

**Minutes of the Finance and Resources Committee meeting FRC22.3 held on Wednesday 26 April 2023**  
**Long Road Sixth Form College, Cambridge**

Present: Sophie Harrison (FRC Chair), Gerry Bolton, Yolanda Botham (Principal), Alex Curnow and Abby Futter

In attendance: Charlotte Hemmins (Finance Director), and Charlotte Muir (HR Manager, part meeting)

Clerk: Anne-Marie Diaper

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<b>FRC22.3.1</b>	<b>Apologies for Absence</b> None
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<b>FRC22.3.2</b>	<b>Declarations of Interest</b> None
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<b>FRC22.3.3</b>	<b>Request for any other business</b> FRC22.4 meeting. The Chair signalled that she would like to discuss the date of the next meeting under AoB. See FRC22.3.16.
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<b>FRC22.3.4</b>	<b>Minutes of Finance and Resources committee minutes FRC22.2 held on 1 February 2023</b> With one amendment to section FRC22.3.7, the minutes of the last meeting were agreed as a true and accurate record of the meeting.
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*The HR Manager joined the meeting at 10.06am*

<b>FRC22.3.5</b>	<b>Matters arising</b> <u>FRC22.3.7 Redundancy policy</u> . The HR Manager gave an overview of changes to the policy that had been made since the committee last reviewed it. There was one further amendment to be made relating to 'Managing Public Money' following the ONS reclassification of Colleges.
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**Governors were content that the policy was robust, and were assured on the amendments, and subject to that one amendment, approved the policy.**

<b>FRC22.3.6</b>	<b>Termly HR report</b> The HR Manager presented the HR report which was this time presented in a slightly different format. She gave an overview of recruitment, training, staff sickness, and the staff survey (during the first term). A Governor asked a question about staff turnover figures referring to exit discussions, reasons for leaving, and succession planning. Another Governor asked another question about retention and recruitment of support staff. The HR Manager and the Principal
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responded on strategies for retaining key staff and the committee was assured with the responses given.

The report included information on the DFE workforce data collection. A Governor asked about the age profile ranges set in the data set (some very wide ranges) which the HR Manager advised were set by the DfE.

*The HR Manager left the meeting at 10.33am.*

**FRC22.3.7 Property Strategy update**

The FD spoke to her paper. She referred to changes to property and the site that had occurred since 2019, and the work that had been done with architects to consider further options/considerations for the site to allow more study space for students. Once ideas from the architects were available, she would bring those back for the committee.

In relation to capital monies, the FD referenced that the College had previously submitted a bid to allow an increase in the numbers of WCs however this had not been successful. A Governor asked if the College wished to consider spending cash reserves on some works. The FD wished to consider budget and balance sheet before considering if cash reserves could be used, and how best the capital would be invested.

A Governor asked about limits for capital spend relating to the ONS reclassification of Colleges. She also asked a staff Governor for students' views of priorities for the College environment (including café/lunch space).

The committee thanked the FD for the report.

**FRC22.3.8 Estates termly report including health and safety**

The FD spoke to her written report. The report included an update (and clarification) on Network Rail, progress with the new build and an update on where the project had got to since the last meeting, including variation to costs. The new build project was on track for handover for w/c 26 May. A Governor who had recently visited the site was very complimentary on the new build, saying that the project had been very successful.

The FD gave an update on Health & Safety and the possible funding available for safeguarding (Martyn's law), availability of WCs and plans for refurbishments, should capital funding be available.

A Governor asked about the look of landscaping for the new build. The FD referred to the path around the building, the pond (tripled in size

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relating to drainage), trees, canopy and seating. All would be considered from a 'sustainability' perspective.

**FRC22.3.9 ESFA Finance dashboard 2021/22**

The FD referred to the letter from the regulator deeming the College financial position as outstanding for the year end 2021/22. There were no questions from Governors on this.

**FRC22.3.10 Management accounts March 2023**

The FD referred to headlines included in the management accounts, including staff costs including pay awards for the current year, and impact on budget, contingency, cash balances, payment of the DfE capital grant based upon the completion of the new building (on track), potential industrial action and the impact of that.

**FRC22.3.11 Update on factors affecting the financial forecast**

The FD mentioned that there was nothing new in this paper, since the committee last met, rather it provided an update on the factors affecting the financial forecast. The committee considered the assumptions and the updates provided on income, pay and non-pay costs.

**FRC22.3.12 First draft of budget for 2023/24**

The FD ran through the key messages included in her written paper, which was an early look at next year's budget, including income, anticipated pay costs, non-pay costs, and capital expenditure.

The committee discussed the impact of pay awards in relating to budget setting and presenting a balanced budget, and the options for this, knowing and outlining the possible risks going forward; this was a key strategic issue. The committee asked about other pay awards contextually paid across the sector (FE College and schools). The committee was keen to know going forward what the 5-year forecast would show. The impact of the ONS reclassification of Colleges was also touched upon. The Principal referred to the forthcoming Governor training/strategy day that would touch on all of these matters.

**FRC22.3.13 Governance**

The Clerk had prepared a written update to the governance improvement plan (2022/23) for the committee; updates/amendments were highlighted. She didn't have anything to discuss with the committee and commented that some of the sections where there was no written update would no doubt be covered at the May Governor training/strategy day.

**FRC22.3.14 Review risks relevant to committee**

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The committee reviewed the high level risks discussed, following the most recent meeting of the Audit committee when the risk register had been presented.

The FRC Chair referred to a specific risk relating to future financial viability, and the managers advised that this risk may change for next time the risk register was presented.

A Governor referred to risk numbers 3.6 and 3.7 asking if the narrative in these risk needed updating in line with the College's ability to pay and flexibility around pay awards. The senior managers agreed, reminding the Governor that staff pay awards are a Board decision based on financial viability.

**FRC22.3.15 Any other business**

The date of the next meeting was changed to fit around Governors' availability.

**FRC22.3.16 Date of next meeting**

The date of the next meeting was changed to fit around Governors' availability. The meeting was moved from Wednesday 14 June 2023, to **Monday 12 June 2023 starting at 10am.**