

**MINUTES OF A MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 29 NOVEMBER 2023**

**Present**

Angela Briggs	Governor
Peter Grant	Governor (nominated Chair)
Emma Kirk	Staff Governor (from 5.35 pm - item 8)
Philippa Poland	Governor
John Rees	Governor (CEO)

The quorum for the meeting was four Members (at least 3 external). The meeting was quorate.

**In attendance**

Sharon Harmon	Clerk to the Corporation
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure
Rachel Maguire	Chief Operating Officer, People & Information
Daniel Wilson	Vice Principal – Business Growth, Skills and Partnerships (for Item 6)

The meeting was held on MS Teams and commenced at 5.00 pm.

<b>Item</b>	<b>Minute</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b>	
	Apologies for absence were received from Mark Swales, Governor, Tina Greaves Governor and Karen Jackson, Governor.	
<b>2</b>	<b>Declarations of Interest</b>	
	Members should declare any personal or financial obligation, allegiance or loyalty which would in any way affect decisions in relation to the subjects under discussion.	
	There were no declarations of interest were made.	
<b>3</b>	<b>Election of Committee Chair and Vice Chair 2023-25</b>	
	In order to maintain the quoracy of the meeting, members agreed to vote on the appointment of both the Chair and the Vice Chair of the Committee via Written Resolution. Members noted that Karen Jackson had been nominated as Chair of the Committee and Peter Grant had been nominated as Vice Chair of the Committee.	
	<b>Action:</b> The Clerk to circulate written resolutions for the election of the Chair and the Vice Chair of the Committee.	<b>Clerk</b>
<b>4</b>	<b>Minutes of the Finance &amp; Resources Meeting held on 14<sup>th</sup> June 2023 and any matters arising</b>	
	The minutes of the Finance and Resources Committee meeting held on 14 <sup>th</sup> June 2023 were agreed as a true and accurate record to be signed by the Chair.	
	Matters Arisings	

Item	Minute	Action
	<p>Members reviewed the actions from the last meeting and noted all actions were either complete or on the agenda of today's meeting. There were no matters arising.</p>	
<b>5</b>	<p><b>Risk Register Review</b></p> <p>Members received the Group Risk Register and noted the risk register has been reviewed and discussed by the Senior Leadership Team to ensure it aligns with the new strategic plan. Members noted two new risks have been included for Business systems/MIS and Partnerships. Members noted the committee will have oversight of the new risk relating to Business systems/MIS. Members noted a new risk summary section has been included and the Risk Appetite Score has been changed to reflect the narrative rating rather than a score.</p> <p>Members reviewed the risks for which the committee has responsibility for oversight. Members reviewed the updates against planned actions and agreed the risks were scored appropriately.</p>	
<b>6</b>	<p><b>Recruitment of Learners 2023/24</b></p> <p>The Vice Principal, Business Growth, Skills and Partnerships (VPBGSP) presented a Recruitment of Learners update report.</p> <p>Members noted that recruitment across the group has had a strong start to the year overall. Apprenticeships starts are on track and with a healthy pipeline of future enrolments, and EPYP enrolments are well over target. Adult Education has had a good start to the year, however, there is an increased allocation in 23/24 so this area remains one of caution as the Group introduce new marketing activities to replace historical external services.</p> <p>Members were advised that HE enrolments are behind profile, and it is likely now at this stage of the year the Group will see a significantly reduced income from this pillar.</p> <p>Members asked what the higher allocation is based on. The VPBGSP explained the requested growth Case.</p> <p>Members noted that underpinning functions of marketing, web, business development and HE recruitment continue to evolve and support recruitment against all pillars. A new 'Admissions and Enquiries' Team has been established to launch a central onboarding service that will ensure consistency against all pillars, maximise conversion of enquiries and enrol all learners of all ages, on all levels, on all programmes in a timely, compliant, and well-served manner.</p> <p>Members were provided with an overview of planned actions and projects. Members discussed response to the LSIP and meeting local skills. Members discussed any potential associated risks.</p> <p>Members thanked the VPBGSP for the comprehensive report.</p>	
<b>7</b>	<p><b>Management Accounts to 31 October 2023 including 2022/23 Outturn</b></p> <p>The COOF&amp;I presented the Management Accounts to 31 October 2023 including 2022/23 Outturn. Members noted the contents of the report including an update to the 2022-23 year-end financial position post audit. Members noted that the audit is substantially complete but may be subject to change pending final year end confirmation statements of funding from the ESFA.</p>	

