

B O S T O N C O L L E G E**MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON
18 JANUARY 2016**

1. PRESENT

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

Also in attendance: Mrs J Hemmant (Clerk to the Corporation), Mrs D Holland
(College Accountant, Mr K Tharby (Director of Workforce Development) and Mrs
J Webb (Minute Taker),

Meeting attendance: 86%

Apologies for absence were received from: Mr P Scarlett

2. ACTION LOG

The Action Log was reviewed by Members and the latest position on implementing
actions was noted.

An updated report regarding the Catering curriculum area was circulated for
information and discussion. Janet Hemmant said that the content therein was
fairly self-explanatory. It was pleasing to note that savings had been made
although not as much as anticipated for some elements. A discussion took place
regarding the low apprenticeship numbers and possible reasons for this.

Peter Cropley enquired about the income generated in the Lime over the
Christmas period and said it would be useful to see that information. Steve
McCracken suggested that Members read the content of the report outside of the
meeting and feedback any questions to Janet Hemmant if necessary. ●

An offer has been accepted with regard to the Sam Newsom Centre. Janet
Hemmant informed Members that it was the intention to eventually move the
performing arts curriculum from the Peter Paine Performance Centre into the Sam
Newsom Centre. Some improvement works will be carried out to facilitate better
use of the building.

The CPD presentation on Finance has now been arranged for 25 May 2016.

Peter Cropley gave feedback from a meeting he had had with the agent for the
land on Skirbeck Road. A recommended offer had been made and he was
awaiting feedback.

3. **MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2015 AND MATTERS ARISING**

The Minutes of the Meeting held on 16 November 2015 were approved.

Steve McCracken enquired of Keith Tharby whether about progress on planning for the introduction of the living wage. Keith Tharby advised that the issue was being discussed at the Senior Leadership Team meeting on 26 January 2016.

4. **FINANCE**

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

Janet Hemmant drew Members' attention to the set of Management Accounts for the period ended 30 November 2015 and gave an overview of specific key issues and answered queries arising.

Discussions took place on a number of issues including:

- With regard to the declining numbers of overseas students in recent years, the Committee was advised that this was as a result of a number of factors. More students were coming for one year courses; Tier 4 student recruitment had been hit by changes to visa requirements and there was increasing competition from private schools. The College is currently concentrating on recruiting in Hong Kong, China and Vietnam and nine new agents have been appointed.
- With regard to the Halls of Residence income, Members were advised that the loss of the National Citizenship Scheme booking had affected revenue but other options for use of the Halls were being pursued.
- Producing a planned maintenance schedule for the buildings was proving to be an issue because of difficulties in identifying a company that could carry out the survey work in a timely and cost effective way. Janet Hemmant gave details of her investigations with a number of companies and advised that the College would probably accept one just received.

Steve McCracken gave feedback from his pre-meeting with Janet Hemmant and said he was seeking to understand the year end stock valuation figure on the Balance Sheet. Janet Hemmant explained how the College records stock figures for curriculum areas and charges the areas for stock consumed.

The term Trade Debtors was discussed and it was suggested that this be reviewed to identify the levels of fee debts. Janet Hemmant and Debbie Holland were asked to give further thought to this.

With regard to cash-flow it was pleasing to note that the College position was healthy due in part to the funds from the sale of De Montfort Campus.

Janet Hemmant gave an overview of the Debtors Report which showed a small amount under court action. It was noted that there had been issues over payments due from the County Council which were felt to be due to its new finance system. Nick Worth offered to chase-up any LCC debts that were of concern to the College and this was welcomed by the Committee.

Janet Hemmant informed Members that Martin Wright from the NatWest Bank is moving on to a new role in Nottingham.

5. **HUMAN RESOURCES**

Members received a report from Keith Tharby, Director of Workforce Development.

Keith Tharby gave an overview of his report which provided a summary of HR activity for the period 1 September – 31 December 2015. He also drew Members' attention to the various charts showing supporting data which were for review and discussion.

He said it was pleasing to note that there had been a significant reduction in sickness absence compared to the same period last year. The new conditions of service for sick pay had impacted considerably, especially in the Business Support areas. HR Managers were also working very closely within their designated areas and giving support where required to manage sickness.

With regard to Employee Relations Peter Cropley enquired as to the background behind the one Employment Tribunal in the period which had been settled in a cost effective manner and Keith Tharby provided background information on this. Peter Cropley then sought clarification of the issues surrounding a number of investigations which Keith Tharby addressed.

With regard to recruitment the Equality and Diversity Manager will be using the ParkFest event to collate data this year. This will provide a good opportunity to identify any local trends.

6. **DATE OF NEXT MEETING**

The next meeting of the Finance and Resources Committee will be on 18 April 2016.