

## Meeting of the Finance and Resources Committee

**Venue:** Conference Room 1, South Shields site, South Shields

**Date:** Monday 25 February 2019

**Time:** 4.05pm – 5.40pm

**Present:** Colin Seccombe (in the Chair)  
Malcolm Grady  
Martin Hottass  
Lindsey Whiterod

**In Attendance:** Steve Chittenden (Head of Finance)  
John Roach (Principal SSMS)  
Craig Scott (Business Operations Manager)  
Neil Longstaff (Director of Governance)

ITEM	ISSUES	ACTION
<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>The Committee approved an apology for absence received from Andy Walton after having first considered the reasons for his absence.</p> <p>The Chair explained that this additional meeting had originally been called to discuss the January management accounts owing to an increase in the anticipated loss for the year. However, this gave an opportunity to cover some other issues that required governor consideration.</p>	
<b>2.</b>	<p><b>Declarations of Interest</b></p> <p>The Chair reminded members to declare any conflicts of interest as they arose on the agenda.</p>	
<b>3.</b>	<p><b>Minutes of the previous meeting</b></p> <p>The minutes of the meeting held on 27 November 2018 were approved and signed by the Chair.</p> <p><b>Matters Arising not covered on the agenda</b></p> <p><u>3.1 Board approvals</u></p> <p>The Director of Governance confirmed that the papers requiring Board approvals had been actioned.</p> <p><u>3.2 Reserves Policy</u></p> <p>It was noted that a Reserves Policy had not be finalised by the previous Chief Financial Officer, therefore this was to be followed up in due course.</p>	

<p><b>4.</b></p>	<p><i>With the agreement of governors the order of business was changed as follows:</i></p> <p><b>College Contracts</b></p> <ul style="list-style-type: none"> <li>i. <u>Utilities Brokerage</u></li> <li>ii. <u>Cleaning Tender Recommendations</u></li> <li>iii. <u>Water Supply Proposal</u></li> </ul> <p>Confidential items</p> <p><i>CSc left the meeting. JR joined the meeting.</i></p>	
<p><b>5.</b></p>	<p><b>NIMASA Sea Service Update</b></p> <p>This report provided an update on the development and the financial implications regarding the NIMASA Sea Service contract.</p> <p>JR explained that the College had experienced difficulty discharging contractual obligations to NIMASA. Subcontractor delays had resulted in their contract being formally reduced and another subcontractor engaged.</p> <p>Since producing the report the Deputy Principal of SSMS had been to Athens but no update had yet been received.</p> <p>JR was confident that NIMASA would not claim back any funds but it was possible that they could ask the College to train others without further charges on the basis that they had already paid. However, this would be cost neutral as students would be placed in existing classes.</p> <p>Q. Struggle to 81 students? A key issue was half of the students required aptitude tests and the other half did not.</p> <p>Q. Biggest concern? Time taken to resolve. JR was exploring how the College could work with other providers.</p> <p><b>Resolved: That the report is received and acknowledged.</b></p> <p><i>JR left the meeting.</i></p>	
<p><b>6.</b></p>	<p><b>Chair's Urgent action not covered elsewhere on agenda</b></p> <p>This report detailed the occasions where the Chair of the Committee had exercised urgent action since the previous meeting.</p> <p>Governors were informed of the following instances where Chair's action had been used:</p> <ul style="list-style-type: none"> <li>• Kongsberg Capital Request: Approval to commit to the £180k spend for the capital expenditure for the Simulator Software.</li> <li>• College Waste Collection Contract: Extension of contract.</li> </ul> <p><b>Resolved: That the report is received and Chair's actions endorsed.</b></p>	

7.	<b>Management Accounts</b>  Confidential item	
8.	<b>Any other business</b>  None.	
9.	<b>Date of next meeting</b>  <b>Resolved: That the next meeting of the Committee is to be held on Wednesday 20 March 2019 at 4.00pm at STC</b>	
10.	<b>Identification of Confidential Items</b>  <b>Resolved: That the following items are to remain confidential:</b> <ul style="list-style-type: none"> <li>• Item 4 - College Contracts</li> <li>• Item 7 - Management Accounts</li> </ul>	

**Signed:** .....

**Date:** .....