Director provided an update and all acknowledged the importance of covenants in relation to the college's position. Key matters noted were:

- Lloyds seem comfortable and understanding regarding the deferral of the BKSB sale until the end of 2022.
- October 2020 covenants assume BKSB sale. The first and second quarter results mean that the college can cover the debt without a sale; however, March 2021 then becomes an

issue.
- The bank's credit committee is meeting in July and will discuss an extension to covenants. Dialogue so far supports the fact that they do not want to see the college go into default and they understand that all stakeholders support achieving sale at the right price and, to ensure this is the case, there needs to be a better understanding of any COVID-19 impact.

AGREED: to note the content of the update provided.

11 UPDATE TO THE 3-YEAR FINANCIAL PLAN

The Committee's attention was drawn to the documents provided and key matters noted were:
- The college does not yet know the price and sale date for BKSB, therefore has assumed no sale in 20/21. This would mean a £9.7 million cash position, which is the most prudent view to take.
- Reconciliation – there is a need to complete and undertake a review against the cash position set out in the bank statements.
- Level of debt with Lloyds and the ESFA is recognised. The fact that it will be considered as repayable immediately is an issue.
- Financial health is moving from 'inadequate' to 'requires improvement'. Sale of BKSB will move the college to 'good'.
- Detailed cash flow analysis included within the papers provided on the portal.
- Capital expenditure of £600k provided for in 20/21 and 21/22. There are areas of the college which need capital support and other options are being explored, e.g. LEP bid regarding automation and robotics.

A question and challenge from the Committee was whether the college's capital plans need to be more ambitious. It was explained that, currently, the only major item is LEP commitment at £220k. Sitting alongside this there is £200k generic IT expenditure. It was confirmed that curriculum requests for cap ex are being reviewed. There is £200k 'free money', however, all acknowledged that this was still very limited. It was confirmed that, when BKSB is sold, the college will lose a significant debt repayment and so will be in a position to consider more capital expenditure. The debt commitment is circa £1.4 to £1.5 million per annum.

In general discussion, it was acknowledged that the fundamental financial position of the college is positive. In relation to EBITDA, the score is 100 out of 100; however, it is the historic debt that is the issue

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and the college scores zero in relation to this, which really brings the calculation down. All agreed that the sale of an asset would resolve the debt position.

In relation to Lloyds, the Finance Director confirmed that there was a contingency should the bank not provide the requested support. The college could pay down the Lloyds debt, however, this is unlikely to be well received by the ESFA. Instead, the college could look to make advance payments and then go into a payment holiday period. He expressed the view that the risks in relation to Lloyds were considered to be very low as they really don't want the college to go into a breach position. That said, however, the fall-back position would be 2.5 years loan payment in advance. He reminded again that the credit committee is meeting in July and all signs so far are that the bank will continue to support the college.

AGREED: to note the content of the update provided.

12 **SUBCONTRACTING**

The Finance Director introduced his detailed written report and confirmed that payments for the year are £2.5 million. He specifically referred the Committee to the appendices, which summarise payments made following COVID-19. He summarised the position as:

- Chameleon School of Construction Limited – they have not furloughed staff and have supported all learners.
- Deere Apprenticeships Limited – they have not furloughed and have supported all learners.
- Essential Site Skills – they have not furloughed and have supported all learners.
- Linden Management (UK) Limited – they have not furloughed and have supported all learners.
- One to One Support Services Limited – they furloughed 50% of staff for one month; however, after speaking to the college, they brought them back and continued to support learners.
- Qualitrain Limited – they have furloughed staff; however, they are engaged with Bombardier and, because of significant recruitment, are now restarting delivery and will use the balance of the allocation. In fact, it is believed that they will overrun, therefore the proposal is to provide an extra £25k allocation to support them; this will lift their allocation to £650k in year. He advised that this is the only change proposed in relation to 19/20. The Committee were happy to recommend this to the Board.
- The Inspire and Achieve Foundation – they have maintained

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staff and are supporting the college.

- White Rose – £325k outturn anticipated. They did not furlough staff and have maintained distance learning.
- Trackwork Limited – all staff on furlough, therefore no payments from the college.

