

## BARNSELEY COLLEGE BOARD OF GOVERNORS

### MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 28 JUNE 2016

#### PART I

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<b>PRESENT</b>	G Beever	Governor
	R Dewar	Governor (Chair)
	G McSkimming	Governor
	P Jagger	Governor
	C Webb	Governor (Principal)

<b>IN ATTENDANCE</b>	A J Oaks (Clerk)
	S Perryman (Chair of Board)
	Y Koursis (Deputy Principal)
	T Johnson (VP Corporate Services)
	L Lawton (VP Finance)
	J Miccoli (VP Teaching, Learning and Student Support)
	P Skelland (Director of Estates)
P Briscoe (VP Quality)	

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#### **APOLOGIES**

16.93 Apologies were received from S Brian.

The Chair of the Board was in attendance.

#### **DECLARATIONS OF INTEREST**

16.94 The Chair reminded members of the requirement to declare any financial or personal interests in any agenda items. Members reserved the right to declare any interests should any arise during the course of the meeting.

#### **MINUTES**

16.95 The minutes of the meeting held on 19 April 2016 (Part I) were agreed as a true and accurate record and were signed by the Chair.

#### **MATTERS ARISING**

16.96 The Committee received a list of actions arising from previous meetings which were noted with no further action to take forward.

#### **MEMORANDA OF UNDERSTANDING WITH COLLEGE COMPANIES**

16.97 The VP Finance had undertaken an annual review of the MOU's with College subsidiaries and iTrust and had recommended minor amendments to reflect current appointments to the Board. The MOU's would be considered for approval by the respective Boards of Directors in the Autumn term. Following the Chair's question regarding an independent review of the MOU's for example by auditors, the VP Finance remarked that the Auditors had reviewed the first drafts and since that time no significant changes had been made.

**RESOLVED 16.97**      **To recommend the Memoranda of Understanding between the College and its subsidiaries, and with iTrust, be approved.**

#### **FINANCIAL REGULATIONS**

- 16.98 The VP Finance reported that an annual review of the Financial Regulations had been undertaken and minor changes proposed which were set out in the paper. From a controls perspective the Audit Committee had been content with the document. The amendments reflected changes in roles and responsibility of specific staff within the College; security of cash; Accounting Policies to reflect the FRS102 transition and authorisation of payment runs.

**RESOLVED 16.98 To recommend the Financial Regulations be approved for 2016/17.**

## **ILT STRATEGY**

- 16.99 The Committee received a report setting out the level of capital expenditure required to meet the demands of the IT/ILT Strategy which would operate from 2016/17 to 2018/19. The Deputy Principal spoke to the paper, informing the Committee that he anticipated the link Governors would review the Action Plan before the start of the academic year to support this particular strategic priority. A Draft Strategy had been appended for information to demonstrate the approach to be taken to address this objective, which involved a capital spend of £2m over the three years. The Committee acknowledged the commitment being made to achieving high levels of student satisfaction, successful retention and future recruitment by the implementation of a robust and flexible IT/ILT system.
- 16.100 Governors raised questions around current plans which were shared by the Deputy Principal and the VP T&L and Student Support. P Jagger commented that he welcomed the implementation of the strategy as it featured largely as a significant issue within student feedback in both surveys and at the seminar. The Chair reiterated his comments, adding that it was crucial to demonstrate the impact of strategic objectives on learners.

The Report was noted and received.

## **AGRESSO FINANCE SYSTEM**

- 16.101 The Committee received a report on the implementation of the Agresso Finance system which had been 'live' since 3 August 2015. Procurement was concluded on 7 April 2015 with Agresso Business World owned by Unit 4, being the preferred system. Unit 4 had outsourced the implementation of the new system to project managers, Williams Woodward. Early in implementation the start date of 1 August 2014 was not considered achievable by them, and a revised date of 3 November 2014 had been agreed. Further issues were identified which caused delays and the system did not go 'live' until 3 August 2015. The report highlighted issues that had been experienced during the transition process which were mainly due to Williams Woodward's poor project management. Since implementation, Unit 4 had conducted an audit and raised issues of concern which resulted in a PM being assigned by them to evaluate and manage the problems. A senior consultant spent 10 days on site assessing main areas of concern. Two significant issues were still to be resolved which the Committee were apprised of. The project was not considered fully complete and therefore £83,735 was being held back from the supplier.
- 16.102 The College's internal Auditors had undertaken a review of the implementation of the system and made three recommendations, all of which were work in progress and would be addressed by September.

## **TUITION FEES, FE LOANS AND COMMERCIAL INCOME**

- 16.103 The VP Curriculum provided an update to the Committee in respect of performance against budget lines for FE Tuition fees, FE24+ loans and commercial income. A shortfall in FE 24+ loans of £80k was recorded in Health Sciences and Social Care professions due to the number taking out loans being lower than anticipated. Further full cost courses that were planned to run later in the year had not been delivered thereby impacting adversely on the forecast. The report indicated that the commercial income target had increased by 2.3% compared to 2014/15, with many departments performing well. Forecast was £50k down

against budget. The VP Curriculum advised the Committee that an element of risk existed in terms of income targets being met, particularly in engineering and Business and management, due to lower recruitment onto full cost courses. The position would continue to be monitored at Performance Review.

The Report was noted and received.

#### **HR UPDATE**

16.104 The Committee received a report highlighting recent restructuring that had taken place in three departments. Hair and Beauty Department had been unable to improve its position sufficiently to avert a restructure and five staff were at risk of redundancy. Consultation with Unions had been positive, with all parties being satisfied with the outcome. With staff taking voluntary severance, compulsory redundancy had not been necessary. Following questions from Governors regarding the consultation process, the VP remarked that the Unions had been very supportive and understanding of the college's aim to resolve the situation as amicably as possible. The Principal commended the work undertaken by the VP CS in the process, which had made staff feel valued.

16.105 A summary was provided regarding the recent leadership and development programme that had been delivered to all heads of department and some members of SMT. The results of the programme were shared with Governors and improvements in competencies, particularly amongst management, which were significant, were noted. To conclude the report Governors were given the latest accident statistics which were significantly lower than in the same period last year. Seven RIDDOR had been reported, the same as in 2014/15.

The Report was noted and received.

#### **REPORTS FOR INFORMATION**

16.106 The Chair referred to remaining reports which had been provided for information, stating that if members were content with the report they could be noted and received.

#### **CALENDAR OF MEETINGS AND CYCLE OF BUSINESS**

16.107 The Committee received a calendar of meetings for 2016/17 aligned to a cycle of business. The Chair reminded members that the Committee would review the Terms of Reference at the next meeting.

There being no further business, the Chair declared the meeting closed.

End of Part I

Signed \_\_\_\_\_ Chair

Date \_\_\_\_\_