

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

**Public Minutes of the meeting  
held 9<sup>th</sup> November 2023 via Teams**

<b>Present:</b> Matt Blowman, Staff Governor John Cook, Governor Tom Dannatt, Co-Opted Governor David Flatters, Governor (Chair) Joanne Gibbons, Governor Debra Gray, Principal & CEO Rob Lawson, Governor (from 5pm)	
<b>In Attendance:</b> Nicola Dimond, Vice-Principal (Human Resources) “VPHR” Gino Tommasi, Vice-Principal (Finance & Corporate Services) “VPF&CS” Catherine Sykes, Director of Governance	
<i>Ahead of the meeting, the Director of Governance welcomed the new members to the committee. David Flatters (Chair), John Cook and Matthew Blowman.</i>	
<b>OPENING ITEMS</b>	
<b>F24.1</b>	<b>Apologies For Absence</b> Lynette Leith.
<b>F24.2</b>	<b>Declarations Of Interest</b> There were no declarations of interest in relation to any agenda item.
<b>F24.3</b>	<b>Minutes of the meeting held 26<sup>th</sup> June 2023</b>  <b>Resolved</b> – That the minutes of the meeting held on 26 <sup>th</sup> June 2023 be approved as a correct record.
<b>F24.4</b>	<b>Matters Arising</b> Governors received a progress report on the actions identified at the previous meeting, it was noted that the relevant extensions in relation to the Financial Statements had been obtained due to the delay in receipt of the final management letter of the ESFA Funding Audit.
<b>FINANCE UPDATE</b>	
<b>F24.5</b>	<b>Student Union Accounts</b> The VPF&CS presented the report. It was confirmed that the Student Union had been dissolved, as approved by Corporation. In response to a member’s question, it was clarified that the College does not have a separate account for the Union; however, that the funds allocated had been utilised for learners. It was also confirmed that the dissolution of the Union presented no liability going forwards.  In response to a member’s question to the alternative provision for learners as there was no Union, the Principal confirmed the implementation of the learner engagement strategy supported by the learner services teams which had so far, although still in its infancy, had received positive learner feedback.  <b>Resolved:</b> The Student Union Accounts were <b>recommended to Corporation for Approval.</b>
<b>F24.6</b>	<b>Indicative FY23 Outturn</b> The VPF&CS presented the report, from which the key points were drawn: <ul style="list-style-type: none"> <li>• ILR period 14 review; no material external audit adjustments.</li> <li>• ESFA health score outstanding.</li> </ul>

	<ul style="list-style-type: none"> <li>• Top 30% nationally in EBITDA, attributed to AEB and staff efficiencies.</li> <li>• Curriculum additionality reviewed with a focus on Maths &amp; English, working and living skills.</li> </ul> <p>Members considered the position of the College and its remarkable turnaround. Members considered the AEB delivery and how the college is pivotal in the city and as well as being a huge financial achievement, it is also vital provision to support the city's businesses and skills. Members noted positive feedback on the efficient use of funds and a sustainable approach.</p>
<b>F24.7</b>	<p><b>Recruitment Update, including forecast income FY24.</b></p> <p>The VPF&amp;CS noted that the FY24 learner recruitment was in line with the budget. Three caveats were discussed; full reconciliation of numbers, continuing bi-weekly AEB and Apprenticeship management meetings and assurance of prudent forecasting.</p> <p>In response to a member's question, it was confirmed that reconciliation was required between the enrolment system and the finance system, to ensure that the number and status of learners (e.g. part or full time/ high needs etc) is accurate and invoices are accounted correctly. This was critical in areas such as apprenticeships where previous errors had been seen (e.g. in the ESFA funding audit). Members asked about the recruitment figures in apprentices and whether current numbers were low against target. It was confirmed that this area was being carefully monitored, however whilst overall learner numbers had not been reached yet, the monetary value attributed was greater and the overall target would be achieved.</p> <p>Members acknowledged that in AEB, the College was reviewing opportunity and capacity, including further strategy needed in this area to support the business development pipeline.</p>
<b>F24.8</b>	<p><b>Period 2 Management Accounts and Finance KPI's</b></p> <p>This matter is subject to a separate and confidential minute.</p>
<b>ESTATES</b>	
<b>F24.9</b>	<p><b>Estates Update</b></p> <p>The VPF&amp;CS presented the Estate's update, highlighting the completion of FY23 estates transformation projects. Members were pleased to note the positive impact on learner behaviour and how recruitment targets had been exceeded. Members discussed the future projects, aligned with estate rationalisation and that learners had and would be prioritised throughout all of the works.</p> <p>The Principal noted the College's commitment to staff and student wellbeing, including welfare rooms and the free breakfast initiative. Members were pleased to note the provision of the warm, safe and welcoming environment the College provides. Thanks were noted to the Estates Department who have supported and delivered the vision.</p> <p>Members discussed the next wave of works, questioning how they would be prioritised. It was confirmed that the areas which are the old and graded poor in the condition survey are of priority along with the need of current and future students, both academically but also common spaces. Members considered the future student cohort and the need for the creative industries to support the STEM and automation. In response to a member's question, it was noted that the survey related to RAAC, indicated that no further steps are required to be taken.</p> <p>Members noted the need to rationalise the estate to control costs and that a review of this has started and is currently gathering wider management feedback. Linked to the commitment to sustainability, the VPF&amp;CS noted the £200k of rationalisation in the budget and confirmed that some of the works will not incur costs, but others will require investment.</p>

