

BOSTON COLLEGE

MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE ON 19 JUNE 2017

1. PRESENT

Mr S McCracken (Chair), Mr P Cropley, Mr M Gallagher, Mrs A Mosek, Mr P Scarlett, Mr G Tawton and Mr N Worth.

Also in attendance: Mr G Harrison (Governor/Observer), Mrs J Hemmant (Clerk to the Corporation) and Mrs D Holland (College Accountant).

Apologies: None

Meeting attendance: 100%

2. ACTION LOG

Members reviewed the Committee's Action Log and noted progress made.

3. MINUTES OF THE MEETING HELD ON 18 APRIL 2017

The Minutes of the Meeting held on 18 April 2017 were reviewed and approved.

Under Matters Arising the following points were noted:

- Finance

A meeting had been arranged for Peter Cropley and Steve McCracken to meet with Ursula Lidbetter from the LEP to discuss the capital bid issue, however this was subsequently cancelled as it was deemed unlikely to prove useful. Finalised guidelines for the capital skills fund will be issued by the GLLEP shortly.

A discussion took place with regard to grant funds being returned by another college and it was agreed that Peter Cropley and Amanda Mosek would take steps to ascertain the current position. ●

4. FINANCE

Members received a report from the Vice Principal: Corporate Services. Janet Hemmant drew Members' attention to the headlines in the proposed budget for 2017-18 and provided the Accounts to 30 April 2017.

Members were advised that documentation for the financial plan had only just been issued.

The Financial Plan is now being completed and Janet Hemmant said she would be sending this out to Members of the Committee before it is presented to the Corporation on the 5 July. ●

A discussion took place on the content of the Financial Plan and Steve McCracken suggested that it would be useful if a presentation was made to Corporation so Members could fully understand its content and in particular the changes to apprenticeship revenue. It was agreed that Janet Hemmant and Fiona Grady would deliver the presentation reiterating the point that due to time constraints the Plan had not gone through the Finance & Resources Committee in the usual way.

Janet Hemmant gave an overview of the proposed budget together with a comparison against the previous years. She said that she was still concerned about the 2016/17 Single Adult Budget performance where the College might not achieve its target and partnership earnings were critical to the final position. Janet Hemmant assured Members that the College's Partnership team is working very closely with partners and the data is being reviewed. Steve McCracken asked Janet Hemmant to ensure that an up-to-date report is available at the Corporation meeting and asked that Paul Collins be prepared to talk about partnership performance at the meeting.

Peter Cropley suggested that as income was the same as last year's for hair and beauty it may be prudent to raise prices. It was agreed that a discussion will be held with the Programme Area Manager.

Janet Hemmant drew Members' attention to the latest set of Management Accounts which were reviewed and discussed.

It was noted that there are a number serviced offices at RLQ available for rent. Phil Scarlett said that there are basically more serviced offices available in the town than are required and the situation will probably get worse due to the number of businesses moving out of the town centre. He also informed Members that the Gateway Conference Centre will come on line in around six months-time which will more than likely service businesses to the south of the town. It was agreed that this strategic issue should be flagged up to Jo Maher, newly appointed Principal.

Steve McCracken suggested that it may be time to think more radically as to what the Red Lion Quarter is used for. Members agreed that this was an issue to put to the newly appointed Principal. Talks are continuing with the proposed tenant for the restaurant area and Janet Hemmant advised that some progress is being made.

5. HUMAN RESOURCES

Members received a report from the Vice Principal: Corporate Services.

Janet Hemmant presented a report prepared by Karen Whitton, Head of HR. She said that a lot of the content was statutory information. She pointed out that the format of the data had changed slightly so that it was more clearly presented.

A discussion took place regarding the absence data, the breakdown by departments and the reasons for sickness absence. Janet Hemmant said that a revised sickness policy had been incorporated into new contracts and this was having a positive effect.

6. PENSIONS

Members received copies of the Association of Colleges Pension Briefings 04/17 and 05/17.

Gerry Tawton informed Members that if he became Chair of the Committee he would not be able to spend as much time as his predecessor on attending external pension briefings

due to time constraints with his work. He was assured that attendance was purely voluntary.

7. FIRE SAFETY

In view of recent events, Peter Copley enquired whether the College were satisfied that adequate fire management arrangements were in place. Amanda Mosek replied that the College currently had a Health and Safety auditor in who was carrying out a four day audit and the outcome will be shared with the Committee Members in due course. ●

8. GEORGE HARRISON

Steve McCracken asked that it be noted that George Harrison had been a regular attender at the Committee and he was thanked for his input in case he was not re-elected as a student governor in the forthcoming year.