

Riverside College

Widnes & Runcorn

MINUTES OF MEETING OF FINANCE & RESOURCES COMMITTEE HELD ON 9TH MARCH 2017

Present:	Mary Murphy Peter O'Donnell Susan Smith	Principal Co-opted Non-Governor (Chair) External Governor
In Attendance:	Julie Holland Gordon Holmes Lesley Venables Julia Withersby	Deputy Principal (Finance & Resources) Head of Finance & Estates – minutes 72 to 109 Clerk to the Governors Head of Human Resources – minutes 72 to 88

APOLOGIES

72 Apologies for absence were received from Alan Bennett and Tony McDermott (External Governors).

DECLARATIONS OF INTEREST

73 A declaration of interest was received from Peter O'Donnell in respect of minute 98.

APPOINTMENT OF CHAIR

74 In the absence of two members of the Committee, it was agreed that a temporary chair should be appointed for this meeting.

75 **Resolved -** That Peter O'Donnell be appointed as Chair for this meeting only and that the report back to the Board would be provided either by the Deputy Principal or the Clerk.

MINUTES

76 **Resolved -** That the minutes of the meeting held on 6th December 2016 be approved as a correct record and signed by the Chair

MATTERS ARISING

77 Governors received a report on progress against the actions identified at previous meetings. It was noted that all of these were either being implemented, had been completed or were featured on the agenda.

HUMAN RESOURCES UPDATE

78 The Head of Human Resources presented an update for the period December 2016 to February 2017.

79 Overall, the sickness absence level was lower than at the same point in 2015/2016.

80 A total of 21 staff had left the College in 2016/2017. The majority of these had resigned (15), 2 staff had not had their fixed term contracts renewed, a further 3 staff had retired and there had been one dismissal (for which no appeal had been received).

81 Staff utilisation had remained consistent across all departments, with each member of teaching staff contracted for 850 contact hours per annum.

82 The proportion of hours taught by College employed staff remained high.

83 The views expressed at the most recent staff focus group meetings had been extremely positive. Events to celebrate staff success had been held at the end of the Autumn Term, with 14 staff recognised through the STAR awards scheme.

84 The Head of HR had recently attended an Association of Colleges' network meeting, at which AoC priorities for 2017/2018 had been set out, including the introduction of the gender pay recording requirements. The Committee would receive a detailed report on the implications at the June meeting.

Julia Withersby left the meeting at this point.

HEALTH & SAFETY REPORT

85 Governors received for information a report on health and safety activities that had taken place since the December 2016 meeting.

86 There were no discernible trends in the accident figures, either by department, campus or type. One 'near miss' had been reported and fully reviewed. There had been no RIDDOR reportable incidents.

87 A number of training and awareness-raising events had taken place in 2016/2017, including appliance testing, fire risk assessments and first aid for staff and students.

88 In response to questions, the Deputy Principal reported that the College's risk assessments were reviewed by an external consultant who was acting as Health & Safety Officer. A core set of assessments were carried out for classroom based activity, with more specialist analysis undertaken for higher risk areas such as Engineering and Catering.

89 The Committee requested that the equivalent behaviours should appear in the reports on safeguarding provided to the Quality & Standards Committee, to ensure that the information was captured in a similar fashion.

90 It was agreed that the Health & Safety policy would be reviewed and submitted to the Committee's June meeting, following input from a variety of sources.

CAPITAL PROJECT AND OTHER PROPERTY ISSUES

91 The Deputy Principal reported that Phase 2 of the development of the Cronton Campus (the IDEA Centre) was on target for completion by the end of March 2017, which ensured compliance with the conditions of the grant. A number of external works relating to Phase 1 were still to be finished, such as signage and road markings.

92 The majority of the budget for this project had already been spent.

93 Governors were advised that the most dated accommodation at the Cronton Campus housed the media, digital, dance and drama, all of which had buoyant levels of learners. Proposals were submitted to refurbish this area of the main building and increase the dining capacity, which at the moment, was over-stretched.

94 This project would address one of the recommendations in the Area Based Review report, which suggested that the College should increase the percentage of accommodation graded as 'good or better' (moving it from 49% to 58%).

95 The total projected cost would be funded from the College's reserves, as opposed to increasing its level of loan funding.

96 The Committee was informed that a bid had recently been submitted to the Liverpool City Region SIF fund.

97 Other planned works over the summer period included some maintenance items and an ILT upgrade.

98 Negotiations continued with Halton Borough Council in respect of taking on the lease for the CrmZ building on Kingsway for its Foundation Studies learners. Discussions on any amounts due for delapidations at the former Astmoor Construction Centre were underway and should be concluded by the end of the academic year.

- 99 **Resolved -**
- 1 That the Board **be RECOMMENDED** to approve the refurbishment of the Dance, Drama, Media and Digital facilities at a cost of £1.5m financed from College reserves
 - 2 That the Board **be RECOMMENDED** to approve in principle the upgrading of the Welding Workshop, partly funded by LCR SIF monies of £450k.
 - 3 That the Chair and Vice-Chair of the Board be given delegated authority to deal with any matters listed above between meetings (if required).

Gordon Holmes left the meeting at this point.

MID-YEAR REVIEW 2016/2017

100 The Deputy Principal presented the Mid-Year Review for 2016/2017.

101 The operating surplus was in line with the original budget.

102 Targets for high needs learners, higher education and fee income would be achieved prior to the year end.

103 **Resolved -** That the content of the Mid-Year Review be noted and submitted to the full Board for information

MANAGEMENT ACCOUNTS

104 The Deputy Principal (Finance & Resources) presented the management accounts to 31st January 2017. The main points had already been covered in the report on the Mid-Year Review.

105 **Resolved -** That the management accounts to 31st January 2017 be accepted

PARTNERSHIP PROVISION

106 Governors received a report on performance against partnership provision contracts in 2016/2017, together with proposals for two further contracts.

107 **Resolved -** 1 That progress and current activity levels in 2016/2017 be noted.

2 That the Board **be RECOMMENDED** to approve a revised list of partnership contracts for 2016/2017.

POLICIES

108 The Committee received amended policies on Fees for 2017/2018 and Staff Grievance.

109 **Resolved -** That the Board **be RECOMMENDED** to approve policies on Fees for 207/2018 and Staff Grievance:

ITEMS TO BE REPORTED TO THE BOARD

110 The Chair summarised the outcomes of the meeting that would be reported to the Board at its March meeting.

DATE OF NEXT MEETING

28th June 2017