

Item 12 of these minutes are deemed to be CONFIDENTIAL by virtue of Instrument 14(4) and 16(2) as they contain business sensitive information. These minutes are not available for public circulation and are held separately by the Clerk to the Corporation.

MINUTES OF A MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 21ST FEBRUARY 2023

Present

Angela Briggs	Governor
Peter Grant	Governor
Tina Greaves	Governor
Karen Jackson	Governor
Emma Kirk	Staff Governor (Joined at 17:15 and left at 18.30)
Philippa Poland	Governor (Joined at 17:30)

The quorum for the meeting was 40% of membership (at least 3 external members). The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure
Rachel Maguire	Chief Operating Officer, People & Information
Danny Fenwick	Deputy Principal
Daniel Wilson	Vice Principal, Business Growth, Skills & Partnerships
Paul Smith	Director of IT Infrastructure (for Item 4)
Mark Atton	Director of Business Systems & Information (for Item 4)

The meeting was held via MS Teams and commenced at 5.00pm.

Item	Minute	Action
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1 Apologies

Apologies for absence were received from John Rees, CEO.

2 Declarations of Interest

Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.

There were no declarations of interest were made.

3 Minutes of the Finance & Resources Meeting held on 29th November 2023

The minutes of the Finance and Resources Committee meeting held on 29th November 2023 were approved as a true and accurate record.

Matters Arising

Item 3 - The Clerk confirmed that written resolutions for the election of the Chair and the Vice Chair of the Committee had been circulated and that Karen Jackson was duly elected as Chair of the committee and that Peter Grant was duly elected as Vice Chair of the committee.

Item	Minute	Action
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Members discussed the agenda for the meeting and agreed to move the reports on IT Infrastructure and Business Systems & Information to the start of the meeting and to move the Risk Register item to the end of the meeting.

4 IT Infrastructure and Business Systems and Information

IT Infrastructure

Members welcomed Paul Smith the newly appointed Director of IT Infrastructure (DITI) to the meeting. The DITI introduced himself and presented the IT Infrastructure report providing an update on the summary position on the following areas:

- Telephony project
- Doncaster Wi-Fi
- Jisc internet connectivity
- NLC new build
- Immersive classrooms
- Service delivery
- IT Security
- IT survey findings

Members noted and discussion the contents of the report. Members sought further detail on initial priorities and the planned programme of works. Members confirmed that the plan of works was built into financial forecasting. Members were reassured by the positive progress on IT infrastructure projects and the significant progress made against the programme of works. Members recorded their appreciation to the DITI and all involved.

Note: Emma kirk joined the meeting

Business Systems & Information

Members welcomed Mark Atton the newly appointed Director of Business Systems & Information (DBSI) to the meeting. The DBSI introduced himself and presented the Business Systems & Information (BSI) progress report providing an update on the Strategic Plan 2023-2028 project summary, focusing on Project 2.2 and a review of current risks aligned to the corporate risk register.

Members noted and discussed the contents of the report and the progress made in Business Systems and information projects. Members asked for more detail around the projects and initial priorities and were reassured by the update and progress made. Members recorded their appreciation to the DBSI and the BSI team.

Note: Philippa Poland joined the meeting.

Members thanked the DITI and the DBSI for their comprehensive reports.

Note: The DITI and the DBSI left the meeting.

5 Performance Monitoring

The Vice Principal, Business Growth, Skills and Partnerships (VPBGSP) presented a Recruitment of Learners update report.

