

## **Heart of Yorkshire Education Group Corporation ('Corporation')**

### **Finance, People and Resources Committee ('Committee')**

#### **Minutes of the Meeting held on 10 February 2025 ('Meeting')**

**Present:** Stuart Brenton, Andrew McConnell, Neil Warren ('Chair') and Tim Welton (from minute 4)

Head of Governance and Legal Services ('Clerk')

**In attendance:** Karen Sykes (Group Executive Director of People ('EDP')), Dawn Hartley (Director of Finance ('DF')) and Clare Allcock (Group Executive Director of Student Experience & Support ('EDSES'))

**By invitation** Caroline Carter (by invitation)

**Apologies:** None

#### **1. Welcome and apologies for absence**

1.1. The Chair welcomed those present, reported that due notice of the Meeting had been given and that the Meeting was quorate. Accordingly, the Chair declared the Meeting open.

1.2. No apologies were recorded.

1.3. The Chair welcomed Caroline who was to start her new role as Group Executive Director of Finance and Resources in March and noted that he would welcome Tim to his first meeting when he arrived.

1.4. The Committee also acknowledged the resignation of Claire and expressed appreciation for her contributions to the Group.

## **2. Declarations of interest**

No declarations of interest were disclosed. Members were reminded to declare any interests that arose during the meeting.

## **3. Minutes of the meeting held on 27 November 2024**

3.1. The minutes were reviewed and confirmed as an accurate record.

3.2. IT WAS RESOLVED THAT the minutes of the meeting of the Committee of 27 November 2024 were approved.

## **4. Matters Arising**

4.1. The Clerk addressed the outstanding matters arising which were outstanding:

4.1.1. MA1 - Reserves Policy: The Committee agreed a delay for further review by Caroline.

4.1.2. MA 3 - Leadership Programme: It was reported that 75% of managers had undertaken the leadership programme.

4.1.3. MA 8 - Staffing Costs: details on staffing expenditure and the real cost against the DfE's target would be discussed during the Meeting.

4.1.4. MA 11 - Health and Safety Lessons Learned: Assurance was given that the construction workshop incident had been addressed; updates were provided.

## **5. People Update**

5.1. The EDP provided an overview of the People Report, highlighting:

5.1.1. A positive shift in engagement survey results.

5.1.2. Efforts to address workload concerns, including technology adoption.

5.1.3. Steps taken to address staff turnover and agency staffing.

5.1.4. An ambition to eliminate the gender pay gap, with an action plan requested.

5.2. Governor questions and answers:

5.2.1. **Q:** "What has contributed to the improvement in survey responses?"

**A:** Increased leadership visibility and improved communication efforts.

5.2.2. **Q:** "What additional reporting metrics can be included to track workload pressures?"

**A:** In due course, future reports could include vacancy figures and their impact on staff workload.

## **6. Finance Update (inc. Management Accountants)**

6.1. The DF presented the Finance Report, noting:

6.1.1. Positive news relating to 16-19, adult, high needs and 14-16 learner recruitment resulting in a growth in funding and further potential funding receipts.

6.1.2. The financial position remained stable, with a surplus £321k higher than profile.

6.1.3. Salary expenditure was being closely monitored.

6.1.4. Agency costs were high but expected to stabilise.

6.1.5. Apprenticeship income was lower than target.

6.1.6. That the Group was expected to achieve “Good” financial health for the year.

6.1.7. The pension rate review offers a potential cost reduction.

6.2. Governor questions and answers:

6.2.1. **Q:** "What are the prospects for apprenticeship funding growth?"

**A:** NHS recruitment changes have delayed starts, but efforts are underway to strengthen partnerships.

6.2.2. **Q:** "Will cash flow projections be revised given recent funding updates?"

**A:** Projections are under review to reflect updated funding commitments.

## **7. Estates Update**

7.1. The EDSSES noted the following:

7.1.1. Sustainability efforts including LED lighting installations underway.

7.1.2. Football pitch funding: A grant application is pending approval, with community partnership contributions expected.

7.1.3. Castleford Construction Hub: The project was progressing as planned, with the hope that completion would be on schedule.

7.2. Governor Questions and Answers:

7.2.1. **Q:** How will the new football pitch support student engagement?

**A:** It will be integrated into enrichment activities, with community access planned outside college hours.

- 7.2.2. **Q:** Will spending be completed on the Castleford Construction Project by the funding deadline?
- 7.2.3. **A:** Modelling shows that spending is expected to have been completed by the deadline.

## **8. Health and Safety Update**

8.1. The EDP noted the following:

- 8.1.1. In relation to the Construction Workshop incident, training and revised risk assessments had been implemented.
- 8.1.2. An improved near miss reporting culture had been observed.
- 8.1.3. A College-wide review of health and safety training and documentation was underway.

8.2. Governor Questions and Answers:

- 8.2.1. **Q:** Can we standardise incident reporting periods for better trend analysis?
- A:** The reporting structure will be adjusted for consistency.

8.3. Governors were satisfied with the actions taken relating to the Construction Workshop incident but requested continuing updates.

## **9. Committee Schedule of Business and compliance with Terms of Reference**

- 9.1. The Clerk noted that The Committee appeared to be meeting all its compliance obligations and the next meeting would focus on outstanding matters such as the draft budget and financial plan.
- 9.2. Governors were satisfied that the Committee was fulfilling its responsibilities and that these aligned with its Terms of Reference.

## **10. Review of Effectiveness of Meeting and Identification of Emerging Risk**

- 10.1. Governors agreed the matters to highlight to Board and the need to recruit a new member with People expertise.
- 10.2. The Chair noted that the next meeting of the Committee was to take place on 17 June 2025 and closed the Meeting.



Signed..... Date 17.06.2025

## **Actions**

<b>No.</b>	<b>Minute</b>	<b>Details</b>	<b>Deadline</b>	<b>Responsibility</b>
1	4.1.1	Reserves Policy to be updated.	Next meeting	Caroline
2	4.1.3	Staffing cost and budget deep dive meetings to be scheduled	ASAP	Clerk
3	5.2.2	Future reports to include include vacancy figures and their impact on staff workload	Next meeting	EDP
4	8.2.1	Standardise H&S incident reporting periods for better trend analysis	Next meeting	EDP
5	10.1	Update regarding the recruitment of a new member with People expertise	Next meeting	Clerk