

Present: Sue Howell (Chair), Angela Davis, David Davis, Phil Douce, Toby Hooper, Michael Kitcatt, Gill Slater.

In Attendance: Ruth Taylor (Clerk), Ed Senior (Deputy Principal), Barbara Clements (Finance Manager), Jo Payne (PA to the Principal).

Item 5 was taken before the other agenda items in order to facilitate the departure of the relevant staff.

1. **Apologies:** Annette Hughes (Personnel Manager).

2. **Standing Items**

- (i) Ruth Taylor (Clerk) and Jo Payne (PA to the Principal) declared an interest in item 4(i).
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) The Principal indicated that he had information for the Committee in relation to the cladding used on the College exterior further to the Grenfell Tower fire. The Committee **agreed** to deal with the matter at item 9 below. No other urgent business was identified.

3. **Minutes**

(i) Minutes of the Resources committee: 15th March 2017

The minutes of the meeting were **confirmed** as a correct record and signed by the Chair. An update was received on the action points arising from the minutes and those action points outstanding are recorded below.

The Principal advised that progress with the 3G pitch has been put on hold partly due to academisation and also because the FA have undertaken a regional restructure and it has not yet been possible to schedule a meeting with the new person in post.

The Principal commented that the insurers are prepared to meet with the Principal and Finance Manager to look at documentation relating to offsite incidents or to review this externally. A decision will be taken as to which option is considered the most advantageous.

The Committee **noted** the information provided.

4. **Employment**

(i) Update

The Principal presented the report in the absence of the Personnel Manager and noted that the Clerk was on the list of staff who are leaving College. The Principal thanked Ruth Taylor for all of her work over the years and said that she would be missed.

The Clerk reported that she has spoken to the Principal and the Chair of the Governing Body to advise that an Interim Clerk needs to be appointed before she leaves in July. She advised that the Committee needs to recommend the appointment of an Interim Clerk to the Governing Body should conversion be delayed.

(The Clerk and the PA to the Principal left the meeting at 6.36pm)

The Committee **agreed** to **recommend** the appointment of the PA to the Principal as Interim Clerk to the Governing Body.

(The Clerk and the PA to the Principal returned to the meeting at 6.41pm)

The Principal highlighted the following:

- TUPE arrangements were in hand and relevant letters from the College to the Trust, and vice versa, to indicate that no measures were intended had been exchanged.
- A letter would be sent to Trade Union representatives to advise that there were no measures although they had been verbally updated throughout the conversion process.
- A letter would be sent after the transfer to confirm that Worcestershire Learning Trust was the new employer.
- Two formal grievances had recently been raised and there were possibly a few disciplinary matters to be dealt with which had placed significant pressures on SMT and the Personnel Manager and those matters have been very time consuming.
- Significant problems with the new payroll system had placed pressures on the Personnel Manager and Personnel Assistant.

In response to questions the Principal responded that:

- The monthly bill to the payroll provider was being withheld until issues were resolved.
- He was the post-16 representative on the Schools' Forum and that other Worcestershire schools had experienced difficulties too. Liberata, the provider of the payroll service, was putting more resources in place to correct mistakes. Fortunately the College had insisted on reserving the right for a final check which had avoided the issues that other institutions had experienced.

The Committee **noted** the information provided and **thanked** the Personnel Manager for her comprehensive report.

(ii) SPH roles and appraisals

The Principal presented his report and explained that in previous years two governors, usually the Chair and Vice-Chair, had conducted appraisals of Senior Postholders. The Clerk explained that in future the academy would not need to designate staff as Senior Postholders. It would be for the Board of Worcestershire Learning Trust to determine how the roles would be designated and how senior members of staff are appraised in the future.

The Principal advised that he would present a report to the Board in relation to the senior roles and advised that he currently completed a performance review with the Deputy Principal and the Finance Manager before they had an appraisal with governors. The Principal commented that he would appreciate the opportunity to meet with governors for an appraisal.

The Committee **agreed** that the Principal should be appraised by the Chair and either the Vice-Chair or another member of the Resources Committee. The Deputy Principal, Finance Manager and the Clerk would be asked whether they wished to meet with governors this year.

