



BOARD OF GOVERNORS POLICY & RESOURCES COMMITTEE

MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD ON WEDNESDAY, 7 DECEMBER 2016 AT THE LANGLEY CENTRE

		<u>Meeting Attendance</u>
PRESENT:	Tony Dixon (Chair)	(1 out of 1)
	Ken Lamb (Vice Chair)	(1 out of 1)
	Kate Webb (Principal)	(1 out of 1)
	Gill Briggs	(1 out of 1)
	David Knowles-Leak	(1 out of 1)
IN ATTENDANCE:	Graham Try (Deputy Principal, Finance & Resources)	
	Pankaj Makwana (Head of Finance)	
	Julie Shah (Director of HR)	
CLERK:	Lynn Payne	(1 out of 1)

PART I

<u>MINUTE NO.</u>		<u>ACTION</u>
	The meeting started at 4.35pm	
1	<p><u>Election of Chair and Vice Chair 2016/17</u></p> <p>The Clerk invited Members to elect a Chair and Vice Chair of the Committee for the next academic year. All Members agreed Tony Dixon be appointed Chair and Ken Lamb be appointed Vice Chair.</p> <p>Both Tony and Ken were happy to take on the roles of Chair and Vice Chair of the Committee respectively.</p>	
2	<p><u>Apologies for Absence</u></p> <p>There were no apologies for absence.</p>	
3	<p><u>Declarations of Interest</u></p> <p>No member declared any conflict of interest with the agenda.</p>	
4	<p><u>Minutes of Previous Meeting Held on 22 June 2016</u></p> <p>The minutes of the meeting held on 22 June 2016, having been previously circulated to members, were agreed as a true record and signed by the Chair. All Members were agreed.</p>	
5	<p><u>Matters Arising</u></p> <p>The matters arising were noted.</p>	
6	<p><u>Standing Agenda Items:</u></p> <p style="padding-left: 20px;">i) <u>Risk Management Action Plan 2016/17 Update</u></p> <p>This item was presented by the Deputy Principal, Finance & Resources. Members considered the high risks within the Committee's remit. The report was noted.</p>	

MINUTE NO.**ACTION**ii) Treasury Management Update

This item was presented by the Head of Finance. There was a discussion on the College monies held in the Bank of Scotland and Members agreed to retain the monies invested there at this time.

- a) Members had received the annual report on the performance of the treasury management function in 2015/16
- b) Members had received the latest credit ratings of the college's approved counterparties
- c) Members had received details of the college's current investments and had a useful discussion around these.

The report was noted.

7 Report and Financial Statements for the Year Ended 31 July 2016

This item was presented by the Deputy Principal, Finance & Resources. Members considered the report and financial statements and agreed to recommend these to the Board for approval.

All Members were agreed.

Refer to Corporation

8 Period 3 Management Accounts to 31 October 2016

This item was presented by the Deputy Principal, Finance & Resources. Members were advised that the College's forecast year-end income and expenditure position was for a surplus of £67,000, which would be £17,000 higher than the £50,000 approved surplus budget for the year. The Deputy Principal went through the detailed reasons for the year-end variations. He advised Members that it was important to achieve a final position for the year that was either in line with or, preferably, an improvement on the £50,000 approved surplus, in order to return the college to an operating surplus in the current year, following the two years of an approved, planned deficit. He said, in summary, that the college was currently forecasting to marginally exceed the £50,000 approved deficit budget.

The report was noted.

9 Staff Pay Award 2016/17

This item was presented by the Deputy Principal, Finance & Resources and the Principal.

Members were asked to recommend to the Board a staff pay award of 1%, from 1st September 2016.

All Members were agreed.

Refer to Corporation

10 Enrolment, Funding and Growth 2016/17

This item was presented by the Principal. Members were asked to note the analysis of enrolment figures to date for 2016/17. The Principal advised Members that currently the 16-18-year-old enrolment was below the target of 2,270 and she said that early withdrawals would mean that this figure could decrease before the important census date of December 2016.

The Principal advised Members that more course starts were planned for January and Managers would closely monitor figures over the coming weeks. Current 16-18 performance had been taken into account in the merged financial forecast. The Principal advised Members that Higher Education recruitment was going well.

The report was noted.

11 Annual Human Resources Report 2015/16

This item was presented by the Director of Human Resources. Members were asked to note the Director's report and recommend it to the Board for approval.

All Members were agreed.

Refer to Corporation

MINUTE NO.

12

Health & Safety

a) Health & Safety Annual Report 2015/16

This item was presented by the Director of Human Resources. Members were asked to note the Health & Safety Annual Report 2015/16 and to agree to recommend to the Board the Health & Safety Policy 2016/17. Members noted the annual report and agreed to recommend the policy to the Board for approval.
All Members were agreed.

b) Health & Safety Autumn Term Report 2016/17

Members received the report, which was noted.

13

Committee Self Assessment

This item was presented by the Clerk. Members were pleased to agree the extent to which they had contributed to the performance indicators of the Corporation through this Committee.
All Members were agreed.

14

Evaluation of Meeting

Members were pleased to complete an evaluation of the meeting.

15

Dates and Times of Future Meetings

Members noted the dates and times of future meetings as:

6.00 pm on: Wednesday, 8 February 2017

7.00 pm on: Wednesday, 3 May 2017

6.00 pm on: Wednesday, 14 June 2017

16

Any Urgent Business

There was no urgent business.

The meeting ended at 4.05pm

ACTION

Refer to Corporation

Refer to Corporation

At this stage of the meeting it was agreed by all members present that matters of a private and confidential nature were to be discussed and had there been any members of the public present they would have been asked to leave the meeting.

Chair

Date