

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Meeting 5 – Part 1 Minutes

Date/Time	Monday 15 th May 2017 at 4.30 p.m.	Location	Conference Room (HCC)
Attendees	Initials	Attendees	Initials
Mick Clements	MC	Dave Travers	DT
Margaret Evans (Vice-Chair)	ME	Sheran Taylor	ST
Mark Gibbs	MGi	Matt Burrell	MBU
Tony Smith (Chair)	TS		

Apologies	Initials
Glenn Smith	GSM
Andy Holt	AHO

Absent without Apology	Initials
Jo Dale	JD

In Attendance	Initials	
Sarah Matthews	SM	Clerk

Minutes to
Attendees and Apologies
Governors
Website

	Agenda	Led by
1	Apologies	Chair
2	Declarations of Interest	Chair
3	Minutes of the last meeting – 13th March 2017	Chair
4	Matters Arising Item 4 – Matters Arising: <ul style="list-style-type: none"> Pupil Premium – GSM to look at positive launch. Update Summary of previous year's complaints, comments and suggestions by Principal (annual) – ST has now been appointed the governor responsible for carrying out this check. A summary will be provided at the next meeting. Marketing Plan – the first meeting of the Working Party has been scheduled for 08.05.2017 – see agenda item 15. Future involvement of college in community use building (CUB) – MBU to update committee if anything further to report. Item 8 – Director of Finance and Resources Report and Site Manager's Report: <ul style="list-style-type: none"> Additional Cost of Sun Tubes – Update on discussion with architects as to who is responsible for additional cost. Science Refurbishment – MBU to update committee on outcome of bid (result due end of March). Item 19 - Review induction procedures for new governors – A review has been conducted by the Chair of Teaching and Learning and fed back to Chair of Resources. Update by TS.	MBU for GSM To note MBU (See item 15) MBU MBU MBU
5	Policy Review <ul style="list-style-type: none"> Staff Leave Absence Policy Grievance Policy 	MBU Clerk for GSM

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

	<ul style="list-style-type: none"> Debtors and Debt Recovery Policy TOIL Policy 	MBU MBU for GSM
6	Emergency Plan – Review 2017 and then annually	MBU
7	Review Asset Management Plan	MBU
8	Director of Finance and Resources Report and Site Manager’s Report	MBU
9	Responsible Officer Check	MBU
10	Governor Audit Check	ME
11	11a Budget Monitor 11b Containment Plan 11c Five Year Budget	MBU
12	Data Dashboard	MBU
13	Aged Debtor Report	MBU
14	Receive notification of any funding issues from Teaching and Learning Committee	Chair
15	Gifts and Hospitality	Chair
16	Marketing Working Party Update (meeting 08.04.2017)	MBU
17	Termly review of Premises Improvement Plan – also HT1/3	MBU
18	Annual Fire Risk Assessment (plan reviewed annually)	MBU
19	Health and Safety Committee update (note: accident update is included within the data dashboard)	MBU
20	Overview of the EVOLVE system	MBU for GSM
21	Approval – Category B and C Trips & Activities Week	MBU for GSM/AHO
22	Staffing Update (including update on staffing structure and staffing needs in light of options process)	MBU for GSM/AHO
23	Part 2 Minutes (inc. reminder of Part 2 Procedure and Confidentiality)	Chair
24	Date and time of next meeting – Monday 26th June 2017 at 4.30 p.m.	Chair

Ref	Action or Decision	Action	Date Due
1	<u>Apologies</u> Apologies were accepted from GSM and AHO who were unable to attend due to other college commitments. It was noted there was a quorum present.		
2	<u>Declarations of Interest</u> It was noted that ST is an employee of RoC (Robert Owen Communities). The college let the Community Use Building to RoC on a regular basis. MBU declared an interest in any discussions regarding staffing for the next academic year.		
3	<u>Minutes of the last meeting (13th March 2017)</u> The minutes of the meeting held on the 13 th March 2017 had been circulated to all committee members in advance of the meeting. <u>The minutes were then agreed (proposed ME, seconded DT) as a true and accurate record of that meeting and signed accordingly by the Chair</u>	To file and website	Action Completed
4	<u>Matters Arising</u> Item 4 – Matters Arising: <ul style="list-style-type: none"> Pupil Premium – GSM to look at positive launch. In the absence of GSM this item was postponed until the next meeting. Summary of previous year’s complaints, comments and suggestions by Principal (annual) – ST has now been appointed the governor responsible for carrying out this check. A summary will be provided at the next meeting. Marketing Plan – the first meeting of the Working Party was scheduled for 08.05.2017 – see agenda item 15. 	GSM ST	HT6 – meeting HT6 – meeting

