



Minutes of the Resources Committee Meeting held on

Tuesday 30 January 2018 at 4.00pm

held in the Meeting Room 1, Henley Campus

Present: Peter Matthews, Chair
John Barrett
Stewart Fergusson
Chris Hinde
Tony Minhas

In Attendance: Clare Hatton, Assistant Principal, Employer Engagement and Growth
Sue Noyes, Chair of the Corporation
Mark Payne, Vice Principal, Finance and Resources
Elise Scotford, Clerk to the Corporation
Debbie Wright, Assistant Principal, People Services

Apologies: Peter Brammall, Principal

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| 1) | <u>Welcome and Apologies</u> | |
| | The Chair welcomed all present to the meeting. Apologies were received from Peter Brammall (personal commitment) and were accepted by Governors. | |
| 2) | <u>Declarations of Interest</u> | |
| | There were no declarations of interest. | |
| 3) | <u>Minutes of the previous meeting held on 7 November 2017</u> | |
| | The minutes were agreed as a true and accurate record and were signed by the Chair. | |
| 4) | <u>Matters Arising</u> | |
| 4.1 | Point 5 – members report and financial statements – MP confirmed that the College accounts had been approved by the Corporation, had been signed off by the auditors and had been submitted to the funding agencies on time. | |
| 4.2 | Point 6.8 – HR systems – DW confirmed that the 2 college systems were being integrated based on the former City College HR system. Additional HR software is being purchased. A payroll programme is in place. | |

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| | TM arrived | |
| 4.3 | Point 6.9 – staff turnover rates – DW clarified that turnover levels were healthy. There were pockets of teaching where issues with recruitment were ongoing, e.g. Engineering but most issues had been resolved. | |
| 4.4 | Point 7.3 – LGPS – MP detailed the reasons behind the impasse which had arisen with the bank and the pension fund regarding the proposed charge on land and buildings to reduce the College's pension liability. MP/PB working on an alternative solution involving the local authority to present to both parties with a view to moving to a resolution if an agreement is not reached with the bank w/c 5 February 2018. Discussion took place with further detailed consideration deferred to the Audit Committee meeting on 5 February 2018. | |
| 4.5 | Point 9.7 – Heads of Estate – MP confirmed the College will look to retain senior management and site management presence at each site. | |
| 4.6 | Point 9.11 – Governor Health & Safety rep – Peter Matthews volunteered and was approved as Governor Health & Safety rep. | |
| 5) | <u>KPIs (DOCUMENT 2)</u> The VP, Finance & Resources, presented the KPIs, explaining the layout and rating system. Governors carefully reviewed and discussed the KPIs. Key points highlighted included: | |
| 5.1 | Key agency contracts – apprenticeships progress – MP drew Governors' attention to a technical aspect of the contract and gave a thorough explanation of the current situation and likely risks, in particular, an imbalance in available allocations and actual enrolments which could result in over-delivery but unfunded activity. A detailed update on apprenticeships delivery projections was given by CH. The risk highlighted by MP was potentially in the order of £300k but the College was hopeful that the ESFA would ultimately fund this provision. MP confirmed that he and PB were due to meet with the ESFA and hoped to bring an indicative view from the ESFA on this matter to the next Corporation meeting in March 2018. | |
| 5.2 | Adult classroom based grant – year end forecast to be confirmed. At the present time there is a potential shortfall but plans are still being formulated to address the gap. It was agreed that the detailed plan would be presented to Corporation on 6 March 2018. | |
| 5.3 | Updates given on: staffing, sickness absence and staff turnover; 16-18 funding; room utilisation. | |
| 5.4 | MP confirmed that a risk register had been compiled and would be presented to the Audit Committee meeting on 5 February 2018. | |
| 6) | <u>Management accounts – December 2017 (DOCUMENT 3)</u> | |
| 6.1 | The VP, Finance & Resources, presented the management accounts to 31 | |