The Finance Director then went on to discuss subcontracting in 20/21 and drew the Committee's attention to appendix 2. Key highlights noted were:

- All providers support delivery of the College's strategic objectives.
- New provider – ATT – £100k of local provision focus on employability and basic skills; this was planned to start in 2019/20.
- No contract for Essential Site Skills as the college aims to meet this market locally.
- Reduced allocation for Linden Management. The aim is to reduce reliance on this provider and focus their work more locally, although the college may offer more work later based on the results of initial activity.
- Reduced allocation to Qualitrain while the college looks to them to increase local/D2N2 work; this could also increase due to the recruitment at Bombardier.
- Substantial increase to Inspire and Achieve, reflecting their work locally and a priority area of activity. However, some of the Inspire and Achieve 16-18 growth may not be funded until 21/22. 16-18 payments will be accounted for as paid, which will transfer approximately £50k of cost into 21/22 to match income.
- Development Fund approved last year – this is an initial pilot and further value may be allocated later. The Committee were asked to note that the disputed historic debt has been written off following delays in starting provision in 19/20.
- White Roses work in D2N2 has a good progression into employment or Level 3.
- Reduced allocation for Trackwork as funding is removed for the West Midlands and West Yorkshire. This rail training has a strong track record of securing employment.

In general discussion it was noted that:

- The proposal is to end the relationship with Essential Site Skills as it is not considered viable to maintain such a small partnership.
- Linden are the largest subcontractor that the college has and

has been reliant upon them for a long time. The college is looking to downsize the contract as an inducement to improve the flow of information and force them to address the lack of administrative support.

- Relationship with One to One is working really well.
- In relation to Qualitrain, there is an initial lower allocation to push them to focus more locally, although there is the potential to support with more activity.
- In relation to Inspire and Achieve, the increase is to support more Prince's Trust activity.
- White Rose look like they will outturn positively.
- Trackwork is expected to see an upturn because of redeployment and also a national cash injection into this sector. The government wants to see real growth in the rail industry; however, the college needs to make sure that it is locally focused.
- There is an unallocated amount of activity and it was explained that this is because the college is looking to move more in-house.

The Committee then went on to discuss subcontracting in relation to the 16-18 allocation, and it was explained that there are some growth opportunities for Inspire and Achieve. There are some college students who really should not be starting at the point they do and need another year to get them college-ready.

In terms of the proposals presented, the Committee were happy to support; all agreed that they align with the strategic direction and priorities of the college.

AGREED:

a) To note the content of the update provided
b) Recommend that the Board approve an increased allocation to Qualitrain for 19/20 of £25k.
c) Recommend that the Board approve the 20/21 subcontract proposals as presented.

13 **<u>RISK REPORT</u>**

The Finance Director presented this item and drew the Committee's attention to areas where the arrows identify a change in the risks. Key matters noted were:

- Risk in relation to COVID-19 has now decreased as the college has not been impacted in 19/20 and significant mitigation has been put in place to manage the risks in relation to this.
- Risk in relation to HE numbers has reduced and, in fact, the

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college now needs to remove this. HE market next year will be really tough, but that is no longer a college risk because of the relationship agreed with NTU.

- Risks in relation to income targets have increased, mainly due to the uncertainties regarding apprenticeship provision. This is an area to watch, but assurance was given that the college has taken a really prudent view in relation to this.
- Risk in relation to staff costs has increased as a consequence of the fact that the college may not be able to operate 'normally' and some extra costs may be incurred.
- Risks in relation to bank covenants have decreased on the basis of good conversations with the bank and a contingency solution identified.
- Risk in relation to levy-paying relationships has increased as it is very difficult to engage in the current circumstances.
- Risk in relation to electrical and plumbing apprenticeship provision has increased. This is a particular weakness in construction provision, and the college is not making improvements in quality quickly enough. The college is in conversation with JTL regarding a partnership and is currently trying to put a deal together.
- Risks in relation to NTU transfer have decreased as the college is now at the fine tuning stage in relation to documentation. The only outstanding aspect is for the college to vacate the buildings.
- Risks in relation to employer partnerships have increased and this reflects the current challenges.
- Risks in relation to BKSB have decreased as forecasts are now back on target and the company seems to have fixed the retention issue that was seen at the start of the year.

The Committee thanked the Finance Director for the update and confirmed that this demonstrates that everything is under control and that risks are being well managed.

AGREED: to note the content of the update provided.