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> Future involvement of college in community use building (CUB) – MBU stated that there was no update at this stage but asked for the item to remain on the agenda so that he could provide an update at the next meeting should there be one. <p>Item 8 – Director of Finance and Resources Report and Site Manager’s Report:</p> <ul style="list-style-type: none"> Additional Cost of Sun Tubes – MBU reported that he has spoken to the architects and because the additional costs could not have been foreseen (and were following a visit by the Building Inspector) the college would need to fund the cost of £1,500 as previously discussed. Science Refurbishment – MBU stated that the outcome of this bid was covered in his report; however he could report at this stage that the bid had been unsuccessful. <p>Item 19 - Review induction procedures for new governors – A review has been conducted by the Chair of Teaching and Learning and fed back to the Chair of Resources. It was noted that the Chair of Teaching and Learning was content with the systems in place.</p>	MBU	HT6 - meeting
5	<p>Policy Review</p> <ul style="list-style-type: none"> Staff Leave Absence Policy - MBU reported that this policy would be reviewed by the JCC (Joint Consultative Committee) at their meeting on Wednesday (17th May 2017). He stated that the policy had been updated so that the reasons for time off ‘with pay’ and ‘without pay’ for teachers and non-teaching staff were the same. In addition some amendments had been made to the delegated authority levels so that, where appropriate, requests could be dealt with at an operational level. MBU explained to governors that the major change was with regards to <i>‘Illness of a close relative i.e. partner/spouse, sibling, parent (or other relative/carer who brought up the employee), child or corresponding relatives-in-law who lives within the members of staff or lives alone’</i>. A current loop-hole in the policy meant there was no limit on the number of single days ‘with pay’ a member of staff could take. This had caused some issues with staffing at the college. The proposal was that <i>‘a maximum of 3 days can be requested in any rolling year after which leave will be considered as leave without pay’</i> should be set out in the policy. MBU explained that this would bring the policy in line with other schools. In addition, if the Resources Committee were in agreement, the policy would still need to be reviewed by the JCC and the local union representatives before going to the Full Governing Body. <p>Governor Comment/Question - TS asked how this committee would be notified as to the number of days staff were absent. It was noted that this was an area that was previously monitored by the Personnel Committee. MBU stated that the MAMSA (Maximising Attendance and Managing Sickness Absence) was managed well at the college but he suggested that the Resources Committee may wish to review this information in future. All were in agreement.</p> <p>There were no further questions. TS asked if all were in agreement with the proposed amendments. All were. <u>It was therefore agreed that the Staff Leave Absence Policy had been approved by the Resources Committee, subject to any comments being received from the JCC or the local union representatives. Proposed: DT, Seconded: ST.</u></p>	<p>MBU</p> <p>To FGB to note</p>	<p>HT6 - Meeting</p> <p>24.05.2017</p>

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> Grievance Policy – Governors noted the proposed amendment to M.1.2.4. The second sentence would be removed so that the item read <i>“Arrange to meet with the Complainant to provide the findings to the investigation into his/her grievance.”</i> Solicitors advice is that, from a best practice point of view, all relevant information gathered should be provided. However, there may be circumstances (i.e. protection of a witness, disclosing the information will cause more harm etc.) where some information/documents will be withheld, and instead, a summary of the evidence by way of a report will be (and can be) provided. It was noted that the policy will need to be reviewed by the JCC and the local union representatives for their comments before being taken to the Full Governing Body for their consideration. <p>As there were no questions, TS asked if all were in agreement with the proposed amendments. All were. <u>It was therefore agreed that the Grievance Policy had been approved by the Resources Committee, subject to any comments being received from the JCC or the local union representatives. Proposed: TS, Seconded: ST.</u></p>	To FGB to note	24.05.2017
	<ul style="list-style-type: none"> Debtors and Debt Recovery Policy – MBU reported that there were no changes being proposed to this policy. <p>As there were no questions, TS asked if all were in agreement with the proposed amendments. All were. <u>It was therefore agreed that the Debtors and Debt Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ME.</u></p>	To FGB to note	24.05.2017
	<ul style="list-style-type: none"> TOIL (Time Off in Lieu) Policy – it was noted that there were no changes being proposed to this policy. <p>As there were no questions, TS asked if all were in agreement with the proposed amendments. All were. <u>It was therefore agreed that the TOIL Policy had been approved by the Resources Committee. Proposed: TS, Seconded: ME.</u></p>	To FGB to note	24.05.2017
6	<p><u>Emergency Plan – Review 2017 and then annually</u></p> <p>Governors noted the document circulated with the agenda. MBU reported that the document was operational and was very lengthy. There have been no changes made since governors last reviewed this document. MBU will be producing an abridged version as there is too much detail in the full version for staff.</p> <p><u>Governor Questions/Comments:</u></p> <ul style="list-style-type: none"> Names – ST pointed out that due to recent staffing changes an amendment was required. MBU stated this was all in-hand. Emergency situations very different – TS pointed out that you never really know about an emergency until it happens and the next emergency can be very different from the last, so it is difficult to plan. MGi said he could see from his experience that the plan was a set of principles. MBU agreed and said that the plan tried to anticipate most sets of circumstances. Governor information – TS asked what governors should have in the event of an emergency. MBU said that the college would not expect governors to respond to an emergency, this would be the role of the Principal or his designated deputy and communications with stakeholders (including Governors) would be part of the plan, but he would write up some guidelines for governors. 	<p>MBU</p> <p>MBU</p> <p>MBU</p> <p>MBU</p>	<p>HT1 – 2017/18</p> <p>To note</p> <p>HT1 – 2017/18</p> <p>Update</p>

