

**DRAFT MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
4 APRIL 2017, 5PM
BOARDROOM, CHELTENHAM CAMPUS**

Present: Ms A Williams (Chair)
Mr M Burgess (Principal)
Mr P Head
Ms H Ridler
Mr K Rog
Ms P Schreuder
Mr N Worthington (Co-opted)

In Attendance: Mr A Bates (Chief Financial Officer)
Mr P White (Vice Principal, Recruitment and Business Development)
Ms J Cosson (Clerk to the Board of Governors)
Ms P Burton (Chair of Board – observing until formally appointed to BRC)

Apologies: Mr J Brinley (Informal member)
Ms S Kingston (Co-opted)
Ms S Parkin (Group Director, HR and Corporate Services)

Attendance: 87.5%

		ACTION
PRELIMINARIES		
16/17	Apologies	
	Apologies were noted as above.	
17/17	Declarations of Interest	
	It was noted that Anne Williams and Polly Schreuder are partners in firms involved in tendering for the disposal of the College's Launchpad site – Bruton Knowles and Ash & Co. No further declarations were made other than those standing declarations currently recorded on the Register of Interests.	
18/17	Confidentiality of Items	
	Items 21, 22, 23, 25, 26, 27 and 29 were declared confidential on the basis of commercial sensitivity for a two year period. Item 24 was declared confidential on the grounds of commercial sensitivity for a five year period.	

19/17	Minutes of the Meeting of 31 January 2017	
	The minutes of the meeting were approved as a true record and signed by the Chair.	
20/17	Matters Arising from the Minutes and Actions Matrix including Sustainability Report with figures Members were provided with an actions matrix and noted the status update of each item. JB provided an updated Sustainability Report as requested at the last meeting. Members enquired when the DEC/EPC certificates regarding energy use would be available. ACTION: AB to report on the publication of the certificates to the next meeting.	AB
KEY BUSINESS		
21/17	Recruitment Update - confidential	
22/17	Financial Plan Update - confidential	
23/17	Funding Allocation Update - confidential	
24/17	Estates Update including: <ul style="list-style-type: none"> • RFD - confidential	
ROUTINE BUSINESS		
25/17	Progress with Operating Plan* - confidential	
26/17	Management Accounts - confidential	
27/17	Subsidiary Update – confidential <ul style="list-style-type: none"> • Minutes of GFM – 29 November 2016 • Minutes of Betaris – 29 November 2016 • Minutes of NCD – 29 November 2016 	
28/17	Subcontracting Update	
	AB reported that there had been no significant changes since the last report.	
29/17	Health and Safety Monthly Reports - confidential	



30/17	Approval of Policies: <ul style="list-style-type: none"> • Whistleblowing Policy • Travel and Subsistence Policy 	
	<p>Members reviewed the revised Whistleblowing Policy and Travel and Subsistence Policy which had been amended as follows:</p> <p>Whistleblowing Policy – reviewed by the Clerk considering the AoC template, relevant guidance (which has not changed fundamentally since policy last considered) and advice taken from the Clerks Network. The only major change is additional wording to reflect the requirements of KCSIE (Keeping Children Safe In Education).</p> <p>Travel and Subsistence Policy – reviewed by Finance Manager. An addition to the policy is a section at the end that reiterates that it is the HoS who is responsible for approving claims.</p> <p>Members discussed the procedures for whistleblowing in other organisations and suggested a whistleblowing email address might be set up within the College to enable reporting. The need for training on the policy was stressed. It was noted that this policy is the responsibility of the HR Director and it was suggested that JC should liaise with the new HR Director once in post.</p> <p>RESOLVED: The Whistleblowing Policy and Travel and Subsistence Policy were approved.</p> <p>ACTION: JC to liaise with the new HR Director and appropriate members of the Committee (e.g. NW) to discuss whistleblowing procedures.</p>	JC
	OTHER	
31/17	Any Other Business	
	None.	
32/17	Date and time of Next Meeting: 20 June 2017 at 5.00pm, Cheltenham	

Signed:

Date: