



THE CORPORATION OF EAST SURREY COLLEGE

FINANCE AND RESOURCES COMMITTEE

MEETING HELD ON MONDAY 17 SEPTEMBER 2018

Meeting commenced: 18.10

Meeting ended: 19.00

PRESENT

Mr Andrew Baird	Independent Member	
Mr Phillip Kerle	Independent Member	Chair
Mr Simon Bland	Independent Member	
Mrs Jayne Dickinson	Principal and Chief Executive	
Mr Charlie Martin	Support Staff Member	

APOLOGIES FOR ABSENCE

Mr Ganesh Kumar	Independent Member
Mr Kevin Standish	Deputy Principal: Curriculum and Standards

IN ATTENDANCE

Mrs Jyoti Baker	Vice Principal: Finance and Resources
Ms Mitzi Gibson	Director of HR and Professional Development

CLERK

Mrs Sue Glover	Clerk to the Corporation
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FRC.31.18 DECLARATION OF INTERESTS

Members and officers were reminded of the need to declare any personal or financial interest in any item to be considered during the meeting.

FRC.32.18 APOLOGIES FOR ABSENCE

Apologies were received from

Mr Ganesh Kumar	- business commitments
Mr Kevin Standish	- business commitments

FRC.33.18 APPOINTMENT OF CHAIR OF THE COMMITTEE

The Clerk advised the Committee that following the retirement of the previous Chair of the Committee, Mr Ray Elgy, at the end of July 2018 a new Chair is sought.

Members were informed that, in accordance with the Terms of Reference and Standing Orders of the Committee, the Chair shall be appointed from among the independent members of the Committee. Members were informed that, following the invitation to members to submit nominations for the Chair, Mr Phillip Kerle had been severally nominated for the position.

RESOLVED

The Finance and Resources Committee recommends to the Corporation Board that Mr Phillip Kerle is appointed the Chair of the Committee.

FRC.34.18 NOTIFICATION OF ANY OTHER BUSINESS

Members agreed that there was no other business to be considered.

FRC.35.18 UNCONFIRMED MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 28 JUNE 2018

The minutes of the meeting were approved and signed as a correct record, subject to minor amendment as discussed.

FRC.36.18 MATTERS ARISING AND ACTION POINTS FROM THE MINUTES OF THE MEETING

Members agreed that there were no matters arising from the minutes of the meeting.

Members noted that all Action Points arising from the meeting had been addressed to the satisfaction of the Committee.

FRC.37.18 COLLEGE POLICIES

The Vice Principal: Finance and Resources presented, for consideration and approval, the following College policies:

ESC 01 Financial Regulations

ESC 60 Health and Safety Policy

ESC 13 Financial Support for Students Policy

The Committee was advised that

- A regular cycle of reviews ensure that College policies take account of any changes in legislation
- The policies have been reviewed and approved by the College Directorate

Members were advised that

- The significant changes to the existing Financial Regulations are
 - Amended references to Data Protection Acts to GDPR
 - Clarification to Debt Collection policy with reference to referrals to debt Collection Agencies
 - Inclusion of table regarding Purchase Order Authorisation structure and limits
 - EU Tendering regulations updated
 - Inclusion of appendices regarding suppliers exempt from Purchase Order Commitment and expansion of the regulations to cover the 'Surrey Skills Limited' subsidiary entity
- There are no changes to the Health and Safety Policy and it remains fit for purpose for 2018/19
- The changes to the Financial Support for Students Policy are
 - Raised level of family income, which raises the number of students entitled to support
 - Addition of new funding for the Capacity and Delivery Programme, which is a new work experience programme with the funding available to students predominantly for travel

Simon Bland arrived

The Director of HR and Professional Development presented, for consideration and approval, the following College policies:

- **ESC 27 Local Recognition and Procedural Agreement Policy – minor change**
- **ESC 37 Attendance Management Policy (Staff) – no change**
- **ESC 80 Disclosure and Barring Check Policy – minor change**
- **ESC 09 Equality Policy for Employees – no change**
- **ESC 28 Probationary Policy – no change**
- **ESC 29 Bullying & Harassment Policy – no change**
- **ESC 34 Redundancy Policy – no change**

Members reviewed each of the policies, noting the proposed changes and approved the policies for further consideration and approval by the Corporation Board.

Members noted the key impact measures arising from the report, in particular the Risk implications.

RESOLVED

The Finance and Resources Committee approves and commends for endorsement by the Corporation Board the following policies

- ESC 01 Financial Regulations**
- ESC 60 Health and Safety Policy**
- ESC 13 Financial Support for Students Policy**
- ESC 27 Local Recognition and Procedural Agreement Policy**
- ESC 37 Attendance Management Policy (Staff)**
- ESC 80 Disclosure and Barring Check Policy**
- ESC 09 Equality Policy for Employees**
- ESC 28 Probationary Policy**
- ESC 29 Bullying & Harassment Policy**
- ESC 34 Redundancy Policy**

FRC.38.18 FINANCIAL REPORTING

The Vice Principal: Finance and Resources presented, for information, a report detailing

- Year-end outturn position for 2017/18
- Enrolment for 2018/19
- KPI dashboard for Finance – July 2018

Members considered the detail of the year-end outturn position for 2017/18, noting:

- The forecast is an operating surplus of £1,066k, a positive variance of £421k compared to the forecast outturn in May 2018
- The significant improvement of £421k is due primarily to additional income earned and savings in pay costs
- Cash and income and expenditure reserves are significantly improved with this outturn with a positive movement in the Local Government Pension Scheme by circa £2m
- The cash balance at the year-end is £6.5m
- The College continues to meet its bank covenants
- The College's financial health as calculated by the funding agency remains outstanding

In discussion, members agreed that the College has had a positive year and the forecast outturn gives the College financial resilience and stability to invest in

growth. The Committee asked that thanks on behalf of the Committee and the Board are passed on to the Finance Team for all their hard work and support in achieving such a positive result.

Members reviewed the KPI Dashboard at 31 July 2018 for Actual against Budget and Actual against the same period for the prior year for

- Tuition Fees
- Employer Engagement Income
- Additional Contract Income
- Staff FTEs
- Staff costs as a percentage of total income
- Staff costs as a percentage of total income excluding subcontract
- Cash balance at month end
- Supplier invoice payment days
- 12 month rolling cashflow forecast

AGREED

The Finance and Resources Committee receives and notes the year-end outturn position for 2017/18 and the KPI Dashboard for Finance at 31 July 2018

FRC.39.18 ENROLMENT: 2018/19

The Vice Principal: Finance and Resources presented, for information, a report on the enrolment position for 2018/19.

Members considered the report, which provided information in respect of the preliminary position on enrolment at this date relative to:

- ESFA Funding Stream for
 - 16-18 EFA full time
 - 19+ EHCP
 - ACM
 - 19+ full and part time
- Recruitment of Apprenticeships – all ages
- HE enrolments
- High Needs funding

Members noted that

- The current enrolment numbers indicate that the College is on track to meet its allocation
- the College tracks all enrolment and student data rigorously and reports regularly to members on the current position and the implications

Members agreed that, overall, it was currently a pleasing result with good apprenticeships recruitment. However, members were reminded that the position was still fluid at this stage.

Members noted the key impact measures arising from the report, in particular the Risk and Learner implications.

AGREED

The Finance and Resources Committee receives and notes the report.

FRC.40.18 HR ANNUAL REPORT 2017-2018

The Director of HR and Professional Development presented, for information, the annual report on Human Resources for the academic year 2017/2018.

Members considered the detail of, and discussed issues arising from the report, in particular

- Staff Utilisation/Efficiencies
 - Staff had been fully utilised during 2017/18 as a result of careful timetabling and close management
 - Despite the sector reporting that a number of colleges have had difficulty filling posts, the College has made good progress to recruit certain specialist roles such as Plumbing, Mechanical Engineering and Aviation
- Staff turnover
 - the full turnover figure for 2017/18 is well under the AoC benchmark
 - retention of staff in year has been high, with a number of staff celebrating long service with the College
- Attendance management
 - Staff attendance percentage is above both the College KPI and AoC average
 - The focus continues to be on encouraging staff health and wellbeing
- Collaboration work with other Surrey FE Colleges
 - During the year the college has continued to work closely with other Surrey FE colleges on various initiatives
- Equality and Diversity
 - The comparisons of the staff profile, student profile and community profile remain at similar levels to the last academic year to ensure a diverse workforce
- Continuous Professional Development (CPD)
 - a significant amount of CPD has taken place during the year to ensure that staff continue to be highly skilled and knowledgeable to provide excellence in their roles
 - a variety of management activities took place in the year
 - completion of compulsory online training for staff remains high for all courses and Prevent training continues to be a high priority
 - Safeguarding Training continues to be a priority for the College and the new statutory guidance on 'Keeping Children Safe in Education' was updated in September 2018 and cascaded to all staff. This will also be circulated to all members of the Corporation
 - four of the College's teacher training graduates have successfully completed their one year fast track Diploma in Education and Teaching (DET)
 - the Conference Day in December 2017 was a Festival of Learning Theme with the focus on staff wellbeing alongside promotion of the College's leisure courses. Following the success of the December conference day the same format was followed for the Summer Conference Day

Members reviewed the HR and CPD KPI dashboard as at 31 August 2018.

In response to questions, members were advised that the College benchmarks pay with other Surrey Colleges and compares well.

Members noted the key impact measures arising from the report, in particular the Strategic, Risk and Student implications.

AGREED

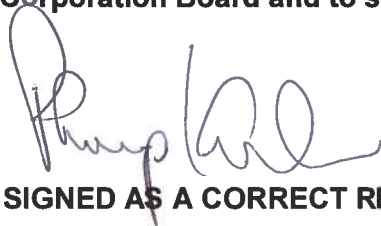
The Finance and Resources Committee receives and notes the Annual Human Resources Report: 2017/18.

FRC.41.18 ANY OTHER BUSINESS
There was no other business.

FRC.42.18 SCHEDULE OF MEETINGS: 2018/2019
Thursday 29 November 2018
Thursday 7 March 2019
Thursday 27 June 2019

All meetings commence at 18.00

At the conclusion of the Part 1 meeting, members moved into a meeting restricted, in accordance with the Instrument and Articles of Government and with Section 22 of the Freedom of Information Act 2000, to the members of the Corporation Board and to senior members of staff of the College.

A handwritten signature in black ink, appearing to read 'Philip Lee', is written over the text 'SIGNED AS A CORRECT RECORD:'. The signature is cursive and somewhat stylized.

SIGNED AS A CORRECT RECORD:

DATE: 29 November 2018