

**Minutes of the Finance Committee
held on Tuesday 1 March 2017 at 8.00am
In the Boardroom
at Matthew Boulton Campus**

Present:	Apologies:
Jenni Ord (JO)	Veronica Docherty (VD)
Steve Hollis (SH)	
Joel Blake (JB)	
Hilary Smyth – Allen (HSA)	
Andrew Cleaves (AC)	
In Attendance:	
Simon Cosson (SC)	
Liam Nevin (LN)	

Apologies & Declarations of Interest

Apologies were received from Veronica Docherty.

The Chair welcomed HSA to her first meeting of the Committee.

There were no other declarations at this point in addition to those recorded on the register of interests.

Item 1 – Minutes of the Finance Committee held on 9 December 2016

The open and confidential minutes were approved as a true and accurate record of the meeting.

Matters Arising and Action Log

The action log was noted.

Item 2 – Financial Statements

This item is recorded in a confidential minute.

Item 3 – Operating Plan Update

JO noted that the plan had been amended to reflect the previous advice of the Committee and she commended it as a more user friendly document.

SC summarized the issues that were RAG rated as “red” and the mitigating actions set out in the report.

SH questioned how the dashboard would be used to address points arising from the Ofsted inspection. In particular, staff observations seemed to be a critical measure but this was not apparent from the plan.

The Principal advised that observations were on target in respect of most teams but a small number of teams were significantly behind. Maths and English and functional skills were particular examples, and resources had been put into these areas to address this issue.

SH stated that the report needed to be sharpened up to address these facts, which were not apparent from the narrative.

The Principal agreed and stated that whilst the actions were not defined clearly enough, the issues had been identified and were being addressed. He added that the other key issue was attendance which was running slightly ahead of last year's rate, but was significantly below target.

JO asked what actions were being taken to address the problem of attendance and how the College was drawing on best practice.

The Principal advised that attendance monitors were in use and there was prompt follow up with students and parents. In addition, the tutorial system had been strengthened so that there was a focus on the needs and progress of individual students. However, whilst these measures drew on best practice they were not having the desired impact and a review of intervention measures was necessary.

HSA asked what the implications of non-attendance of students was and the Principal advised that exclusion was the last resort but the College was focused on encouragement rather than sanction. It was important to understand why students were not in the classroom and to address the underlying reasons.

JO noted that there were success measures for some but not all of the themes that had been captured in the Ofsted inspection. The Principal agreed and advised that this was being addressed through the business planning process so that there would be draft goals and objectives to be considered by the May Corporation and these would inform the annual business plan to be agreed at the July Corporation. These would be driven by the Ofsted outcomes.

Accordingly it was

RESOLVED

- **That progress against the Annual Operating Plan be noted and that the Executive address the matters raised by the Committee as identified in the preamble to this minute.**

Item 4 – Management Accounts

This item is recorded in a confidential minute.

Item 5 – Pay Award

This item is recorded in a confidential minute.

Item 6 – Partnerships Update

SC advised that there was some slippage in programmed expenditure with sub-contractors and as a consequence the College was seeking to transfer approximately £280k to internally delivered apprenticeships, and to re-allocate 50k between approved sub-contractors, as set out in Appendix A of the report.

The Committee noted that there was a high degree of confidence in the year-end forecast of £1,980k against this budget.

Accordingly it was

