**The Corporation of Newham Sixth Form College**

**Finance & Resources Committee**

**Minutes of the Meeting held on 10 November 2021**

**Members**

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| --- | --- | --- |
| Simon Mayfield (Chair) | Independent Member  | Present  |
| Laura De Vos | Staff Member – Support  | Present  |
| Mandeep Gill  | Principal & Chief Executive  | Present  |
| Martin Rosner  | Independent Member  | Present  |
| Graham Willson | Independent Member  | Present |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Holger Agha | Network Support Manager  | Present  |
| Michael Gainlall | Vice Principal Finance & Operations  | Present  |
| Robin Jones | Clerk to the Corporation | Present  |
|  |  |  |

**1** **APOLOGIES FOR ABSENCE**

The Corporation NOTED that all Members were present although Mandeep Gill explained that, due to a serious incident involving a former NewVIc student, he would need to step out of the meeting as indicated below.

The meeting was quorate throughout.

**2 DECLARATIONS OF INTERESTS**

The Members confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda.

**3 MEMBERSHIP OF THE FINANCE & RESOURCES COMMITTEE**

The Committee noted that Kieran Healy had resigned from membership of the Corporation and, therefore, he was no longer a member of the Finance & Resources Committee although he would continue as a co-opted member of the New Bild Task & Finish Group.

**4** **MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON 30 JUNE 2021**

The Minutes of the meeting of the Finance & Resources Committee held on 30 June 2021 were agreed to be a correct record.

**5 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON 30 JUNE 2021**

The Committee noted that there were no matters arising from the Minutes of the meeting of the Finance & Resources Committee held on 30 June 2021 to be addressed at this time.

**6 APPOINTMENT OF VICE CHAIR OF THE FINANCE & RESOURCES COMMITTEE – 2021/2**

Graham Willson was appointed Vice Chair of the Committee for 2021/22.

**7 IT AND CYBER SECURITY ARRANGEMENTS**

Holger Agha, Network Support Manager, provided the Committee with a presentation on College IT and, specifically, the cyber security arrangements.

The presentation covered a range of related issues including:

* the level of cyber security awareness in College including the training of staff
* the outcome of the Internal Audit review carried out earlier in the year to be addressed by the Audit & Risk Committee at the forthcoming meeting

Members of the Committee were invited to ask questions on the presentation and related issues.

Without saying too much in what is a public document the themes covered included:

* the availability of third party support including from the National Cyber Security Centre and JISC
* the approach to minimising any loss of data if subject to some form of cyber attack
* the audit security trails that are in place
* actions taken in the event of a safeguarding issue

The Committee agreed after discussion:

1. to thank Holger Agha for such an informative presentation on cyber security
2. to recognise that cyber security presented a high level risk for the College and it was apparent that actions were being taken to reduce the risk.

*Note: Holger Agha left the meeting and Mandeep Gill left the meeting to address an urgent College issue but returned later as indicated below*

**8 COLLEGE FINANCIAL FORECASTING RETURN 2021 TO 2023**

The Committee received and NOTED the ESFA letter dated 25 October 2021 together with the associated Financial Dashboard.

The ESFA had advised that, based on the Financial Plan, the financial health of NewVIc remained as being “outstanding” in both 2020/21 and 2021/22.

**9 KEY PERFORMANCE INDICATORS APPROPRIATE TO THE FINANCE & RESOURCES COMMITTEE**

The Committee received the report relating to the Key Performance Indicators (KPIs) to be tracked by the Finance & Resources Committee on an ongoing basis.

It was explained that the national census return for students was due to be submitted to the ESFA later in November 2021 and the actual number would be reflected in future versions of the KPI report.

Three issues were specifically raised by a Member of the Committee with a request that these be addressed with due urgency:

* Staff utilisation data
* Staff related data including information on the ethnicity pay gap as well as well as the standard report on the gender pay gap
* Outcomes from the most recent staff survey including staff morale

The Vice Principal Finnace & Operations explained that data on staff utilisation was being collated and this had been presented to the SLT the previous day. Until recently the data was not in a refined format but would be available for consideration by the Committee shortly.

The Committee recalled that the Work Plan for the Finance & Resources Committee anticipated that the Annual Staff Report would be presented to the meeting in the Spring Term. However, it was suggested by a Member that this was too late in the year to address any emerging issues and the Clerk and Executive were asked to review the timetable of events.

The Committee agreed to NOTE the report on the KPIs and to look forward to receiving further updates at forthcoming meetings including on staff utilisation and the ethnicity pay gap.

**10 MANAGEMENT ACCOUNTS – INTERIM POSITION FOR JULY 2021**

The Committee received and NOTED the Interim Management Accounts for July 2021 (Period 12 of 2020/21) which would provide the basis for the Financial Statements to be considered by the Committee on 1 December prior to presentation to the Corporation on 15 December 2021.