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	<p>Members noted the update on financial performance to 31st October 2023, and current forecast outturn for the 2023-24 financial year.</p> <p>The COOF&amp;I provided the members with an overview of the financial metrics set out within the financial report.</p> <p>The COOP&amp;I provided an update on the position with staff pay negotiation.</p> <p><b>Note:</b> Emma Kirk joined the meeting.</p>	
<b>8</b>	<p><b>Draft Financial Statements 2022-23</b></p> <p>The Committee received the draft Financial Statements and Regularity Assurance Reports 2022/23 presented by the COOF&amp;I. Members noted the draft Financial Statements and Regularity Assurance Reports 2022/23 had been presented to and scrutinised by the Audit and Risk Committee at their meeting on 27 November at which the auditors were in attendance.</p> <p>The COOF&amp;I reported that the external auditors had issued an unqualified audit opinion on all entities in the Group.</p> <p>Members noted the summary statement of comprehensive income and expenditure. The COOF&amp;I reported that the Group had achieved Financial Health 'Outstanding' and met all banking covenants.</p> <p>The COOF&amp;I reported that the two trading subsidiaries Kingsway Consulting and Optime Support sets of accounts have been fully audited. There are no audit recommendations and no irregularities. The accounts were approved by the subsidiaries Boards at AGMs on 27 November 2023. The COOF&amp;I reported that there are two small profits within those organisations and these profits are gift aided back to DNCG under a deed of covenant. The COOF&amp;I explained that Doncaster College and North Lindsay College subsidiaries are not trading therefore dormant accounts.</p> <p>Members noted the declarations set out within the letters of representation which will be presented to the Board for signing. Members noted that the draft Financial Statements and Regularity Assurance Reports 2022/23 would be presented to the Board at the 13 December 2023 meeting with the recommendation that the Board approve pending receipt of the final year end confirmation statements of funding from the ESFA.</p>	
<b>9</b>	<p><b>Financial Regulations and Procurement Policy</b></p> <p>Members were advised that following the approval of the updated DN Colleges Group Financial Regulations in June 2023 some minor changes are required. Members reviewed the updates to the Financial Regulations.</p> <p>Members were advised that complimenting the Financial Regulations there is a Procurement Policy which has also been reviewed and updated as required. Members reviewed the updates to the Procurement Policy.</p> <p><b>Resolution:</b> The Finance and Resources Committee approved both the revised Financial Regulations and the Procurement Policy.</p>	