(iii) Minutes of Staff Satisfaction Focus Group

The Principal presented the minutes of the recent Staff Satisfaction Focus Group meeting and reminded the Committee that this was a standing item to offer assurances in relation to staff morale.

The Principal invited comments and the following points were made:

- The staff satisfaction survey was issued biennially
- The Committee commented on the range of activities and things on offer to staff
- The presence of IT Support staff at the meeting was welcomed and had had a positive impact.

The Committee **noted** the information provided.

5. Finance

(i) Finance Update

The Finance Manager presented her report highlighting the following aspects:

- A restructure of the Finance team was progressing and two members of staff would be interviewed this week.
- The new structure would create three discreet roles rather than staff sharing tasks.
- Student questionnaire responses had been less positive about Student Reception over a number of years and it was hoped that the introduction of a dedicated Student Finance Officer based in Student Services would act as a point of contact for student queries. This would reduce interruptions and facilitate a move to a dedicated Finance office. The Student Finance Officer would be managed by the Finance Manager.
- Period 10 accounts forecast a surplus and the Finance Manager had had conversations with the Premises Manager and IT Support Manager to bring forward some spend into this academic year to assist with achieving a break even budget for next academic year.
- A Finance Dashboard had been produced to present top level finance information in a clear way to SMT and governors.
- An Investment Policy had been produced in preparation for conversion to an academy, however, it could also apply to the College.
- The College had enough cash to enable two of the loans to be repaid in full. Whilst the Governing Body approved that this could happen by the end of July, it was proposed that the loans should be repaid as soon as possible to reduce the amount of interest accumulating.

The Committee noted that outstanding debts had been significantly reduced. The Finance Manager explained that this had been achieved through chasing adult course fees and peripatetic music fees. The amount will increase again as Nunnery Wood High School has been invoiced for shared services, but has not anticipated that there would be any outstanding debt beyond year end. In future, shared services will be invoiced on a quarterly basis.

The Committee **noted** the information provided and were reassured that the restructure would bring about positive changes. It was **agreed** that a **Chair's Action** be used in respect of repaying the loans prior to academy conversion.

(ii) Budget for 2017-18

The Finance Manager presented a draft budget for 2017-18 and advised that more staff savings have been identified to make a break even budget more achievable. The forecast for the Cafeteria profits had been reduced to be in line with this year's figure and it was expected that this would be achieved with implementation of new ideas from the Catering Manager and with the introduction of a cashless system.

In response to questions the Finance Manager commented that:

- In theory the budget should be submitted by 31st July, but as an academy it was not yet clear when or by what means this should be submitted.
- If it transpired that there was a deficit at the end of next year then intervention action and a recovery plan would need to be agreed with the EFSA.
- The financial due diligence audit had been conducted and the report finalised. The report stated that the assumptions were reasonable and had been sent to the Transactions Unit.

The Committee **noted** the information provided and in the event of a delay in academy conversion **agreed to recommend** the draft budget for 2017-18 to the Governing Body for approval. If the target date for conversion is achieved the Committee **agreed to recommend** the draft budget for 2017-18 to the Board of Worcestershire Learning Trust.

The Finance Manager left the meeting at 6.33pm.

(iii) Assurances on IT provision

The Deputy Principal presented his report and explained that, in response to governors' request for assurance that the College's IT spend was competitive, he had requested information from other institutions and he outlined how the information should be collated. The Deputy Principal advised that he could not be certain that an identical methodology had been used by all, for example, the College excluded staff tablets from the calculation in respect of mobile devices, but others may have included such items. The report provided a breakdown on the number of machines, specifications and the cost per machine and per student to allow the Committee to consider if the provision offered value for money.

In response to questions the Deputy Principal confirmed that:

- The data did not incorporate staff costs
- The College was unique in building its own machines

The Chair suggested that some form of external assurance would be valuable. Phil Douce commented that he had experience in this area and was happy to be of assistance.

The Committee **noted** the information provided and thanked the Deputy Principal for his detailed report.

The Deputy Principal left the meeting at 6.21pm.

