

Scarborough Sixth Form College

FINANCE & ESTATES COMMITTEE MEETING
Tuesday 10 March 2020 at 4.45pm
MINUTES

Chaired by: Steve Oldridge

Members Present: Ian Brabbs Neil Hughes

Also Present: Linda Jeffreys – Director of Finance
Lesley Clemmet – newly appointed Director of Finance & Resources
Heather Campbell – Clerk to the Corporation

1 **Apologies for absence**

Apologies received from Mick Paxton and Phil Rumsey. The meeting was quorate with 3 members present.

2 **Declaration of personal conflicts of interest**

None.

3 **Minutes of the previous meeting.**

a. Minutes of the 3 December 2019 meeting were approved at the 10 December 2019 Corporation and signed by the Chair.

b. Updates from Clerk or College Management – None

c. Review of actions agreed

The Chair noted there were no outstanding actions from the last meeting.

d. Matters arising not covered in agenda.

Ian observed at the last meeting Linda had advised members that the Sport and Drama boilers were failing and enquired if there was an update on this.

Linda advised that the College used Arcadis to put in a bid through the Conditional Improvement Fund (CIF) to cover the cost of replacement of the 2 boilers and notification of the outcome is expected sometime in March. Linda noted that Arcadis went over the top with the bid but if it is accepted then it will be less for the College to contribute. If the bid is unsuccessful then the company which the College is using to look at the energy saving lighting loan bid through SALIX have been asked to look at the boilers and said they could replace both boilers at a lower cost than Arcadis are quoting but whatever the outcome Linda advised that both boilers will need to be replaced before they are condemned.

4 **Updates on Potential Changes in Provision, Staffing, Performance and Pay Issues**

a. **New Financial Risks or Opportunities**

Linda advised there were no matters to raise.

b. **Pensions**

Linda advised there were no matters to raise.

c. **Pay Awards**

Linda highlighted that colleges are still waiting for both Teaching Staff and Support Staff pay awards to be settled and if the agreement is for 1.5% that is being asked by the teachers then this is still well within budget.

5 **Standing items**

a. Principal's expenses – actual and planned were approved and signed by the Chairman.

b. Approval of any issues relating to planned trips overseas

(1) Senior Staff – None planned

(2) Family Members – None planned

c. **Reporting of issues relating to quotations/tenders**

Linda advised there were none.

d. **Health & Safety Update (significant Estate related issues only)**

Linda advised there were no Health and Safety issues to report.

6 **Receive Estates Update**

Linda advised that main areas management looking at are:

- Replacement of boilers (see above)
- Energy saving lighting (see reference to SALIX loan above)
- Purchase of Former Caretaker's Bungalow for Art Foundation to move into which will allow Graphics to move into the space left by Art Foundation
- Estates walk carried out recently and nothing much in terms of upgrading it is mainly maintenance and decorating
- E Block currently being under used and Phil is exploring options for its use for next academic year

Linda observed that over the next couple of weeks she will pull together the various reports that she has on the estate to pass them to Lesley.

7 **Finance Update**

Confidential discussion – see separate minutes.

8 **ESFA Letter to Chair of Governors re use of public funds**

The Chair referred members to the letter dated July 2019 which highlights an investigation report the ESFA have published raising issues in relation to the oversight of proper use of public funds by college governing bodies and recommendations for consideration by all college governing bodies and that Chairs review these with fellow governors.

Members considered the letter and the following points were noted:

- Chair and Accounting officer to sign an annual statement of regularity and propriety – Linda confirmed that the Chair and Principal sign these and they are included in the Annual Report and Financial Statements prepared by the External Auditors and approved by the Corporation following approval by the Audit committee and Finance & Estates committee
- Financial Regulations policy – College has such a policy in place which was recently approved by the Committee
- Audit and Assurance – College follows the Post-16 Audit Code of Practice
- AoC Colleges' Senior Staff Remuneration Code – this was discussed at the last Search committee meeting and Phil and the Clerk were actioned to explore with Venn Group colleges what code on senior staff remuneration they follow – Clerk to follow this up with Phil
- Governance Code – Search committee also considered the alternative governance codes available and considered that the AoC Code of Governance was more relevant to larger institutions but that Phil and the Clerk were actioned to explore with Venn Group colleges which code they follow – Clerk to follow this up with Phil
- Informing ESFA of any change of accounting officer (Principal), Chair of Governors or Clerk – this needs to be flagged up i.e. in the recruitment and appointment process for a new principal and clerk – Clerk to note this with HR

ACTION AGREED

Phil and Clerk feedback to the Search committee outcome of Venn Group enquiry re senior post holder remuneration code and governance code.

Clerk to note the need to inform ESFA of any change of accounting officer (Principal), Chair of Governors or Clerk.

9 **Review Updated Schedule of College Policies**

The Clerk advised that Phil has asked the HR Manager to go through the Master Schedule of Policies and remove policies no longer needed due to amalgamation of policies or their replacement by other policies then the Clerk will provide each committee with a list of policies for which each committee is responsible for to enable the list to be checked for accuracy and completeness and to ensure that there was a procedure in place to ensure that each of the policies was reviewed on a regular and timely basis.

Linda advised she would go through the financial policies on the master schedule and update them and will discuss them with Phil and Lesley before she retires.

ACTION AGREED

Clerk to refer list of relevant policies to each committee for review when master schedule finalised by HR.

10 **Review of Banking Arrangements**

Linda observed she was pulling this together and a report will be presented at the next meeting.

AGREED ACTION

Finance Director to prepare report on review of banking arrangements

11 **Standing Item: Consider Confidential and Restricted Access discussions**

Members considered and agreed the papers and discussion under Item 7 be classified as confidential.

12 **Any Other Business**

Neil highlighted that the Council is incurring high costs with in preparing for the probable impact of Covid-19, in particular relating to staff absences and sick pay and recommended that the College needs to ensure it has an action plan in place for this.

The Chair asked Lesley what plans the health sector are putting in place and she advised they are considering inter alia whether staff will be paid if self- isolating and how this is evidenced; an action plan to deal with staff who present themselves as not feeling well and how they are treated; and implementing deep clean processes.

Linda observed that Tania, Assistant Principal is assuming responsibility for Health & Safety on her retirement and she is meeting with Tania tomorrow to discuss what arrangements College management need to have in place.

The Chair observed he would speak to Phil to ensure that the College has measures in place to address any outcome from the impact of the Coronavirus.

The Chair highlighted that this was Linda's last F&E meeting and wished her all the best for her retirement. The Chair and the members of the committee all thanked Linda for her considerable service to the College and the committee in particular.

13 **Date of Next Meeting** – 16 June 2020

There being no further business the meeting closed at 6.15pm