



MEETING MINUTES

MEETING Finance and Resources Committee

DATE: Wednesday 22 March 2017 TIME: 12:30 – 13:15 hours

VENUE: NCHSR Faraday Wharf CHAIRED BY: Jo Miller
(Meeting Room 1)

MINUTE/ACTION Martin McNeill
TAKER:

ATTENDEES

1. Jo Miller (JM) – dial in	2. Clair Mowbray (CM)	
APOLOGIES: None		
IN ATTENDANCE: Leon Clifford (LC), Miranda Coles (MC), Judith Doran (JD), Matthew Goodwin (MG), Jackie Grubb (JG), Martin McNeill (MMcN) – dial in, Jo Matthews (JMs) – dial in, Alex Stephenson (AS) – dial in		

TOPIC	WHO	WHEN
<p>1. Welcome and Introductions</p> <p>CM welcomed those present in person and by telephone. She explained that, as MG would shortly be leaving the College, other members of the Finance team had been invited to attend, to ensure continuity.</p> <p>AS told the meeting that he was not, and did not intend to be, a member of the Committee, as he had already been appointed to the Audit Committee. As Chair of the Search and Governance Committee, however, he had been asked by that Committee to attend the initial meetings of all other committees. The Search and Governance Committee had made a number of recommendations to the Board, one of these was that, during the current, formative phase of the Corporation’s life, committees</p>		



<p>should be used for governor training as well as for scrutiny of College performance, plans and policies.</p> <p>2. Terms of Reference</p> <p>The meeting agreed to recommend the proposed terms of reference to the Board, with changes to the sections referring to membership (section 1) and role (section 6).</p> <p>In relation to membership, the proposal that three external members of the Corporation should serve on the Committee alongside the Chief Executive was supported; one of those three should be appointed by the Board on the nomination of the Committee to serve as Chair. Each member should be appointed to the Committee for a term of two years and should be eligible for re-appointment for a second such term. The Chair's appointment should be on the same basis.</p> <p>It was also agreed that the role of the Committee should include oversight of the College's partnership strategy and the training of committee members.</p>		
<p>Action: draft amendments to sections 1 and 6, for consideration by the Board (ACT 01)</p> <p>Reviewing Committee membership, governors agreed that the first priority was to appoint a member with financial expertise. CM said that an advertisement had now been placed. She had also had discussions with a college finance director who was willing to be co-opted to fill the skills gap on the Committee on an interim basis. It was agreed that this option should only be pursued if a permanent appointment before the next scheduled committee meeting in June seemed unlikely.</p> <p>Other skills that would be useful to the committee included knowledge and experience of HR, of industry needs and the technology supporting the industry, of health and safety and of educational practice. There were two board members currently not allocated to any committee, and it was agreed that one of these (Carl Garrud) should be approached as, like JM, he had broad experience of management, including finance and HR, gained (in his case) in the railway engineering industry.</p>	<p>JMs</p>	<p>31/03/17</p>
<p>Action: Approach to Carl Garrud (ACT 02)</p>	<p>CM</p>	<p>31/03/17</p>



<p>AS advised that the other governor without committee responsibilities (Alastair Dormer) had expressed reluctance to increase his time commitment; as the College moved into an operational phase, it was possible that he might prefer to serve on an industry advisory panel rather than the Corporation board. While no decision had yet been taken to set up such a panel, an HS2 director who had been sounded out had responded positively to the suggestion, and CM was confident that it would win support from many of the 50 employers with whom the College was already working.</p>		
<p>Action: CM to develop a detailed proposal for an industry panel to discuss with Corporation Chair (ACT 03)</p>	<p>CM</p>	<p>30/06/17 (estimate)</p>
<p>Governors agreed that the need for Health and Safety expertise could best be met by co-opting an additional committee member, as provided in the draft terms of reference. It was important to recognise that Health and Safety was a corporate responsibility beyond the remit of any one committee, and the person appointed would need to engage with the teaching as well as the practice of health and safety across the College. The Health and Safety policy (see Item 3 below) would need to be drafted in a way that encouraged staff and students to aspire to the highest standards.</p>		
<p>CM told the meeting that she hoped to recruit a member of the HS2 Health and Safety team to take on this important role.</p>		
<p>Action: CM to approach HS2 to identify a possible co-optee for consideration by the Committee (ACT 04)</p>	<p>CM</p>	<p>30/04/17</p>
<p>JMs advised that in due course the Committee should consider enlarging its membership to include an educational practitioner. This would help to ensure that the work of the Committee was informed by educational, as well as financial, considerations.</p>		
<p>3. Policies</p>		
<p>Introducing the six draft disciplinary, equality and diversity, recruitment, and health and safety policies, CM explained that these all required further work, including an impact assessment. She was, however, keen to ensure that, with staff now being recruited, a framework of HR policies was in place.</p>		
<p>JD confirmed that both disciplinary policies (for staff generally, and for senior post-holders) took account of the ACAS Code of</p>		



<p>Conduct. Asked whether they had been ‘road tested’, she said that a number of scenarios had been thought through; policies would be reviewed annually to enable adjustments to be made, if necessary, in the light of experience.</p> <p>In relation to equality and diversity, JD said that she had worked closely with HS2 in drawing up the policy, but that there was still more to do. Governors suggested that she review some of the policies put in place by other colleges with a diverse intake.</p> <p>The recruitment policy was agreed to be proportionate and not unduly restrictive. The College needed to be able to recruit flexibly, as well as fairly, to secure the best people. The ex-offenders policy was particularly welcomed as demonstrating the College’s commitment to inclusion.</p> <p>It was agreed that the Board should be asked to approve all six policies, recognising that the Health and Safety Policy was in need of amendment, as discussed under Item 2 above.</p> <p>Governors sought and received assurance that a drugs and alcohol policy was being drafted, and would be presented to the Board in July.</p> <p>Action: Recommend Board to adopt draft policies subject to review by 31 March 2017 (ACT 05)</p>		
<p>4. Any other business</p> <p>CM told the meeting that the budget for the current year was proving unduly restrictive. She was finding it difficult to recruit the staff that the College needed to be operational in the autumn of 2017. She was currently discussing with the SFA the possibility of capitalising some expenditure and would consult the Committee Chair before putting a proposal to the Board. JM asked that this should be done as soon as possible.</p> <p>Action: Prepare proposal for revisions to capital and revenue budgets and consult JM (ACT 06)</p>	<p>JM</p> <p>CM</p>	<p>12/04/17</p> <p>31/03/17 If possible</p>
<p>5. Date of next meeting Wednesday 28 June 2017, 10:00 – 12:00 hours.</p>		