

## MINUTES

<b>Group :</b>	<b>FINANCE AND BUSINESS OPERATIONS</b>	<b>Date:</b>	11/10/16
<b>Location:</b>	<b>AGENCY SUITE, LONDON ROAD CAMPUS</b>	<b>Time:</b>	5.45 p.m.
<b>Membership:</b>	Michael Bishopp, Gordon Channon, Alison Jackson, David Pulford, Anne Dokov, Rob Rosson, Mike Willmot, Lyn Surgeon, Principal/Chief Executive, Verity Underhill		
<b>IN ATTENDANCE:</b>	Members of the Senior Leadership Team: Donna Lucas, Group Vice-Principal - Human Resource Development Janet Stephens, Group Vice-Principal, Financial and Asset Management Clerk to the Corporation		
<b>APOLOGIES:</b>	Alison Jackson, Mike Willmot, Mark Brown (Group Vice-Principal, I.T. and Strategic Development)		

### **Election of Chair**

1. Resolved:

That Michael Bishopp be appointed Chair of the Committee for the 2016/17 academic year.

Michael Bishopp in the Chair

2. **Declarations of Interest**

There were no declarations of interest.

### **Work Plan 2016/17 (Appendix 1/16)**

The Chair commented on the wide brief of the Committee and the importance of focussing on its main purpose and aim which was to have oversight of systems and operations. He suggested that the work plan be considered as a draft alongside the proposed Terms of Reference (Item 5 on the agenda).

3. Resolved:

That, following consideration and amendments to the Terms of Reference for the Committee, the Work Plan be amended to reflect the changes and be submitted to the November meeting for approval.

### **Terms of Reference for the Finance and Business Operations Committee (Appendix 2/16)**

The Chair suggested that the Terms of Reference be considered as a draft and asked Governors to review and make any necessary arrangements.

4. Resolved:

(a) That the terms of reference be amended by the inclusion of reference to:

- Consideration of an Annual Budget Report and Annual Human Resources Report
- Consideration of termly Health and Safety, Estates and JCNC reports
- Additional reference 1.15 – To consider and monitor the I.T. and MIS systems
- Additional reference – To consider and monitor equality and diversity issues insofar as they relate to staff
- Paragraph 1.10 relating to Board Assurance Framework/Risk Register to be deleted and included in the Audit Committee Terms of Reference.

(b) That the Clerk to the Corporation consult with the Chair and appropriate Senior Leadership Team members on the proposed amendments and further adjustments to specific paragraphs as identified by the Committee and a final version submitted to the November meeting for agreement before referral to the Board for approval.

#### **Financial Procedures (Appendix 3/16)**

The Vice-Principal, Financial and Asset Management submitted the integrated Financial Procedures for Shrewsbury Colleges Group for review and approval.

In response to a Governor query, she undertook to check why reference had been made to Evolve but not Origins. JDS

The following minor amendments to the document were requested:

- Consistency with references to Shrewsbury Colleges Group
- Page 16 – Asset Sales – Budget Heads – convert signs to ticks
- Page 39 – paragraph 5 - Purchase Invoice Processing – figure of £2,500 to be amended to £2000
- Page 57 – Responsibility – Amend Resources Committee to Finance and Business Operations Committee
- Vice Principals of Financial and Asset Management and Human Resources Development to consult on inclusion of a paragraph relating to Prevent and the need for diligence in trading operations

5 Resolved:

That, subject to the amendments agreed by the Committee, the Financial Procedures for Shrewsbury Colleges Group be approved.

#### **Finance - Strategic Update – Presentation (Appendix 4/16)**

The Vice-Principal, Financial and Asset Management gave a presentation and circulated a paper covering the strategic areas of Finance including:

- Vision
- Strengths, Weakness, Opportunities, Threat
- Critical Success Factors
- Key Performance Indications
- Actions

The presentation was followed by a question and answer session.

In response to a Governor query, the Vice Principal, Human Resources Development advised that there were more than 50 budget holders across the Shrewsbury Colleges Group with a number of forums and operational teams and that the future strategy would be for this to be streamlined.

A Governor stated that there should be an aim to optimise finances to innovate and be proactive for the benefit of students

6 Resolved:

That the Presentation of the Vice-Principal, Financial and Asset Management on strategic areas of Finance be noted.

#### **Estates – Strategic Update – Presentation (Appendix 5/16)**

The Vice-Principal, Financial and Asset Management gave a presentation and circulated a paper covering the strategic areas Estates areas, including:

- Vision
- Strengths, Weakness, Opportunities, Threat
- Critical Success Factors
- Key Performance Indications
- Actions

The presentation was followed by a question and answer session.

The Vice-Principal undertook to ascertain whether there were any circumstances under which capital monies could be made available as a result the Area Review and consequent merger.

The Principal/Chief Executive commented that investments in Estates would need to be reflected in student outcomes.

7. Resolved:

That the Presentation of the Vice-Principal, Financial and Asset Management on the strategic areas of Estates be noted.

8. **IT and MIS Strategic Update** – Deferred to November meeting

MB

#### **Human Resources Strategic Update – Presentation (Appendix 6/16)**

The Vice-Principal – Human Resources Development gave a presentation and circulated a paper covering the strategic areas of Human Resources including:

- Vision
- Four Key HR Strands – Performance and Development, Well-Being, Resources Management, and Professional Support
- Strengths, Weakness, Opportunities, Threat
- Critical Success Factors Key Performance Indications

The presentation was followed by a question and answer session.

Particular reference was made to the significant challenge in respect of industrial relations in connection with harmonisation and that elements of the overall strategy which was likely to take 2/3 years to deliver in its entirety.

9. Resolved:

That the Presentation of the Vice-Principal, Human Resources Development, on HR Strategic Areas be noted.

**Feedback from meetings with Unions**

The Vice-Principal, Human Resources Development, reported on meetings held with Union representatives at the Joint Consultative Negotiating Committees (JCNC). She advised on the difficulty of agreeing a number of policies. Regional representatives were attending meetings and referring issues to their national branches which delayed progress. She stated that she had now asked the unions to give a collective response on the policies in order to move to agreement.

The union representatives had raised a number of concerns, in particular directed time. The union representatives considered it was inappropriate to discuss whether the views on directed time were representative of the staff as a whole.

The main item for discussion was harmonisation and equality across all campuses and further consultations would take place on this during the term.

10. Resolved:

That the verbal report of the Vice-Principal, Human Resources Development, giving feedback on the Joint Consultative Negotiating Committee (JCNC) meetings be noted and that a report on this item be submitted to the Board meeting. DL/JJ

**Policy and Procedures – Overview (Appendix 7/16)**

The Vice-Principal circulated an overview of the policy and procedures integration and progress made to date.

A Governor asked what the position would be in relation to the policies if Ofsted were to do a full inspection. Although Ofsted could come back at any time, the Principal advised that, following the recent positive mini inspection, it was unlikely the College would be risk assessed as a college needing an early inspection within the normal 3 year cycle unless results dipped next year. They would expect to see improvements in results in 2016/17. In terms of the policies, the Shrewsbury Colleges Group would be able to demonstrate that a plan was in place and being actioned.

11. Resolved:

That the Policy and Procedures – Overview be noted.

**Risk**

12. Resolved:

That the outcome of JCNC consultations on harmonisation be included on the risk register.

13. **Date of Next Meeting** – Tuesday, 22 November 2016 at 5.45 p.m., English Bridge Campus.

Signed .....Chair Date.....