14 **<u>2019/20 EXTERNAL AUDIT OF FINANCIAL STATEMENTS – KEY MILESTONE DATES AND AUDIT TIMETABLE</u>**

The Finance Director provided a copy of the audit strategy memorandum prepared by KPMG and there were a number of matters specifically brought to the Committee's attention:

- There are a couple of aspects in fixed assets which may be overvalued – i.e. have too long a life – and the college and auditors are currently reviewing this.

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- The college will seek to write down the asset value of Chesterfield Road and Thoresby Street, given the sale in relation to the latter.
- Balance sheet has a large provision for deferred capital grant. The college is looking at a mix of assets and performance method; however, external auditors have indicated that it has to be treated one way or the other. There are good arguments to support performance method. There is real value in changing the approach and auditors seem to support this in principle. This will certainly put the college in a better position so far as the outside world is concerned. It would need a note in the accounts regarding the change in accounting policy. The Committee asked whether there would be any negative impact in relation to the change. The Finance Director expressed the view that there were no negatives but a very strong benefit, and that it was difficult to see a downside.

A question and challenge from the Committee was whether there were any governor liability risks in terms of insolvency. The Finance Director reminded that the Board has received training from Eversheds and also the fact that governors are insured. The key issue is for governors to be confident that the college is trading legally and can demonstrate that it is trading out of the current challenging circumstances.

The Committee made the observation that it is often beneficial to have a change in auditors so that they come with a fresh perspective.

AGREED: to note the content of the update provided.

15 **TREASURY MANAGEMENT POLICY – A REVIEW**

The Finance Director introduced this item and explained that one key change had been made: this is to reflect the fact that the college's relationship with Lloyds remains a key priority. They provide very preferential terms for the current account, therefore there is benefit in retaining all cash with Lloyds. The Finance Director acknowledged that the situation would change when the relationship with Lloyds becomes less important; however, given the current financial market, it is not advisable or worthwhile looking around to source alternative places for cash. He agreed that the position would be reviewed again once the BKSB sale takes place and, at that point, reserves would look to be invested with a pool of organisations, all of whom would be low risk.

The Committee were happy that there was a clear rationale in place for leaving funds currently with Lloyds, and they were happy to support the proposed minor amendment to the Treasury Management Policy as presented.

AGREED:

a) To note the content of the update provided, and
b) Recommend that the Board approve the proposed update to the Treasury Management Policy as presented.

16 **EXCEPTIONS REPORT**

The Finance Director confirmed that he had no matters that needed to be brought to the Committee's attention.

17 **CONSTRUCTION CENTRE – HEALTH AND SAFETY UPDATE**

The Director: IT, Estates and Learning Resources introduced this item and confirmed that the health and safety position at the construction centre is vastly improved upon prior reports. A new appointment has been made who has really made good progress and has closed down virtually all of the outstanding actions.

In terms of health and safety generally, concerns remain in relation to the significant increase in non-college accidents, with the largest increase being in relation to self-harm. This is a drain on college first aid resources and there appears to be an increasing number of students presenting with mental health issues. The Committee were advised that the statistics provided relate to the pre-COVID lockdown position and a huge increase had been seen in a term and a half.

Other matters noted were:

- In relation to RIDDOR, the college is in a positive position with no incidents of concern. There have been some minor slips and trips and training requirements have been identified in some areas.
- In relation to audits, there is only one outstanding action: this relates to an area where a new manager was appointed during lockdown.
- New risk assessment format introduced.
- Exceptionally good response to the fire evacuation drills.
- In relation to first aiders, they have been fully trained in relation to COVID-19 and have PPE. All feel comfortable and confident.
- There is a defibrillator in every one of the college buildings and staff are trained in relation to their use. Monthly checks take place.

In relation to near miss reporting, this has been picked up and discussed specifically with new assistant principals as part of their induction planning. There have been discussions regarding how the college can get people to take the trouble to report. The intention is to introduce a new, very easy, way of flagging up issues; these will be supported by awards for engagement with health and safety and will have a focus on near misses. A challenge from the Committee was that the system introduced has to be as easy as possible to encourage participation. Committee members acknowledged that near miss reporting is heavily incentivised in other businesses, however, they acknowledged that there needed to be caution in terms of encouraging the wrong behaviours.

In terms of near misses, the Committee were advised that student feedback is really valuable and the college has now made it really easy for them to provide information. It was confirmed that the systems are now in place and that there now needs to be a body of work to incentivise and motivate to report. All acknowledged that this was a culture issue and that, over time, it needs to be ingrained with both staff and students taking responsibility.