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<b>10</b>	<p data-bbox="223 212 869 246"><b>Department for Education Finance Dashboard</b></p> <p data-bbox="223 280 1300 347">The COOF&amp;I presented the ESFA Finance Assessment Letter and Financial Dashboard information.</p> <p data-bbox="223 380 1300 481">Members noted that in July 2023, as part of the business planning and budget setting cycle, the College was required to submit detailed financial plan via the College Financial Forecasting Return (CFFR) for 2022/23 to 2024/25.</p> <p data-bbox="223 515 1300 616">Members noted the ESFA has now had the opportunity to review these and confirmed the Group's financial health grade is 'Good' for 2022/23, and "Good' for 2023/24.</p> <p data-bbox="223 649 1300 750">Members received a copy of the financial dashboard for information for the 2021/22 financial year. Members noted management will be reviewing these benchmarks and noted initial observations.</p> <p data-bbox="223 784 1300 851">Members discussed the high needs benchmark. The COOF&amp;I explained the position.</p> <p data-bbox="223 884 1300 918">Members discussed staff costs benchmark. The COOF&amp;I provided further context.</p> <p data-bbox="223 952 1300 1019">Members discussed the best use of benchmarking data and tools. Members noted further analysis will be undertaken.</p>	
<b>11</b>	<p data-bbox="223 1052 550 1086"><b>Support Areas Reports</b></p> <p data-bbox="223 1120 1300 1232">The COOF&amp;I presented a detailed Estates update report providing an update on the progress of existing capital works and potential future works, coving the final update for 22/23 and the first term of 23/24.</p> <p data-bbox="223 1265 1300 1332">Members noted the progress with works and the associated risks and financial considerations. The COOF&amp;I expanded on the following points:</p> <ul data-bbox="223 1366 1300 1926" style="list-style-type: none"> <li>• The contractor is addressing the issues with the Ground Source Heat Pump.</li> <li>• T-Level practical completion achieved.</li> <li>• IOT Practical completion achieved.</li> <li>• DFE Condition bid Doncaster -Transformation Fund (Including MEP works). The Doncaster roof project has progressed into contract, there are programme issues due to the inclement weather conditions.</li> <li>• Re-location of Nursery. Issues with the modular building company have delayed the start date for the groundwork and have increased cost pressure on the budget.</li> <li>• The North Lindsey redevelopment continues at pace. Further cost creep increases the overall project budget which has increased. This could impact on programme and design.</li> <li>• Other works that are to be completed or in the pipeline.</li> <li>• Implementation of Estate Helpdesk.</li> <li>• Update on staffing in the Estates Team.</li> <li>• SYIoT soft launch is scheduled for 12<sup>th</sup> December 2023.</li> </ul> <p data-bbox="223 1960 1300 2027">Members commented on the quality of the report and recorded their appreciation to the Estates Team for the substantial works taking place across the Group.</p>	

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	<p>Members asked if there were any expected delays that will impact directly on staff and student provision. The COOF&amp;I reassured members that there are no expected delays that will directly impact staff and student provision.</p> <p>IT Infrastructure Annual Report</p> <p>The COOF&amp;I presented the IT Infrastructure Annual Report 2022-23 setting out achievements in the period and outline projects for the coming year.</p> <p>Members noted it has been another busy year within the department with changes to the team's management and structure, with Executive lead changing to the Chief Operating Officer for Finance &amp; Infrastructure.</p> <p>Members were updated on the following headline achievements:</p> <ul style="list-style-type: none"> <li>• Cyber Essential Compliant – Awarded July 2023</li> <li>• Successful Phishing Campaigns and Penetration Testing</li> <li>• Firewall Enhancement</li> <li>• Server Upgrade – Phase 1 completed</li> <li>• Doncaster Network Upgrade</li> <li>• T-Level/IOT Capital Projects delivered</li> <li>• Network status page developed – to be launched in September 23</li> <li>• College wide capital refresh</li> <li>• New loans of 603 laptops and equipment to students</li> <li>• IT Infrastructure team re-structure</li> <li>• Improved project governance and reporting</li> </ul> <p>Members discussed ongoing challenges and were assured continued progress is being made.</p> <p>Members commented on the substantial amount of work completed and the positive progress made. Members recorded their appreciation to all involved.</p>	
<b>12</b>	<b>Business Information Systems</b>	
	<p>The COOP&amp;I presented the Business Information Systems report providing an update on the progress of the Business Systems and information Team since movement of the function in April 2023 due to the new Executive Structure and to align to the Strategic Plan 2023-28.</p> <p>Members noted the contents of the report and the progress made in Business Systems and information. Members were reassured by the progress made.</p> <p>Members commented on the substantial amount of work completed and the positive progress made. Members recorded their appreciation to all involved.</p>	
<b>13</b>	<b>Sustainability Update</b>	
	<p>The COOF&amp;I provided an update on the progress against the Sustainability Action Plan. The COOF&amp;I provided an outline of future planned initiatives and projects. Members noted that a further update will be provided at the next meeting of the Finance and Resources Committee.</p>	
<b>14</b>	<b>Review of Committee Performance 2022/23</b>	
	<p>Members considered the performance of the Committee in 2022/23, the committee Terms of Reference and cycle of business. Members considered any</p>	

