

MINUTES OF A MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON WEDNESDAY 5TH MARCH 2025

Present

Peter Grant	Governor (Acting Chair)
Helen Kirby-Hawkins	Governor
Emma Kirk	Staff Governor
John Rees	Governor (CEO)
Mark Swales	Governor (Coopted member for this meeting)

The quorum for the meeting was 40% of Members, at least 3 external. The meeting was quorate.

In attendance

Sharon Harmon	Clerk to the Corporation
Barrie Shipley	Chief Operating Officer, Finance & Infrastructure

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

Item	Minute	Action
1	Apologies	
	Apologies for absence were received from Karen Jackson (Governor), Angela Briggs (Governor), Philippa Poland (Governor) and Rachel Maguire (Chief Operating Officer, People and Information).	
2	Declarations of Interest	
	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.	
3	Minutes of the Finance & Resources Committee Meeting held on 2nd December 2024 and any matters arising	
	The minutes of the Finance & Resources Committee meeting held on 2 nd December 2024 were agreed as a true and accurate record of the meeting.	
	There were no matters arising.	
4	Risk Register Review	
	Members received the Group Risk Register. Members reviewed and discussed the strategic risks for which the committee has responsibility for oversight. Members noted updates to controls, assurances, mitigations, and planned actions around each risk. Members were advised the risk around growth had been increased on the risk register since circulation to the committee. The COOFI explained the reason for the increase in risk related to certain income streams and outlined mitigations in place to reduce the risk. Members noted the update and were assured by planned actions. Members considered the residual risk score for each risk noting that all still sits within target risk score. Members were satisfied the current risk ratings were appropriate.	

Item	Minute	Action
	<p>Action: The Clerk to circulate the updated Risk Register to the committee for their information following the meeting.</p>	Clerk
5	<p>Recruitment, Projects and Contracts Update</p> <p>The CEO presented the Recruitment, Projects and Contracts update report. The CEO advised the committee that the report had been prepared by Phil Briscoe the newly appointed Interim Vice Principal, Business Growth, Skills, and Partnership. Members reviewed and noted the contents of the report providing an update on learner recruitment, contracts and funding.</p> <p>Members were assured by positive progress against recruitment targets for Apprenticeships, Education Programmes for Young People and Higher Education programmes. Members noted and discussed some recruitment challenges for Adult learners and were assured by planned activities to support further recruitment.</p> <p>Members noted and discussed updates on subcontracting partners. Members were updated on progress on quality audits for sub-contracting partners.</p> <p>Members noted and discussed the update on funding streams and financial impacts across provision. Members noted some financial pressures around Adult learners funding and were assured by planned mitigations.</p>	
6	<p>Management Accounts to end January 2025</p> <p>The COOFI presented the Management Accounts to 31st January 2025. Members noted the contents of the report providing an update on financial performance to 31st January 2025, Members noted that the forecast outturn position is consistent with that reported to the Corporation Board meeting on 24th February 2025.</p> <p>Members noted and discussed variants in income and expenditure vs budget. Members noted that the current financial performance is ahead of recent forecast and budget. Members were assured that risks on certain income streams are currently being mitigated by underspends on pay and non-pay budgets. Members noted that there is not yet confirmation of in year funding, and additional support for the increase in national insurance contributions.</p> <p>Members noted that the year-to-date financial performance adjusted operating surplus vs budget deficit provides a positive variance. Members were assured of banking covenant compliance and financial health expected to be achieved. Members asked for further clarification on capital spend. The COOFI explained the delays in capital expenditure and the position with cash reserves.</p> <p>The COOFI provided the committee with an update on the pay award negotiations.</p> <p>The COOFI provided the committee with an update on operations within the Finance Team.</p> <p>Members noted that Business planning for 2025/26 is due to commence and discussed the context and financial challenges for the coming year.</p>	
7	<p>Policies for Approval</p> <p>The Committee received updates to DN Colleges Group Financial Regulations for consideration. Member noted that there were some minor updates to the document since it was last reviewed. Members reviewed and agreed the updates to the policy.</p>	

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	<p>Resolution: The Finance and Resources Committee approved the updated DN Colleges Group Financial Regulations.</p> <p>The Committee received updates Procurement Policy for consideration. Members reviewed and agreed the updates to the policy.</p> <p>Resolution: The Finance and Resources Committee approved the updated Procurement Policy.</p> <p>The Committee received updates to Treasury Management Policy for consideration. Members reviewed and agreed the updates to the policy.</p> <p>Resolution: The Finance and Resources Committee approved the updated Treasury Management Policy.</p> <p>The Committee received updates to Reserves Policy for consideration. Members sought further clarification for some of the updates and the COOFI explained the reason the updates were required. Members reviewed and agreed the updates to the policy.</p> <p>Resolution: The Finance and Resources Committee approved the updated Reserves Policy.</p>	
8	<p>Estates Update</p> <p>The COOFI presented an Estates update report providing an update on the progress of existing capital works and potential future works and a general Estates Department update.</p> <p>Members noted and discussed works completed since the last report to the committee. Members noted and discussed works at UCD to be completed this month. Members noted and discussed progress with current ongoing Estates projects. Members noted and discussed a potential budget pressure relating to UCNL PV Panels and the North Lindsey project. Members noted and discussed the updates on the Estates Department operations.</p> <p>Members thanked the COOFI for the comprehensive update report and were assured by the progress with capital works and the Estates Department operations.</p>	
9	<p>Sustainability Update</p> <p>The COOFI presented a Sustainability update report providing an update on the progress made by DNCG towards meeting its sustainability strategic objectives.</p> <p>Members reviewed updates to the Group's current action plan and noted initiatives which have been implemented since the last committee meeting. Members noted and discussed the launch of a new cycle to work scheme and a group recycling initiative. Members noted that a sustainability workshop was held in February to develop the action plan for activities during College's National Green Week (17-21 March 2025). Members were assured by the review of progress of the College against the Climate Action Roadmap for Colleges.</p> <p>Members noted the Streamlined Energy and Carbon Report (SECR) 2023-24 and were please to observe the positive metrics particularly with a growing estate.</p> <p>Members thanked the COOFI for the update report.</p>	