COVID-19 has really limited the number of staff and students on site. Students have staggered attendance to manage capacity. The small numbers on site do mean that there is only a small percentage of site capacity being used.

The Committee made the observation that it was really pleasing to see the progress made.

AGREED: to note the content of the update provided.

18 **ESTATES UPDATE**

The Director: IT, Estates and Learning Resources provided an update on a number of areas.

1) Derby Road

- The estates team has been asked to create a specific maths and English zone. The college uses eight maths and English classrooms at any one time, and these are to be moved to one specific area and will sit side by side.
- Business students have been moved to a business zone on the fifth floor. Support staff have been moved to accommodate this and some will move to the first floor.
- Move-out to accommodate NTU is taking place and the buildings will be clear ahead of schedule.

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- The post room is to be moved and will act as a second reception.
- In terms of kitchens, the Refined kitchen will move; this avoids the curriculum having to move food and equipment between sites, which is not ideal. Facilities at Relish are much more suitable in terms of the curriculum and operational resources. It was explained that the Relish kitchen was installed in 1992 and the intention is to take out all of the Refined equipment, which is newer, and put it in the Relish kitchen.
- Relish kitchen equipment will be removed and provided to the animal care provision, e.g. stainless steel worktops. The college will use the rear of the nursery building to support animal provision and there will be animals on site; a future option being explored is a 'doggy day-care' centre. Construction students are helping with this project.
- In foundation studies, the college is creating a 'bedsit' so that this can be used as a real-life test area.
- In hair, some equipment is being moved and barbering stations created.
- In engineering, extra classrooms are being created in the mezzanine area.

In terms of all of the work required, it was explained that the college has been able to start earlier than usual because of COVID-19.

2) <u>Chesterfield Road</u> – it was confirmed that there is not a significant amount of work to do. Work includes fixing a number of small leaks in the roof and cleaning out the guttering. In September, provision will be moved to Chesterfield Road, including community courses and access. Science equipment has already been moved. This building will also house an apprenticeship testing centre. Inspire and Achieve may rent a couple of rooms; however, this has not yet been finalised. It was explained that the college has still not been able to connect the site to power; however, it has resolved the fibre issue with BT on the basis that power will be supplied by a generator rather than mains. This will be until mains electricity is reconnected.

AGREED: to note the content of the update provided.

19 <u>COMMITTEE REVIEW</u>

The Clerk took the opportunity to summarise the aspects to be considered at the meeting.

P Fanning

Signed : ____ _____________Chair Date: 08.12.2020

	1) <u>Terms of Reference</u>		
	The Committee all agreed that they remain fit for purpose and, in terms of self-assessment, that all aspects required were being considered. They invited the members of the executive to identify anything that was not being covered. The executive felt that there was sufficient flexibility within the arrangements for any matters to be brought to the Committee's attention and discussed.		
	It was noted that, for the next academic year, meetings will move to every other month. The Committee were assured that, in the months where there are no formal meetings planned, they will receive copies of the management accounts in any event. It was agreed that the management accounts would be sent out to committee members before circulating to main Board for any questions and comments.	Finance Director	20/21
	A suggestion made and accepted was for the Finance Committee to have a separate area on Microsoft Teams so that they can share information and papers rather than email exchanges. They felt that this would better allow conversation and shared questions.		
	In terms of membership, the Committee all felt that an appropriate skills balance was in place.		
	In relation to the workplan for 20/21, a challenge from the Committee was that it did not appear to include sufficient specifics regarding the college's ICT strategy and information risk strategy. The Clerk confirmed that she would liaise with the Director: IT and Estates and Learning Resources to identify when in the year these will be best reported.		
	AGREED: a) To note the content of the update provided b) Recommend that the Terms of Reference and membership for 20/21 continue unchanged c) With the addition of ICT strategy and information risk strategy reporting, to agree the work plan for 20/21 as presented.	Clerk	June 2020
20	**<u>AOB</u>**		
	There were no items of additional business.		
21	**<u>DATE AND TIME OF NEXT MEETING</u>**		
	The Clerk confirmed that this is Tuesday 29th September 2020 at 5.30pm.		

Signed : ____ _____________Chair Date: 08.12.2020

CONFIDENTIAL ITEMS

It was agreed that confidential items would be recorded separately.

P Fremmingham

Signed : ____ ____________Chair Date: 08.12.2020