

**MINUTES OF THE
BUSINESS AND RESOURCES COMMITTEE
28 NOVEMBER 2017
BOARDROOM, CHELTENHAM**

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

In Attendance: Mr A Bates (Chief Financial Officer)
Mr J Billingham (Director of Estates)
Ms S Dalby (Head of Business Intelligence)
Ms S Steed (Vice Principal, Students)
Ms J Cosson (Clerk to the Board of Governors)

Apologies: Mr J Brinley (Informal Member)
Ms C Rosser-Mayo (Director of HR)

Attendance: 87.5%

		ACTION
PRELIMINARIES		
77/17	Opportunity for Private Business	
	None.	
78/17	Apologies	
	Were noted as above.	
79/17	Declarations of Interest	
	Anne Williams declared her interest as a partners of Bruton Knowles who have been engaged by the College in relation to the proposed letting of the Launchpad site.	
	No further declarations were made other than those standing declarations currently recorded on the Register of Interests.	
80/17	Confidentiality of Items	
	As marked on the basis of commercial sensitivity for a two year	



	period (Item 94/17 RFD for a five year period).	
81/17	Minutes of the Meeting of 19 September 2017	
	The minutes of the meeting were approved as a true record and signed by the Chair.	
82/17	Matters Arising from the Minutes and Actions Matrix	
	Members were provided with an actions matrix and noted the status update of each item.	
	SS provided an update on the revised structure of the Marketing Team as requested at the last meeting. A new Head of Marketing, Alison Townsend, has been appointed and will start on 8 January 2018.	
KEY BUSINESS		
83/17	Proposed Letting of Launchpad - confidential	
	<i>AW left the room during this item.</i>	
	AB presented a paper setting out the options for sale or lease of Launchpad, a standalone building based in Tewksbury.	
84/17	Year-end Results 2016/17 and Recommendation of Financial Statements - confidential:	
	<ul style="list-style-type: none"> • GC • Subsidiary Companies 	
	AB presented the draft Financial Statements of the College and the subsidiary companies together with a reconciliation to the year-end forecast showing the movements since the initial forecast and the September forecast.	
85/17	Approval of Annual Pay Award - confidential	
	AB presented a proposal for the annual pay award.	
86/17	Annual Review of Treasury Management and Policy - confidential	
	AB presented the annual review of Treasury Management in order to support the Board in oversight of the College's assets and to safeguard its finances.	
87/17	Annual Procurement Report and Review of Procurement Policy - confidential	



	AB presented the annual Procurement Report.	
88/17	Annual Subcontracting Report and Review of Subcontracting Policy - confidential	
	AB presented the annual report on the College's subcontracting arrangements.	
89/17	Annual Report on Travel and Subsistence and Review of Policy - confidential	
	AB reported on the travel and subsistence claims of the Principal, Clerk, Members of the Board of Governors and the International Department for the year ended 31 July 2017 as required by the Financial Regulations and as outlined in the Regularity Self-Assessment Questionnaire.	
90/17	Growth Plan Update including 16-18 and Recruitment Strategies - confidential	
	MB reported on the latest outlook for the 2017/18 recruitment position including financial performance, and performance in key markets.	
91/17	Appointment of Bankers - confidential	
	AB presented a proposal regarding the appointment of the College's bankers in order to support the Board in its oversight of the College's assets and to safeguard its finances.	
92/17	Review of Operating Plan and KPIs - confidential	
	MB provided an update on progress with the Operating Plan and KPIs since the last meeting.	
93/17	Business Intelligence Strategy - confidential	
	SD attended at the request of the Committee to provide an update to the Committee on the BI Strategy, including background, plan and progress.	
94/17	Estates Update including RFD - confidential	
	AB presented the Estates Strategy which had been approved at the previous meeting and which had been updated to include a page on utilisation analysis and to show the separate Sustainability Policy.	
ROUTINE BUSINESS		
95/17	Management Accounts including Progress with Financial Plan -	



	confidential	
	AB presented the Management Accounts.	
96/17	Monthly Health and Safety Reports - confidential	
	AB presented the monthly reports.	
97/17	Review of Policies: <ul style="list-style-type: none"> • Harassment and Bullying • Learning and Development • DBS • Tuition Fees • Travel and Subsistence • Subcontracting (Fees and Charges) • Treasury Management • Procurement 	
	<p>Members reviewed the above policies.</p> <p>RESOLVED: The policies were approved subject to the following comments:</p> <ul style="list-style-type: none"> • It would be helpful if all policies could show the changes highlighted in yellow and provide more detail as to the changes made. • DBS policy – p299 should say DBS not DBC. <p>ACTION: JC to inform Sandy Brind.</p>	JC
98/17	Subsidiary Update* – confidential <ul style="list-style-type: none"> • Minutes of GFM – 28.11.2017 • Minutes of Betaris – 28.11.2017 • Minutes of NCD – 28.11.2017 	
	AB provided a verbal report on the above meetings which had taken place just prior to this meeting. Minutes will be available as soon as possible.	
99/17	Key Items for Board including Risks - confidential	
	The Key Items Report for the Board was completed noting the risks to be highlighted/added to the Risk Register.	
OTHER		
100/17	Any Other Business	
	ACTION: CRM to report on progress with the HR aspects of the	CRM



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	Operating Plan at the next meeting as part of the HR Update / HR Strategy presentation.	
101/17	Date and time of Next Meeting: 6 February 2018 at 5.00pm, Cheltenham	

Signed.....*A. J. Will*.....

Date.....