Item	Minute	Action
	<p>Members noted that recruitment and retention across the group continues to be strong overall. Education Programmes for Young People (EPYP), Apprenticeships and Adults (YTD) remain on target. HE recruitment is slightly below profile, but retention is stronger than expected. Members discussed the impact of recruitment and retention on income.</p> <p>Members noted the update on projects and funding and congratulated the team on the successful bid for OfS funding to develop 6 new degree apprenticeships.</p> <p>Members noted and discussed the updates on Subcontractors and Learner Loans.</p> <p>Members thanked the VPBGSP for the detailed and comprehensive update report.</p>	
	<p>Note: The VPBGSP left the meeting.</p>	
6	<p>Management Accounts to 31 December 2023</p> <p>The COOF&I presented the Management Accounts providing an update on the Group's financial performance to 31st December 2023. Members noted that the forecast outturn position is consistent with that reported to Corporation Board and Finance & Resources Committee previously, and is currently being updated as part of a mid-year forecast update,</p> <p>Members considered the management accounts and noted the year-to-date financial performance is currently exceeding expectations given an upturn in income, and lower than forecast expenditure.</p> <p>The COOF&I shared with members an example of a proposed new format for reporting the Group's Financial Position to Governors. Members discussed the future presentation of Management Accounts and agreed they would like to see a presentation of the accounts in the sample design format at the next meeting of the committee.</p>	
	<p>Action: The COOF&I to provide management accounts in sample design at the next meeting.</p>	<p>COOF&I</p>
7	<p>Estates update</p> <p>The COOF&I presented a detailed Estates update report providing an update on the progress of existing capital works and potential future works.</p> <p>Members noted the progress with works and the associated risks and financial considerations. Members noted and discussed the following:</p> <ul style="list-style-type: none"> • Ground Source Heat Pump final sign-off scheduled. • T-Level practical completion achieved. • IOT Practical completion achieved. • The Doncaster roof project. • Water ingress issues at Doncaster. • The North Lindsey nursery project. • The North Lindsey redevelopment. • Other works that are to be completed or in the pipeline. <p>Members thanked the COOF&I for the comprehension update report and recorded their appreciation to the Estates Team for the substantial works taking place across the Group.</p>	

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8	Sustainability Update	
	<p>The COOF&I presented a sustainability report providing an update on the progress made by the Group towards meeting its sustainability strategic objectives. Members noted and discussed the contents of the report and the draft data to complete the Streamlined Energy and Carbon Report (SECR) for 2022-23. Members noted that data showed that the overall trajectory on carbon footprint reduction is improving.</p> <p>Members thanked the COOF&I for the update.</p>	
9	Governance Development Plan	
	<p>Members reviewed the spring term update to the Governance Development Plan noting progress against targets for which the committee has oversight. Members were assured progress against targets was on track.</p>	
10	Group Risk Register	
	<p>Members received the Group Risk Register. Members reviewed the strategic risk summaries and discussed the strategic risks for which the committee has responsibility for oversight. Members noted updates to controls, assurances, mitigations, and planned actions around each risk. Members considered the residual risk score for these risks noting that there had been some positive assurances provided around the risks but at this point there was no movement in the residual risk scores.</p>	
11	Committee Chairs Report to Corporation Board	
	<p>Members considered the business of the meeting and recorded key items and any changes to strategic risks identified for feedback to the Corporation Board in the Committee Chair's Report. The following items were highlighted for inclusion:</p>	
	<ul style="list-style-type: none"> • Appointment of Paul Smith, Director of IT Infrastructure. Positive progress on IT infrastructure projects. • Appointment of Mark Atton, Director of Business Systems & Information. Positive progress on Business Information Systems projects. • Update on Group financial position. • Estates update • Sustainability update 	
12	Any Other Business	
	<p>Note: Emma Kirk, Staff Governor left the meeting.</p>	
	<p>A confidential item of any other business was raised. The Staff Governor left the meeting for this item. The minutes of this item are recorded in confidential minutes held by the Clerk.</p>	
13	Date and Time of Next Meeting:	
	<p>The next Finance & Resources Committee meeting is Monday 24th June, 5.30 pm, North Lindsey College.</p>	

The meeting closed at 7.00 pm.

Sharon Harmon
Clerk to the Corporation

Signed: (Chair)

Date:

TABLE OF ACTION				
Date	Item	Action	Responsibility	Date Due
21/02/24	6	The COOF&I to present financial accounts in revised format, as discussed, at the next meeting.	Barrie Shipley, COOF&I	June 2024