F24. 10	<p><b>Report on Sustainability</b> <i>At this point, Rob Lawson joined the meeting.</i></p> <p>The VPF&amp;CS confirmed the report on sustainability which had been completed by an external management company. Members discussed the changes in industry with green energy, decarbonisation and sustainability, and the substantial demand in these areas from all stakeholders, particularly learners. It was confirmed that the College must ensure its financial sustainability, but also consider its environmental impact, although there is currently very little funding available to support colleges.</p> <p>It was noted that the smaller projects of the sustainability programme will be actioned first (e.g., LED lights, estate efficiencies) until funding is made available for decarbonisation projects, as these will require larger capital support.</p> <p>It was confirmed that the current College estate is aged and requires significant refurbishment, therefore any works are carefully considered and ensure that value for money is obtained.</p>
<b>HEATH &amp; SAFETY</b>	
F24. 11	<p><b>H&amp;S Report</b> The VPHR noted the report. It was confirmed that the report was presented in draft. In response to a member's question about students, it was noted that a number of initiatives were being tested e.g., plaster stations, as the number of first aid calls had significantly increased. It was also noted that first aid staff had been educated to support learners with self-administered care which did not require the support of first aiders (e.g., for a plaster).</p> <p><b>Resolved:</b> The H&amp;S report will be <b>carried forward</b>.</p>
<b>FEES</b>	
F24. 12	<p><b>FE &amp; HE Fees Policy &amp; Proposal for 2024-25.</b> The VPF&amp;CS noted the FE &amp; HE Fees Policy and Proposal for 2024-25.</p> <p>This matter is subject to a separate and confidential minute.</p> <p><b>Resolved:</b> The FE &amp; HE Fees Policy &amp; Proposal for 2024-25 were <b>APPROVED</b>.</p> <p><i>At this point, Joanne Gibbons left the meeting.</i></p>
<b>POLICIES</b>	
F24. 13	<p><b>Flexible Working Policy</b> The VPHR noted the policy, highlighting the changes made in anticipation of some changes that will come into force from 2024.</p> <p>In response to a member's question, it was noted that many staff work flexibly on an ad-hoc or informal basis as agreed with line managers, however in terms of formal requests there are usually 1-2 per month and the College had seen success in the offer.</p> <p><b>Resolved:</b> The Flexible Working Policy was <b>APPROVED</b>.</p>
F24. 14	<p><b>Leave and Dependent Care Leave Policy</b> The VPHR noted the two policies for approval. It was confirmed that the changes were to simplify the policy, removing specific numbers of leave days (as these are identified in individual contracts of employment) and ensuring the policies are simple to understand. It was confirmed that this followed a review of leave allocation across the College in the previous year.</p>

	<p>Members asked how staff felt about the changes, it was reported that this was reflected as a positive change, in most cases increasing entitlement, and aligned with that offered by other local colleges, particularly for curriculum staff. It was confirmed that this is ongoing work, with reviews of all front-line policies to ensure that we always support staff with wrap around care.</p> <p><b>Resolved:</b> The Leave and Dependent Care Leave Policy was <b>APPROVED</b>.</p>
F24.15	<p><b>Staff Welfare Policy</b></p> <p>The VPHR presented the policy, which was linked to the suite of staff welfare initiatives and was the overarching policy documenting the College's approach to staff welfare.</p> <p>One member raised a question on offering staff time off for industrial action. It was confirmed this would be investigated.</p> <p style="text-align: right;"><b>Action:</b> VPHR</p> <p><b>Resolved:</b> The Staff Welfare Policy was <b>APPROVED</b>.</p>
F24.16	<p><b>Performance Management Policy</b></p> <p>The VPHR presented the policy which has been adjusted from a capability management policy to a support management policy, enabling employees to fulfil their jobs, aligned to the other supportive activity (e.g. 5 measures in curriculum). It was confirmed that HR support was always available to anyone requiring access to these policies from both the employee and the manager.</p> <p>In response to a members question, it was confirmed that the College is confident in the systems, training and consistency of line managers, with HR business managers coaching staff through incidents as required.</p> <p><b>Resolved:</b> The Performance Management Policy was <b>APPROVED</b>.</p>
<b>CLOSING ITEMS</b>	
F24.17	<p><b>Any Other Business</b></p> <p>None</p>
F24.18	<p><b>Date of Next Meeting</b></p> <p>7<sup>th</sup> December 2023.</p>

Approved by the Finance & Resources Committee at the meeting held on 7<sup>th</sup> December 2023.