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> Table Top exercise – ST asked if the college did these. MBU stated that a fire drill is carried out regularly but it would be good to do a 'lock-down' exercise. ST felt this would be beneficial. 		HT6
7	<p><u>Review Asset Management Plan</u></p> <p>It was noted that this item had been postponed from the previous meeting. Governors noted the document circulated with the agenda. MBU stated that it was a recommended plan from Babcock. MBU asked if governors had any comments as to what they felt should be included. ME stated that she felt the plan should not be too prescriptive but just be in broad terms.</p> <p><u>Governor Questions/Comments:</u></p> <ul style="list-style-type: none"> Confirmation that work is being done – TS asked how governors would know this. MBU stated that some of the work is included within his report to this committee each meeting, some is detailed in the Premises Management Plan and some in the Site Manager's Report. Governor reassurance – TS suggested that there should be one governor who could check the work had been done and report back to the committee. MBU stated that this would be very easy to do as the work is either on an annual or regular basis. <u>It was noted that the committee will need to make a decision as to which governor would fulfil this role. In the meantime, MBU would prepare a checklist for the nominated governor.</u> Contracts – ME asked if the college is tied into contracts for much of the work. MBU stated that, where the college is tied into contracts, he reviews them on a regular basis and where appropriate changes contract. 	Resources Committee MBU	HT6 meeting HT6 meeting
8	<p><u>Director of Finance and Resources Report and Site Manager's Report</u></p> <p>Governors noted the <i>Director of Finance and Resources Report – May 2017</i> which had been circulated with the agenda. MBU said he wished to bring the following to the attention of the committee:</p> <ul style="list-style-type: none"> Budget Forecast Returns (BFRO and BFR) – new returns are due this year. These are quite weighty returns. The first return must be submitted by Friday. Responsible Officer Visit – the second visit has taken place and the college was awarded a 'high standard'. There is one more visit due in this academic year which will focus on risk management. Cash flow – due to the reduction in the college reserves and the high value of invoices being paid for the building work, MBU is very carefully managing the timings of college payments and the cash flow in general. As reserves fall, operating cash flow will become more critical. Pensions – About 17 staff at the college had opted out. However (due to the need to re-enrol every 3 years through auto-enrolment), the finance figures for July 2017 will include the pension contributions for these 17 members of staff. If they make a decision to opt out again the college will get the money back. MBU reminded governors that the college cannot send out the relevant details re: opting out and he cannot (nor can the college) give advice on pensions or auto-enrolment. New Sport and Fitness Building – an update on the progress being made is in MBU's report. English Block – there is still some snagging to be completed. 		

