



**Minutes of the Meeting of the Finance and General Purposes Committee  
held on Monday 27 June 2022**

**Present: -** Mervyn Jones (Chair)  
Abigail Appleton (Principal)  
Professor Robin Baker OBE  
Clive Hodgeman  
Scott Rolfe

**In attendance: -** Tim Williams (Finance Director)  
Linda Watkins (Clerk to the Governors)

The meeting was quorate as there were five Governors present.

**1. Apologies for Absence**

Apologies were received from Peta Darnley. The Chair commented that this was Scott Rolfe's last meeting.

**2. Declaration of Interests**

Appointment of Chair – Mervyn Jones.

**3. Minutes of the Last Meeting**

Governors agreed that the Chair should sign the minutes and confidential minutes of the last meeting held on 21 March 2022 as true records.

**Matters arising from the Minutes**

- I. The College has received 89 applications for Station Approach which have been confirmed with a payment received from applicants.
- II. The staff pay award had been implemented which was well received by staff.

**The Committee agreed: -**

- To approve the minutes of the last meeting

**4. Strategic Implementation Progress Report**

The Principal presented the report outlining progress against the strategic targets specifically highlighting key areas. HE applications are very good which will be confirmed by firm acceptances; some late applications have also been received. Level 4 Photography has been suspended next year based on low numbers of applications. Deferred places have been offered or assistance to find another course or institution. A new Course Leader is being recruited following retirement of the current Course Leader. It is anticipated that HE recruitment will achieve the recruitment target.

There are less FE applications compared to last year but acceptances are on par and expected to reach the recruitment target. This was extremely positive following the closure of Level 1 and Level 4 programmes. Last year there had been double applications which have decreased following clear communication to applicants.

The Digital Futures team had been stretched following staff sickness this year meaning that they concentrated on course delivery to students with limited time for outreach. FE to HE progression opportunities are being reviewed including Digital Futures. Internal progression has increased this year which is encouraging; the target is 25% internal progression.

HE curriculum development is being progressed by the Head of HE who is liaising with UWTSD. The initial application for new course validation commenced as expressions of interest before preparing business cases to dovetail into UWTSD's timetable. Business cases will be presented to the Committee at the next meeting. Consultants have been commissioned for new course validation due to a capacity issue to address in-house. It was acknowledged that new course development is crucial to meet market demands.

A summary of the HE programme offer would be presented to the Board in October including the MA programmes. This would include dynamics of growth areas, new courses, revisions and progression opportunities.

**ACTION: PRINCIPAL**

The Committee agreed: -

- To note progress report against strategic objectives

## **5. Finance Report**

- I. Management accounts to 30 April 2022 had been issued with no questions raised by Governors.

The discussion about the draft budget 2022/23 and financial forecast 2023/24 were deemed confidential

The Committee agreed: -

- To note the management accounts to 30 April 2022

## **6. Premises and Accommodation Report** [This item was deemed confidential]

An update on campus security at CRC and Folly Lane was provided with measures outlined to improve security.

## **7. Health and Safety Report**

- I. The Health and Safety Report had been developed to make accident reporting categories more meaningful with an increase in near miss and incident reporting. Year to date that have not been any RIDDOR accidents. Covid restrictions have eased; however, the College are continuing to be vigilant.
- II. The Health and Safety Policy Statement was presented for review and recommendation to the Board.

- III. The Health and Safety Committee Terms of Reference had been amended in response to an internal audit. This included a review of risks, maintaining and monitoring a health and safety risk list. In addition, some amendments were made in response to the H&S Designated Governor's comments.

The Committee agreed: -

- To note the report and applaud the increase in near misses reflecting a culture of increased awareness and reporting
- To recommend the Board approve the Health and Safety Policy Statement
- To approve the Health and Safety Committee Terms of Reference

**8. Student Protection Plan**

The Committee were requested to approve carrying forward the current Student Protection Plan for 2022/23 which is published on the website as part of registration with OfS. Additional amendments would be made subject to OfS regulation which would be brought to the Committee's attention as and when received.

The Committee agreed: -

- To carry forward the current Student Protection Plan for 2022/23

**9. Policies**

The Staff Professional Code of Conduct Policy was presented with proposed amendments regarding: -

- I. Guidance on staff use of the College bar
- II. Staff employing students
- III. Low Level Concerns reporting (introduced by KCSIE last year).
- IV. Staff will be required to declare any conflicts of interest annually.

The Committee agreed: -

- To approve the revision to the Staff Professional Code of Conduct Policy regarding employing students

**10. Annual item for Committee**

The Committee agreed: -

- To appoint Mervyn Jones as Chair for 2022/23
- The Committee effectively met its terms of reference
- The Clerk would be reviewing the terms of reference during the summer

**11. Any other business**

The Committee recorded appreciation to Scott Rolfe who had served as a Governor for 9 years and co-opted onto the Committee for a year. His contribution had been extra-ordinary and his questioning thoughtful and challenging whilst fully appreciated. His contribution will be sorely missed. Scott Rolfe thanked the College for the opportunity to serve as a Governor.

**12. Date and time of next meeting**

The next meeting was arranged for Monday 26 September 2022 commencing at 5.00 pm.

**Signed as a true record**

**Chair** ..... **Date** .....