

# East Coast College Finance and General Purposes Meeting

10<sup>th</sup> October at 5.00pm

<b>Present:</b>	David Hill (DH), Keith Monaghan (KM) Alan Debenham (AD), Mick Castle (MC), Jane Fermor (JF) and Stuart Rimmer (CEO/Principal)	
<b>In attendance:</b>	Wendy Stanger (Director of Governance) Simon Eaton (Deputy Chief Executive)	
<b>F/17/10/1</b>	<b>Apologies and membership</b>	<b>Action</b>
Apologies were received from Saul Humphrey. Jane Fermor, Staff Governor, was welcomed to her first Finance and General Purposes Meeting.		
<b>F/17/10/2</b>	<b>Declarations of Interest</b>	
There were no declarations of interest.		
<b>F/17/10/3</b>	<b>To approve the Minutes of the designate meeting of the 2 May 2017 and any other matters raised previously not otherwise included in the Agenda</b>	
<p>The minutes were signed as a true record subject to some minor editorial changes.</p> <p><b>F/17/06/3</b> The CEO/Principal advised that the Estates Strategy had been accepted by the TU with implementation a condition precedent. The Nurseries were being reviewed with a report to the Corporation in November.</p> <p><b>Governors agreed that each Nursery should be looked at individually as well as an overall solution.</b></p> <p><b>F/17/06/8</b> The CEO/Principal advised that, as required by the TU, a Turnaround Consultant had been appointed. It was still not clear how this role would add value. It had been agreed that the role would operate by having 1 day on site to review progress through the programme board and 1 day off site to produce report.</p> <p>Governors agreed that the Turnaround Consultant role needed to be of added value to the College rather than just a TU requirement.</p> <p><b>F/17/06/14</b> The CEO/Principal advised that the new HR system had been commissioned and the Interim HR Manager had been retained to oversee its implementation. AD, who had been involved in the process, commented that the selection process had been robust and that the College had selected the best system on offer.</p>		<b>SR</b>
<b>F/17/10/4</b>	To review the post-meeting action log	
<p>The action log was reviewed and noted where the item was covered on the agenda.</p> <p><b>F/17/06/12</b> The Estates Committee is to be set up this term to oversee the Energy Centre. During the summer the tender had been agreed by the Chair and Chair of F&amp;GP as the Estates Committee members had not been available.</p>		<b>WS</b>

<b>F/17/10/5</b>	<b>Partnership Annual Report</b>	
<p>The ESF Projects Manager presented the report on the College's current partnership work and potential projects.</p> <p>Governors challenged if there were other opportunities for future partnership working. The ESF Projects Manager advised that the College has been in the forefront of working with the community and that good links have been built with the voluntary sector. The Big Lottery were happy to continue working with the College as it was evident that the projects were making a difference. The College is also working with the Great Yarmouth and Lowestoft Inclusive Growth Group which is a working group of strategic partners whose Main aim is to accelerate the connectivity between a range of employment and skills provision, and to inform new projects and programmes aimed at supporting communities to access and create well paid and sustainable jobs.</p> <p>Governors challenged if the projects covered the overhead costs of running them. The Deputy Chief Executive advised that they were covering their costs and we would not look to run a project which did not cover its costs. The BBO project provided additional resources as we were the lead agency.</p> <p>Governors challenged why there had been a poor take up in the Emerging leaders project. The ESF Projects Manager advised that companies saw offsite training as a loss of productivity. We need to quantify to companies the value of the training to the organisation. The College has also designed standalone units that can be delivered in the workplace thus having less impact on the business and have just signed up 6 learners to this.</p> <p>Governors challenged what the benefits of the potential NEETs project was. The ESF Project Manager advised that the college has developed a programme called 'Inspired Change' which supports young people through transition, with vocational tasters and workshops based on themes such as anxiety, wellbeing, health and team work. This was delivered through a Summer Programme with students recruited via information from schools, concerns identified in the application and interview process for college courses and via concerns raised by parents. This had the benefit of preparing the learners for the transition to College and assisted Curriculum staff as the students were better prepared for college life.</p> <p><b>Governors resolved to note the report and the projects progress.</b></p>		
<b>F/17/10/6</b>	<b>Health and Safety Annual Report</b>	
<p>The Deputy Chief Executive presented the Health and Safety Annual report presentation. There had been difficulty in putting the report together as the 2 systems that had been operating at Lowestoft and at Great Yarmouth had not been consistent, with Great Yarmouth encouraging reporting and detailed records and Lowestoft reporting was more difficult and there was a lack of detail recorded.</p> <p>There had been 2 RIDDOR incidents in the last five years at Great Yarmouth, 1 of which turned out to not be RIDDOR reportable. The RIDDOR incidents at Lowestoft had been around the maritime centre, with 3 in last two years. The main number of incidents overall were minor and happened in the first term in areas such as Health and Beauty and Catering. The figures were also affected by students with known medical issues.</p>		