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<ul style="list-style-type: none"> • CIF (Condition Improvement Fund) Bid – the college was not successful in the recent bid (for the refurbishment of the old Science Block). The college scored 69%, however the pass mark was 74%. MBU’s report includes an extract on why the college was not successful. This was mainly because the bid included internal refurbishment of the lab equipment (benches etc.) which was given a low priority score. MBU explained to the committee that, it was not possible to undertake the level of work required to the roof, windows, electrical etc. without replacing the internal fixtures and fittings. <u>The deadline for appeals is 16th May</u> and MBU will be submitting after the meeting. <p>Governor Question/Comment:</p> <ul style="list-style-type: none"> • Fixed Asset – ME said her understanding was that items such as the benches would be fixed assets as they are screwed in. MBU said that the view of those that had considered the bid was that these were a low priority. He stated, however, that the benches at HCC internal fixtures and fittings were damaged, unusable and compromised because of leaks in the roof. MBU updated governors on the assessment criteria which stated the bid had to be “<i>significant and affordable</i>” but added that it was not clear what this meant. • Cleaning contract – MBU is looking at the possibility of using a contractor rather than continuing with this service in-house. A proposal will be brought to the next meeting as this will be an extensive piece of work for MBU. It was noted that the rates of pay for cleaners vary depending on how long they have been at HCC. Any contract awarded would have to be of the same standard as improvement to the building. At the moment the Premises Staff are covering any cleaning staff absences. • Annual Review of Auditors (Bishop Fleming) – Bishop Fleming have been the college auditor’s since 2011. The annual cost is approx. £6,000. MBU considers them to be very good (however, this shouldn’t stop us looking elsewhere) and they have an in-house section that focus on education. However, he will look at alternatives including a more local offer. An update will be provided at the next meeting. • Annual Review of HR (Human Resources) contract – Foot Anstey have been the college’s HR advisors since 2011. The use of their expertise by the college has reduced over the past few years. A retainer fee of £8,000 is currently paid (this was previously £11,000) regardless of how much the college seeks their HR advice. MBU has received 2 quotes for around the £4,000 figure from 2 other firms. <p>Governor Questions/Comments:</p> <ul style="list-style-type: none"> ➤ Additional costs – TS asked what additional costs have been incurred from the HR provider. MBU stated that in the past year there was only one instance where the college went over their retainer amount in the last financial year (but as this was then covered by the insurance there was no additional cost to the college). ➤ Other academies – TS asked if MBU had considered liaising with other academies to see if they could share a HR provider/contract. MBU stated that he has already looked into this option with other local schools. • Annual Review of Insurance – MBU said that he would be recommending at the next meeting that the college remain with Zurich. 	<p>MBU</p> <p>MBU</p> <p>MBU</p>	<p>HT6 Meeting</p> <p>HT6 Meeting</p> <p>HT6 Meeting</p>

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>The EFA (Education Funding Agency) offer the RPA (Risk Protection Arrangement) Scheme but the cost of Zurich is only £1 per student higher than this (costs have been reduced) and overall the Zurich contract offers much better insurance cover. MBU reassured TS that he had tested the market with regards to insurance cover. He reminded governors that following a recent HR issue the insurance company had covered the costs.</p> <ul style="list-style-type: none"> Annual Review of Responsible Officer – the college currently has a contract with Devon County Council. This includes 3 visits per year and costs approx. £2,000. The auditors come in and carry out the standard checks and then provide a report at the end of the visit. MBU’s preference would be to move to a local accountancy firm. They would charge £1,000 per annum. A new contract with a new firm would enable the college to set out what their needs were and enable the audit process to be more robust. <p>Governor Questions/Comments:</p> <ul style="list-style-type: none"> ➤ Feedback – TS asked if there would be feedback to governors following the recent Responsible Officer report. MBU stated there would be a report which he would share with governors (as was normal practice) as soon as it arrived in college. ➤ New contract - governors briefly discussed the options of joining with another academy re: the RO contract. Also discussed was the local firm that MBU would like governors to consider. Site Manager’s Report – governors noted the report circulated at the meeting. MBU highlighted the fact that a number of cleaners were absent which was putting additional pressures on the Premises Team. The following comments were also made: <ol style="list-style-type: none"> Water heaters - ME noted that they were non-compliant and would need to be replaced. English Boiler – MBU reported that this would cost £3,000 to replace. Flat Roofs – MBU pointed out that these were still leaking. He added that if the college had been successful in their recent bid for the old science block this would have rectified the problem in this area. ROSLA block – MBU stated that the roof was deteriorating and this may be the second bid the college submits to the EFA this year. False Roof – MC asked if MBU knew what the cost of false roof would be. MBU stated that he did not but that he was looking at options for a water tight cover in the English Block. Decorating – governors requested that the minutes record a <u>thank you to Mark Catlin-Garner for the decorating which they felt had greatly improved the way in which the buildings looked.</u> <p>As there were no further questions, TS thanked MBU for his report.</p>	<p>MBU</p> <p>MBU</p> <p>MBU</p> <p>MBU</p>	<p>HT6 Meeting</p> <p>HT6 Meeting</p> <p>On receipt from RO</p> <p>To note</p>
9	<p>Responsible Officer Visit</p> <p>It was noted that this had been covered under the above item (8).</p>		
10	<p>Governor Audit Check</p> <p>ME reported that she had carried out a check on financial transactions and there were no problems identified. She added that a lot of the financial transactions were contractual.</p>		
11	<p>11a Budget Monitor, 11b Containment Plan and 11c Five Year Budget</p> <p>11a Budget Monitor Report - governors noted the report circulated prior to the</p>		

