

**CORPORATION OF HULL COLLEGE
FINANCE & RESOURCES COMMITTEE**

**Public Minutes of the meeting
held 31st October 2022 via Teams**

Present: Tom Dannatt, Governor John Duncan, Governor Debra Gray, Principal/CEO Rob Lawson, Governor (Chair)	
In Attendance: Nicola Dimond, Vice-Principal (Human Resources) Gino Tommasi, Vice-Principal (Finance & Resources) Lesley Venables, Interim Director of Governance	
1	APOLOGIES FOR ABSENCE Apologies for absence were received from Simon Alsop (Governor) and Joanne Gibbons (Governor). Tom Dannatt was welcomed to his first meeting as a governor.
2	DECLARATIONS OF INTEREST There were no declarations of interest in relation to any agenda item.
3	APPOINTMENT OF CHAIR Resolved – That Rob Lawson be appointed as Committee Chair for this meeting only.
4	MINUTES Resolved – That the minutes of the meeting held on 14 th June 2022 be approved as a correct record and signed by the Chair
5	MATTERS ARISING Governors received a progress report on the actions identified at the previous meeting, as follows: (1.4) Management accounts data to be reviewed to include apprenticeship headcount – to be discussed at the next Committee meeting Governor training session on cyber risks to be re-arranged Updated risk register and risk management policy to be submitted for recommendation at the next Audit Committee meeting (2.1) Reporting format of management accounts to be reviewed including contingency breakdown data – feedback was sought from Committee members and T Dannatt had undertaken to discuss this with the VP(F&R). (2.2) Draft Budget – Governors were advised that it was still too early to assess the impact of mentorship support. (2.5) Cash sweep - This matter is the subject of a separate and confidential minute. (4.1) Consider details on cuts & lacerations – The VP (HR) reported that toolbox talks had been rolled out to students, particularly in areas such as Construction and Catering. The College’s first aid provision was also under review. (6.1) Review expenditure thresholds and submit revised Financial Regulations in Autumn Term – the VP (F&R) reported that a revised set of Financial Regulations would be brought to the December Committee meeting for recommendation to the Corporation. All other actions had been completed or were featured on the agenda.

6	<p>PERIOD 2 MANAGEMENT ACCOUNTS</p> <p>Governors received for information the P2 Management Accounts</p> <p>This matter is the subject of a separate and confidential minute.</p>
7	<p>Indicative Outturn 2021/2022</p> <p>The VP (F&R) presented a report on the indicative outturn for 2021/2022.</p> <p>This matter is the subject of a separate and confidential minute.</p>
8	<p>Purchase Order Monitoring Levels</p> <p>Governors received for information a monitoring report on purchase orders. The VP(F&R) advised that an internal audit on procurement in 2021/2022 had graded this area of the College as providing a 'good' level of assurance, with a high level of compliance with the Financial Regulations and good value for money. The next step was to focus on one-off supplier invoices.</p> <p>From a total of 642 purchase orders raised in August and September 2022, 3 required Corporation approval as they exceeded the £50k threshold as reported, namely:</p> <ul style="list-style-type: none"> • £62k Annual support renewal for Pro Monitor, Pro Porta, Pro Observe (enrolment system) • £120k Microsoft licence – contract year 3 of 3 • £102k MFD- Agilico – contract end date FY24 and FY25 <p>The Committee was informed that all the above had been scrutinised by EMT SLT in terms of their value for money, any alternative suppliers and the scope of all contracts.</p> <p>An additional report had been created to provide further assurance to the Committee on suppliers with which the College engaged for FY23, identify a list of most frequently-used firms and any trends/efficiencies/risks. Only one purchase order required Corporation approval from this report.</p> <p>The approved budget for 2022/2023 currently assumed that there would be marginal savings on utility costs for closing some buildings during half term. This will be reviewed in October to establish any further efficiencies. A governor asked whether management was confident that there was a robust procurement process for utility costs and was informed that the current contract operated until 2024. The newly-appointed MIS Director was currently designing and generating estates utilisation and energy efficiency reports which could be used for future decision-making.</p> <p>Governors were advised that circa £340k had been committed without purchase orders, which equated to 2.47% of the total non-pay and capital expenditure for FY22. The expenditure was divided 5 main categories (Strategic Development Fund, professional fees; expenses, school trips and bursary payments; one off purchase from supplier; and Tech Week Partnership). The Principal reported that the College would not be participating in the last of these in future years and that processes had been tightened to ensure that all payments to suppliers were made on the basis of purchase orders.</p> <p>Resolved – That the 3 purchase orders outlined above be recommended to Corporation for approval approved</p>
9	<p>Bad Debt Report</p> <p>The VP(F&R) presented the Bad Debt Report.</p> <p>This matter is the subject of a separate and confidential minute.</p>

10	<p>Estates Update</p> <p>The Committee received an update on estates and capital investment in 2022/2023.</p> <p>The VP (F&R) reported that a review had been undertaken to ensure that the approved capital budget represented value for money, aligned to actual recruitment and strategic curriculum improvements for planned for FY24, together with reinvestment opportunities for the wider estate and learners and any updates or additional capital funding that had not been included within the FY23 budget (such as the Strategic Development Fund – 2).</p> <p>Planned capital expenditure had been reduced by circa £500k as a result of this process. The College’s aim was to build its cash reserves to enable capital expenditure in the future. and to minimise any impact from the ESFA’s cash sweep.</p> <p>In response to questions about the ESFA’s Capacity Fund, the VP (F&R) reported that the College had not submitted a bid for this funding stream as it did not currently have the internal capacity. However, an Executive Director of Bids & Policy had just been appointed and would commence employment in January 2023.</p>
11	<p>Health & Safety Annual Report 2021/2022</p> <p>The VP(HR) presented the Health & Safety Annual Report for 2021/2022. There had been no RIDDOR-reportable incidents. The number of minor injuries was in line with expectations, but small injuries such as cuts represented 55% of these. A governor asked whether management was confident that all near misses (4 in 2021/2022) were being reported and was advised that this could be due to the manual process in place currently. The introduction of digital reporting of near misses was being reviewed.</p> <p>A number of improvement measures had been implemented such as electrical PAT testing and a winter action plan for dealing with the effects of COVID-19 was being prepared.</p> <p>Governors noted that the first H&S Committee meeting had taken place in early October, with membership drawn from a wide range of College departments. Part of its responsibilities were walkabouts in each area, which would review the basic H&S requirements and check student and staff understanding of H&S issues. The Committee would also enable staff to share good practice across the organisation.</p>
12	<p>Risk & Compliance</p> <p>The VP (F&R) advised that a revised Risk Strategy was being prepared and would be submitted for consideration by the Audit Committee at its December 2022 meeting.</p>
	<p>Date of Next Meeting</p> <p>5th December 2022</p>

Approved by the Finance & Resources Committee at the meeting held on 5th December 2022.