<p>Governors challenged how the reporting system was to be improved for ECC. The Deputy Chief Executive advised that the Great Yarmouth system of encouraging reporting and detailed recording of incidents had been adopted, a new Health and Safety Officer had been appointed to cover both campuses and consistent procedures and risk assessments were in place. Fire risk assessments had been commissioned externally across all buildings on all sites.</p> <p>Governors challenged whether the number of assaults were high for the sector. The Deputy Chief Executive advised that this was an average number and that the wellbeing team were working in this area.</p> <p>It was noted that the College Health and Safety Committee had been reinstated and AD would be the Governor Lead. <b>It was agreed that the minutes of this meeting would go to Corporation for information.</b></p>		<b>WS</b>
<b>F/17/10/7</b>	<b>Management Accounts:</b> <b>A. Lowestoft</b> <b>B. Great Yarmouth</b>	
<p>The Deputy Chief Executive presented the management accounts, which had previously been presented to the Corporation.</p> <p>The Lowestoft Management accounts showed income down, payroll over and non-pay over so the outturn would be worse than had been forecast.</p> <p>The Great Yarmouth accounts include the BBO project which had affected the forecast. Pay costs were better than forecast but this included restructure savings taken early.</p> <p>Governors challenged why the figures were worse than forecast. The Deputy Chief Executive advised that financial controls were not consistently applied during the year and expenditure was still coming through that had not been budgeted for.</p> <p>Governors challenged what action had been taken to improve financial control. The Deputy Chief Executive advised that stringent internal controls have been put in place, use of departmental petty cash has been stopped and that compliance was being monitored. There were still some issues with non-compliance and this tended to be concentrated in areas that were also non-complaint in other areas.</p> <p><b>Governors agreed that staff needed to be held to account for non-compliance and that the management account report should include an update on non-compliance.</b></p> <p>Governors challenged if the outturn would affect the ECC forecast. The Deputy Chief Executive advised that this would not be known until the annual accounts are completed as for instance the revaluation of the pension scheme will have a positive effect on the Lowestoft's accounts.</p> <p>The CEO/Principal advised that the TU were withholding the £250k discretionary grant that had been agreed. This would be reviewed in the Quarter 1 review meeting that was due 29<sup>th</sup>/30<sup>th</sup> November. Governors commented that we were being penalised for being financially prudent and expressed their disappointment yet again with the TU and how it operated. The CEO/Principal advised that the Times Educational Supplement were doing an article on the TU which he had contributed to.</p>		<b>SE</b>
<b>F/17/10/8</b>	<b>East Coast College Budgeting</b>	

<p>The Deputy Chief Executive presented the report. This year's budget had been approved during the merger by Lowestoft's Board, Great Yarmouth's Board and the Designate Board. The approved budget is broken down by area and was included in the report for information. The report included contribution rates.</p> <p>Governors challenged if the report fully reflected the restructure. The Deputy Chief Executive advised that the restructure hadn't been fully reflected in these budgets and that reforecasting during the year would be required.</p> <p>Governors challenged if the predicted deficit was acceptable. The Deputy Chief Executive advised that this was consistent with the CFADS model but the college would like to outperform the budget.</p> <p>Governors challenged where maths and English income was credited. The Deputy Chief Executive advised this was credited to the main programme.</p> <p>The Deputy Chief Executive advised that due to the Tier 4 issue the implications to the College's income were being modelled.</p> <p><b>It was agreed that the next meeting would receive an update on CFADS, including the performance data dashboard, Departmental Budgets and financial implications of loss of Tier 4.</b></p>		<b>SE</b>
<b>F/17/10/9</b>	<b>Finance Risk Register</b>	
<p>The Deputy Chief Executive presented the finance risk register. He advised that it needed updating for emerging issues.</p> <p>Governors challenged what the main risks were. The Deputy Chief Executive advised that the main risks were not meeting the Business Plan due to under recruitment; that MIS data was not currently robust or timely and the knock on affect this had on budgeting and on curriculum data and as previously mentioned the loss of Tier 4.</p> <p><b>It was agreed that the next meeting would receive a financial update on work based learning.</b></p>		<b>SE</b>
<b>F/17/10/10</b>	<b>KPI Dashboard</b>	
<p>The Deputy Chief Executive presented the report. The College is developing a set of KPIs for use across all areas of the organisation. These are critical to measuring progress against the College's strategic plan and performance generally for quality, budgets etc. At present the KPI are still being developed by the Information Group headed by the Transition Director and once agreed will be used to report to the Corporation and relevant committees.</p> <p>Governors challenged if the dashboard covered the TU requirements. The Deputy Chief Executive advised that they were based on the TU's requirements but also what we needed to measure performance against the themes of the Strategic Plan.</p> <p><b>Governors resolved to note the report.</b></p>		
<b>F/17/10/11</b>	<b>GDPR Action Plan</b>	
<p>The Deputy Chief Executive presented the report on the action plan for implementing the GDPR.</p> <p>A discussion took place on who should be the DPO, as the guidance states that this should report to the highest management, be independent and have sufficient</p>		

resources. Some colleges, such as West Suffolk, are using an external consultant for this role. This will be looked at further.		<b>SE</b>
<b>It was agreed that the next meeting would receive an update on the implementation of GDPR.</b>		
<b>Governors resolved to note the report.</b>		
<b>F/17/10/12</b>	<b>Institute of Technology (IOT) Policy Statement and FAQs</b>	
The CEO/Principal advised that the LEP were keen to have an IOT in the region. A joint regional bid was being made with the LEP's backing with West Suffolk College, College of West Anglia, and Suffolk New College.		
<b>F/17/10/13</b>	<b>Agenda Planning</b>	
Job evaluation, equal pay and pay increase		
<b>F/17/06/16</b>	<b>Review of Meeting</b>	
<ol style="list-style-type: none"> <li>1. Confidential Items: Detailed budget.</li> <li>2. Risk Management: Risk Register to be updated for emerging risks.</li> <li>3. Health and Safety: Annual Report to Corporation</li> <li>4. Equality and Diversity: No additions</li> <li>5. Media: IOT bid.</li> <li>6. How did the meeting go: Efficiently.</li> </ol> <p>Meeting closed 7pm</p>		
<b>F/17/06/17</b>	<b>Date of Next Meeting</b>	
16 <sup>th</sup> January 5pm		