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>meeting. MBU drew governors attention to the summary at the top of the report and provided the following update:</p> <ul style="list-style-type: none"> • Revenue Fund – there is a deficit of £5,147. This is down from the approved £16,971. MBU's aim is to get the balance into a surplus. • New Build - £50,000 of the reserves will contribute towards the cost of Phase 2. MBU hopes to make savings on Phase 2. This could be through IT. Some of the spend was in the last financial year so there is some tolerance. • Redundancy Costs – the estimated redundancy costs have been reflected in this year's spend. Once these have been taken into account the reserves will be down to approx. £80,874. <p>Governor Questions/Comments:</p> <ul style="list-style-type: none"> • Phase 2 spend - TS asked how the spending on the Phase 2 is monitored. MBU stated that it is through quarterly monitoring reports. • 16-19 Bursary Balance – ME asked how this impacted on the £80,874 and asked if it counted in the reserves (which would make it up to £166,942). MBU stated that the EFA have changed their rules and you must now show it in your accounts. ME said that if that is the case, the only disposable income is approximately £25,000. MBU stated that it was very unlikely that the college would be asked to repay the bursary money. TS asked if it would continue to remain in the accounts. MBU explained it has to be shown in this way and that it shows a historical underspend. ME said she would be interested to know if the majority of schools spent it. She added that the college must be mindful of the £25,000 and that the bursary money is not the colleges. MBU stated that the money is not ring-fenced and there is nothing to say it should not be in the accounts. MC asked for clarification on what it was. MBU stated it as unspent bursary funding. ME pointed out that if it was spent on bursaries or something related she could not see a problem. MBU stated that last year he did spend it. ST asked why students were not aware of the fund. MBU explained that it was because they were new. • Other funds – TS asked if there were any other funds the college could access. His concern was the £50,000 for the Phase 2 build was a lot of money that had to be spent. TS reiterated that the college must find ways to generate funds for the Phase 2 build. MBU pointed out that this is why he was negotiating with Leisure East Devon, as by allowing them to use it out of college hours he hoped to generate a steady income. • Other uses – MC asked if MBU had considered events similar to those that the Beehive ran (e.g. films). MBU stated that the difficulty with this is that it would have to be done in the evenings/weekends and the college would have to pay, however if the Phase 2 building could be handed over during the evenings/weekends and the college received an income, this would be a much simpler way forward. • Short Term Lettings – MC asked if MBU had considered these (e.g. conferences). MBU stated that he had and from time to time the college is let for meetings etc. However, this is only occasional and the college must plan for a more steady income. • Advertising – MC asked if the college advertised the facilities. MBU confirmed they did but felt maybe more could be done. <p>MBU stated that for the last 3 months of the financial year he would continue to scrutinise all of the college spent. TS thanked MBU for his update.</p>		