**11 MANAGEMENT ACCOUNTS – SEPTEMBER 2021**

The Committee received the Management Accounts for September 2021 and NOTED:

1. The ESFA funding allocation profile was front loaded and this skewed the apparent financial performance at this early stage in the year
2. The budget provision for pay showed a substantial underspend due in part to vacancies and the allocation for the pay award yet to be made for teachers which had just been approved by the Corporation Members via Written Resolution
3. The recent valuation of the Local Government Pension Scheme was more than had been included in the Annual Budget for 2021/22.

When the pay award for all other staff was known it was likely that there would be an in-year saving on the budget provision in 2021/22 which would be detailed in the commentary to future Management Accounts.

A Member asked about the position for students who need financial support notwithstanding the reduction in the disadvantaged funding allocation received by the College for 2021/22 as discussed at the meeting of the Committee on 30 June 2021. The Vice Principal Finance & Operations confirmed that £101k had been identified in the College budget to protect the allocation and this would be made available to eligible students as and when the need arose.

The Management Accounts for October 2021 (Period 3 of 2021/22) would be presented to the Committee on 1 December 2021 and these would provide a more accurate picture of the new financial year and any emerging issues which may need to be addressed.

**12 MANAGEMENT ACCOUNTS – FORMAT**

The Clerk drew to the attention of the Committee the recent letter from the newly appointed FE Commissioner which addressed a range of issues including the value of questioning the format of Management Accounts.

The Committee AGREED that the format of the NewVIc Management Accounts was comprehensive and met the needs of Members.

**13 HEALTH & SAFETY ANNUAL REPORT 2020/21**

The Committee received the Health & Safety Annual Report for 2020/21 which addressed a number of issues including:

* The acknowledgement that the College had been closed for part of the year due to the Covid pandemic and it was not a surprise, therefore, that there were less accidents/incidents than would normally be expected and none at all were classed as reportable under RIDDOR
* The accident incident reporting system was currently being reviewed along with First Aid procedures
* A full site-wide Fire Risk Assessment covering all College buildings was undertaken in July 2021 and the findings were largely about ensuring good housekeeping such as not storing paper in the server areas
* Appropriate training continued to be provided for staff including manual handling and risk assessment

The Committee agreed to NOTE the Health & Safety Annual Report for 2020/21.

**14 HEALTH & SAFETY – UPDATE**

The Committee received an update on Health & Safety issues from the Vice Principal Finance & Operations.

The update covered the following key areas:

* Continued work on the preparation of Codes of Practice for publication on the Staff Intranet so they are available for all (eg on the theme of lone working)
* Whole College staff training was scheduled for 29 November 2021 covering aspects of health and safety
* Integration of health and safety into the staff induction programme
* Tracking staff training so that it can be ensured that all members of staff have received all appropriate aspects of health and safety training for their individual role
* Increased focus on wellbeing as being integral to health and safety such as women’s personal safety

The Vice Principal Finance & Operations also explained that there was an agenda to be progressed with students on related matters including personal safety. It was appreciated that the lives not knifes initiative was well established in College.

The Committee agreed to NOTE the Health & Safety update.

*Note: Mandeep Gill returned to the meeting*

**15 NEW BUILD TASK & FINISH GROUP**

The Committee NOTED that at the meeting on 14 July 2021 the Corporation had approved the establishment of the New Build Task & Finish Group with Terms of Reference recommended by the Committee.

**16 ESTATES - UPDATE**

The Committee noted that the New Build Task & Finish Group had met the previous afternoon, 9 November 2021, and addressed a range of issues including:

* Condition Survey
* Estates Masterplan
* Estates Base Data
* Strategic discussions with the Local Authority
* Appointment of Masterplan Architect and other key consultants
* Student and staff engagement in the Estates Project

The New Build Task & Finish Group was due to meet again on 1 March 2022 to review progress and consider emerging issues.

The Principal & Chief Executive advised that an approach would be made to the London Borough of Newham at the appropriate time with a view to extending the period of planning permission on the temporary blocks so that they could continue to be used until the new estates strategy could be progressed. It was believed that the Local Authority would be receptive of such an approach because of the loss of time due to the Covid pandemic.

The Committee was advised that the application for £2.4m funding under the DfE Post 16 Capacity Fund had been unsuccessful. It was interesting to note that most of the colleges that had received funding were outside of London and the South East. The College would continue to respond to Government and other opportunities to seek funding although account had to be taken on the cost of having “shovel ready” bids on the shelf.

The Committee agreed:

1. to NOTE the outcome of the meeting of the New Build Task & Finish Group held on 9 November 2021
2. to NOTE that the College had been unsuccessful in the bid for support from the Post 16 Capacity Fund but opportunities for support would be pursed in the future
3. to look forward to receiving further updates on the development of the estates project plan and the anticipated approach to the Local Authority on the period of the planning permission on the temporary blocks.

**17 CALENDAR OF MEETINGS – 2021/22**

The Corporation NOTED the Calendar of Meetings for the remainder of 2021/22:

* Wednesday 1 December
* Wednesday 9 March
* Wednesday 29 June

All meetings to commence at 4pm unless otherwise agreed.

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

 Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_