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| | December 2017. Governors considered and discussed the management accounts. | |
| 6.2 | To the end of December, a realistic estimate was a shortfall in income of £1 million which would be offset by commensurate reductions in pay expenditure and in merger related non-pay expenditure. | |
| 6.3 | There were two further risks of shortfalls, namely, adult funding and apprenticeships outlined in the earlier discussion on KPIs. Any impact would be brought into the forecast when the position was clarified. | |
| 6.4 | Pay – the exact amount of savings from the restructure were unknown at present but were possibly up to £250k. MP outlined the likely savings on sessional contracts, vacancies and turnover. | |
| 6.5 | As at the end of December, the cash position stood at £6 million but this is likely to reduce as planned to £3.5 million by March 2018 before rising as planned to £3.9 million by the end of the year. | |
| 6.6 | On the basis of the management accounts, the College's financial health would merit an assessment of Satisfactory. | |
| 6.7 | Notwithstanding the commensurate reductions in expenditure to bring the budget into balance, Governors registered their concern regarding the projected shortfall in income of £1 million. | |
| 6.8 | MP advised that a detailed financial projection to the year-end would be presented to the March Corporation meeting. | MP |
| 7) | <u>Restructure – middle management – update</u> | |
| | Verbal update given by the Assistant Principal, People Services. | |
| 7.1 | The process started before Christmas with the consultation period ending on 12 January. All feedback had been considered at SLT on 17 January with some resultant changes. An additional Programme Manager post had been introduced into the teaching management structure to ensure appropriate resources were in place for English and maths. | |
| 7.2 | SLT's final decisions were communicated to staff and unions and staff were given the opportunity to register for voluntary redundancy by 24 January. 19 requests for voluntary redundancy were received with 12 approved. | |
| 7.3 | There were a number of reasons why some requests were declined: staff cannot automatically be released where a position exists for which their skills and experience are suitable. | |
| 7.4 | Interview for the Programme Manager posts are scheduled for w/c 12 February. | |
| 7.5 | The Head of HR post review has been deferred to Easter to account for the workload in managing the restructure process. | |
| 7.6 | Regular dialogue has taken place with the unions. | |

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| 7.7 | The next departments to be restructured will be Estates and Finance. | |
| 7.8 | Governors asked for an update on staff morale. DW explained that regular communication had been conducted with staff affected by the restructure. An update to other staff would be given including the outcome of the selection process. | |
| 8) | <u>Health and Safety update (DOCUMENT 4)</u> | |
| | The VP, Finance & Resources, presented the health and safety update. Governors received and noted the update. | |
| 8.1 | Update given on the lessons learnt from the severe weather college closure before Christmas and the resulting changes to process and procedures. | |
| 8.2 | Discussion currently underway on aligning security arrangements at both campuses. | |
| 8.3 | Additional heating being installed in Henley campus Reception. | |
| 8.4 | New intruder alarm being installed at City campus. | |
| 8.5 | No serious incidents or accidents to report. | |
| 8.6 | Peter Matthews confirmed as Health and Safety Governor rep. | |
| 9) | <u>Committee terms of reference (DOCUMENT 5)</u> | |
| | The Corporation Chair outlined her intention that a review of all committees' terms of reference take place to ensure they were fit for purpose. Initial thoughts suggested by Governors – any further comments to be directed to MP. SN and MP to meet to review the Resources Committee terms of reference in detail. | SN/MP |
| 10) | <u>Any Other Business</u> | |
| | The Chair invited a review of the meeting with positive aspects and areas for development noted. | |
| 11) | <u>Specific items for highlighting to the Corporation</u> | |
| | No specific items to highlight which will not be substantive items on the agenda. | |
| 12) | <u>Exclusions from publication</u> | |
| | <ul style="list-style-type: none"> • Restructure update | |
| 13) | <u>Date and time of next meeting</u> Tuesday 1 May 2018, 4.00pm Additional meeting date to be set for end June | |