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	<p>11b Containment Plan - MBU stated that there was nothing to add and the effects could be seen in the Budget Monitor.</p> <p>11c Five Year Budget report - MBU stated that he had updated the document (in particular the effects of the redundancy process). The committee discussed the possible impact of the new homes due to be built in Honiton and whether this would have an impact on student numbers at the college. It was felt it was important to incorporate this into the marketing plan.</p> <p>Governor Questions/Comments:</p> <ul style="list-style-type: none"> Costs stay same/increase – TS pointed out that if this happens and student numbers do not increase it will be problematic for the college. Sixth Form numbers – TS raised the issue of numbers in the Sixth Form, in particular the significant number of staff for the students. MBU stated that the college has already made very difficult decisions with regards to which courses would not run due to student numbers. MBU added that the difficulty is if you cancel too many courses you will lose the students. He stated that marketing is crucial. Y8 Options – ST stated there were a lot of unhappy parents following the Y8 option process (due to difficulty with getting option choices). <p>As there were no further questions, TS thanked MBU for his update.</p>		
12	<p>Data Dashboard</p> <p>Governors noted the data dashboard circulated prior to the meeting. MBU highlighted the following:</p> <ul style="list-style-type: none"> Deficit / surplus - this is moving in the right direction. Cash in bank – this will change as more invoices are paid out. Investments – there is nothing in separate accounts, it is all in the school account. MBU suggested that governors may now wish to remove this item from the data dashboard and add something else. TS said that a marketing chart would be good as the dashboard has been a really effective way of highlighting the key college issues. 	MBU	HT6 Meeting
13	<p>Aged Debtor Report</p> <p>This was reviewed by ME at the meeting. The following was noted:</p> <ul style="list-style-type: none"> Security Cameras - ME asked MBU for an update on the item concerning the security cameras. MBU explained that during the work carried out to the English Block there were 2 security cameras damaged. MBU arranged for them to be repaired and then charged the company. They had the option of either paying it or deducting it from their final account. ME asked for confirmation that the company had agreed to pick up the cost. MBU confirmed they had in an email. Additional items? - ME noted that there were more items on the report over the 30 days than had previously been the case (3 were now in the 31 day column). MBU said that this just dependent on at what stage the Finance Officer produced the report. <p>ME stated there were no further issues of concern and a signed copy of the report will be filed with the Part 2 minutes.</p>	Clerk - File Part 2	15.05.2017 - completed
14	<p>Receive notification of any funding issues from Teaching and Learning Committee</p> <p>It was noted that the Teaching and Learning Committee had asked for the minutes</p>		

POLICIES ADOPTED: Staff Leave Absence Policy, Grievance Policy, Debtors and Debt Recovery Policy, TOIL Policy

PLANS NOTED: Emergency Plan

POLICIES TO RECOMMEND TO FULL GOVERNING BODY: None

Ref	Action or Decision	Action	Date Due
	to record, that whilst they accepted that funding was tight and difficult decisions had to be made, they were prefer this not to be the case and the college had more resources.		
15	<u>Gifts and Hospitality</u> ME checked the book. It was noted there were no new entries to report. ME signed the book.		
16	<u>Marketing Working Party Update (Meeting 08.05.2017)</u> MBU reported that the meeting was postponed as 2 members of the working party were unable to attend. MBU has completed all of the preliminary work for this meeting. A new date will be scheduled.	Clerk	During HT6
17	<u>Termly review of Premises Improvement Plan – HT1/3</u> The committee noted the plans circulated prior to the meeting: <ul style="list-style-type: none"> Premises Improvement Plan Decoration Programme (Internal and External) MBU stated that the college were doing as much as they could on a limited budget. ME felt that the documents were very good as clearly set out what is being done and what is being prioritised.		
18	<u>Annual Fire Risk Assessment (plan reviewed annually)</u> MBU reported that this is a work in progress and requested a postponement until a later date. TS asked when this would be ready. MBU stated it would be done over the summer (by himself and the Site Manager) and would be ready for the HT1 meeting. MBU said that the documents he has, show this was last done in 2012/13. MC said that he had been involved in a number of health and safety visits as Chair of Campus and Health & Safety and these would show if a check was done at a later date.	MBU	Agenda item for HT1 – 2017/18
19	<u>Health and Safety Committee update (note: accident update is included within data dashboard)</u> MBU reported that the first meeting of the Health and Safety Committee will take place on the 24 th May 2017.		
20	<u>Overview of the EVOLVE system</u> It was noted that as GSM was unable to attend the meeting today this would be postponed until the next meeting.	GSM	Agenda item for HT6 2016/17
21	<u>Approval – Category B and C Trips & Activities Week 2017</u> Three Peaks – the committee noted that the Teaching and Learning Committee had approved the Three Peaks trip at their last meeting. <u>The Resources Committee were content with this.</u>		
22	<u>Staffing Update (including update on staffing structure and staffing needs in light of options process)</u> MBU reported that: <ul style="list-style-type: none"> Timetabling – this is being worked on by AHO and the Data and Information Officer. Redundancy Process – this is on-going. 		
23	<u>Part 2 Minutes</u> The meeting went into Part 2 at 6.00 p.m. Proposed: TS, Seconded: ME. The meeting came out of Part 2 at 6.28 p.m. Proposed: ME, Seconded: DT.		
24	<u>Date of next meeting</u> Monday 26 th June 2017 at 4.30 p.m. Conference Room. <i>Meeting ended at 6.28 p.m.</i>		