

**Minutes of the F&R Resources Committee meeting held on 17 March 2020 8:30am  
 Teleconference**

**MINUTES OF THE MEETING**

**Present** Tim Arthur, Chair  
 Heather Du Quesnay  
 Mark Robertson, Principal  
 Abigail Trencher

**Apologies** Martin Clapson, Lewis Beddow

**In attendance** Derek Sharp, Laura Kerry

**Clerk** Emily Baldwin

<b>Introduction</b>		
<b>1</b>	Declarations of Interest	There were no declarations of interest.
<b>2</b>	Apologies for absence	There were apologies for absence from Martin Clapson and Lewis Beddow.  The meeting was held by teleconference due to restrictions on physical meetings.
<b>3</b>	Minutes of the meeting held on 26 <sup>th</sup> November 2019	The minutes of the meeting of 26 November 2019 were agreed to be a true record.
<b>Strategic items</b>		
<b>4</b>	Students Union and Sports & Social Club Accounts 2018/19	It was noted that the Sports and Social Club had made a donation to the Festival of Achievement for staff. The Festival of Achievement would not be running in 2020.  The Students Union and Sports and Social Club Accounts 2018/19 were approved.
<b>5</b>	Review of college financial risks	The Committee noted that the Coronavirus was changing the risk profile of the college.

		<p>All agreed it was imperative to have a Governor/SMT committee to deal with Coronavirus. It was suggested that the issue could be covered as part of the Ofsted Task and Finish Group. The Principal would also consult regularly with the Chair and Vice Chair. D Sharp confirmed he was working on revised forecasts given the inevitable adverse impact on finances. Clearly things were changing frequently, and we had to be aware of our liquidity at all times. D Sharp confirmed the current position was as recently forecast but, as with nearly all colleges, Government support action would be required promptly. It was agreed that support would likely be forthcoming but could take time so updated high level forecasts were required.</p> <p>Governors asked about iMET and the impact the Coronavirus would have on it. D Sharp confirmed that the forecast was now projecting a £(360)k loss, with a further loss of £(200)k the following year. However, it was likely that room bookings and apprenticeships would be negatively affected. D Sharp agreed to factor in a worst case scenario position into his overall forecast. It was noted that iMET would issue a formal request for loans once PRC had agreed through their F&amp;R Committee.</p> <p>D Sharp asked about whether payments should continue to be made to the bus company given they will no longer need to operate services. Governors agreed that this decision should only be made in the context of a cash forecast so affordability could be assessed.</p>
6	College Management Accounts Period 6 2019/20	<p>D Sharp introduced the College Management Accounts for Period 6.</p> <p>The management accounts have been updated to reflect the forecast approved by the Corporation at its Away Day which showed the College outturn of a predicted loss for the year of £(293)k.</p> <p>The year to date results were showing an adverse variance of £(46)k against forecast driven by the shortfall in income of £(104)k as offset by non-pay underspend of £33k and favourable variance in pay costs of £26k.</p> <p>It was agreed that all focus was on updating cash forecasts.</p>
7	Mid-year subcontracting update	<p>D Sharp introduced the mid-year subcontracting update.</p> <p>Most of the College's AEB subcontractors were performing to, or potentially slightly over, their contract profile at this time. This did not take into account the impact of the Coronavirus. However, there were three subcontractors not performing to contract.</p> <p>In order to mitigate against the risk of this under-performance, D Sharp asked for approval to change contract values as below:</p> <ul style="list-style-type: none"> <li>• CPCA – No4 Group £150,000</li> <li>• ESFA – No4 Group £250,000</li> <li>• Flexibility to add to existing partners and subcontractors £750,000</li> </ul> <p>Governors asked why contractors found it easier to increase delivery quickly when the College did not. M Robertson confirmed that most had good recruitment</p>

		<p>networks and were delivering online programmes. CRC did not currently provide many online courses. It was suggested by Governors that the current restrictions could provide opportunities for more online programmes, but noted that the College did not currently have online commercial courses available.</p> <p>It was noted that the College would not be allowed to continue provision in London from 2021/22. It was continuing to deliver in Northampton but it was not certain this would be allowed to continue. This was being reflected in the updated forecasts.</p> <p>[Confidential] was failing to deliver to target and the College needed to replace the proposed provision through other partners which was challenging, particularly in London. Governors asked for more information on [confidential] and why it had not recruited student numbers as expected. There had been no significant quality issues, and staffing and quality assurance was provided by CRC. There had been limited progression to apprenticeships. It was critical that it was clear how [confidential] was monitored and which Committee was overseeing it. Governors noted that a report was due to go to Commercial Strategy Committee but this had been postponed due to discussions on iMET. A copy of the report would be shared with F&amp;R.</p> <p>The Committee recommended the proposed changes to the sub-contracting contract values to Corporation.</p>
8	Financial planning and budget 2020/21	<p>D Sharp introduced his Financial planning and budget for 2020/21.</p> <p>Governors asked for an update on the essential spend position and said that the College would need to continue to be rigorous given the current circumstances. The College needed to ensure there was sufficient IT support for teachers at home to deliver to students. Ensuring all students had access to appropriate technology was a priority.</p> <p>[Confidential wording minuted separately]</p>
9	Student fees strategy & regulations 2020/21	<p>D Sharp introduced the student fees strategy and regulations 2020/201. He explained that the fees strategy was unchanged from last year, including fees for adult learners, higher education learners and international students.</p> <p>Bus passes were being maintained in line with the previous year.</p> <p>D Sharp confirmed that there were a number of different subsidies and bursaries available to students. Governors said it would be useful to have more information about bursaries at a later date.</p> <p>The Committee agreed to recommend the Fees Strategy to Corporation.</p>
10	Financial Regulations and anti-bribery review	<p>The Committee discussed the revised Financial Regulations.</p> <p>In terms of the addition of wording around severance agreements, it was agreed that any settlement made in excess of £10k above contract obligations would be agreed with two of the following: Chair, Chair of F&amp;R Committee and Chair of Remuneration Committee (or another Committee Chair if one of them was not</p>

		<p>available). The aggregated amount of settlements made in excess of contract obligations would be reported on an annual basis to F&amp;R Committee.</p> <p>The Clerk agreed to check the document for grammatical errors before finalising.</p> <p>On that basis, the Financial Regulations were <b><u>recommended</u></b> to Corporation for approval.</p>
11	Estates update	<p>Committee members noted the Estates update.</p> <p>The College was no longer able to provide T-levels. The College had expected to refurbish iBlock to deliver T-levels and this would not be possible for at least two years. It was noted that iBlock would require considerable investment to let it, which made a short-term lease unviable. With the number of young people in the region increasing over the next few years, the College might need to make use of the space longer-term. Given the current situation, Governors agreed that finding a solution to iBlock was not a priority and should be revisited in the next few months.</p> <p>The Committee <b><u>received</u></b> the report.</p>
12	Health and safety update	<p>D Sharp introduced the Health and Safety update.</p> <p>Committee members noted that there had been increased deep cleaning in the College due to the coronavirus.</p> <p>The report showed that all health and safety priorities in the Cambridge campus were ranked as amber or green. [Confidential wording minuted separately]</p> <p>The Committee <b><u>received</u></b> the report.</p>
13	HR mid-year report	<p>L Kerry introduced the HR mid-year report.</p> <p>Committee members said it was reassuring to see that mental health issues had reduced. L Kerry reported that she had engaged a recruitment specialist to help with hard to fill vacancies. Discussion regarding market allowances for English and Maths teachers would be discussed at the Ofsted Task and Finish Group.</p> <p>Committee members asked about the low appraisal completion dates and noted there were technical issues related to roll out of a new system.</p> <p>Governors noted that absence for the coronavirus was being tracked separately.</p> <p>A Trencher asked about the category 'personal reasons' for resignation which seemed to be higher than expected. L Kerry assured Governors that exit interviews went into more depth as to the reason for the resignation, particularly if it was an issue with a line manager.</p> <p>Governors <b><u>received</u></b> the report.</p>
14	Environmental update	<p>D Sharp introduced the environmental report. He explained it was an introductory report and asked for feedback from Governors over what to include in future reports.</p>

		<p>Governors noted that the College already had some solar power and water harvesting facilities.</p> <p>Governors agreed to come back to D Sharp about future requirements for the report. They confirmed that future reports should include travel plans. In the meantime, they said it was important to give staff and students the opportunity to drive the agenda. Governors asked to see the minutes for the Eco Committee at a later date.</p>
<b>16</b>	Committee self-assessment	Governors agreed it had been a productive meeting given the constraints around teleconferencing.
<b>17</b>	Any other business	There was no other business.

There was no other business and the meeting ended at 11am.

Signed

Chair