6. Property

The Principal reported that two more classrooms had been refurbished since the Committee last met. In the event there had been no need to use College Fund monies to complete the work which would enable the Fund to be used for any works other than general maintenance next academic year as there is no allocation for capital works in the budget.

The Committee **noted** the information provided.

7. Policy Reviews

Fees Policy: The Committee **agreed to approve** the Fees Policy with the minor amendments proposed by the Principal and **agreed to recommend** that it should remain a Worcester Sixth Form College policy determined by the Local Governing Body.

The Principal informed the Committee that a new Access pathway to Medicine has been introduced, although the approval was received too late to be able to adequately recruit for September 2017. This course would potentially be popular with individuals who have a degree, but not in a relevant field to be able to enter a career in medicine.

The Committee **noted** the information provided and commented on the good value of the evening class courses.

Sustainability Policy: The Committee **agreed to approve** the Sustainability Policy without amendment and **agreed to recommend** that the policy should be determined at Trust level.

Student Conduct Policy: The Committee **agreed to approve** the Student Conduct Policy with the minor amendments proposed by the Principal and **agreed to recommend** that it should remain a Worcester Sixth Form College policy determined by the Local Governing Body as regulations in relation to exclusions and suspensions are different for 16-19 academies.

8. Annual Reports

Staff Development: The Committee **discussed** the content of the report and **noted** the information provided.

Learning Support: The Committee **discussed** the content of the very detailed report and **noted** the information provided.

Student Fines, Suspensions and Exclusions: The Committee **discussed** the content of the report and **noted** the information provided

Equality and Diversity: The Committee **discussed** the content of the report and **noted** the information provided

The Committee **thanked** the authors of the above reports for producing such comprehensive reports.

9. Health & Safety

(i) Health & Safety Update and Accident Report

The Principal presented his report and responded to questions raised. The Committee **noted** the information provided.

The Principal circulated an update in relation to the cladding on the exterior of the College further to the tragic Grenfell Tower fire. The Architect had advised that the material used in the College's cladding was much better than that used in the affected tower. It was noted that the College has four staircases for emergency exit and numerous fire alarms and smoke detectors.

The Committee **noted** the information provided and asked that the following actions were taken:

- That the College's insurance company be advised of the update with a view to providing external validation of the advice given.
- The Principal would ask the architect about the cavity barriers between the cladding and the building for additional reassurance.

10. Closing Standing Items

(i) Risk Management: The Committee spent some time reviewing the remaining risk register entries relating to the Resources Committee.

The Committee **agreed** to ask the College Risk Champion to review the following aspects and determine if the Register required amendment:

Risk 8

- Subscription to Pharos Emergency Response Service in respect of international trips
- Scoring of this risk to account for threat of terrorist attacks.

Risk 10

- Cladding and external assurance from insurance company.

(ii) Impact: The Committee agreed that the detailed and diligent monitoring of the Equality, Staff Development and Learning Support reports demonstrated that governors were aware of the impact that training and support have on staff and students.

(iii) Any Urgent Business: None.

(iv) Date of Next Meeting: None.

The Chair acknowledged that this was the Clerk's last Resources Committee meeting and thanked her for all of her work for the Committee.

The meeting finished at 7.38 p.m.

Signed:.....

Sue Howell (Chair)

Date:.....

RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 21ST JUNE 2017

Report Reference	Action Point	Person Responsible	Completion	Check
RC/21.06.17/4(ii)	Arrange date for Principal's appraisal and for other SPHs if required.	JJP	July 2017	
RC/21.06.17/5(iii)	Consideration to be given to external assurances in relation to IT provision.	EYS	September 2017	
RC/21.06.17/5(iii)	Governor link visit to IT section.	PD	Summer 2017	
RC/21.06.17/9(i)	Insurance company to be advised about update on materials used in College cladding.	MWK	3 rd July 2017	
RC/21.06.17/9(i)	Architect to be asked about cavity barriers between cladding and building.	MWK	3 rd July 2017	
RC/21.06.17/10(i)	Review RR&AM in the light of the Committee's comments	EYS	3 rd July 2017	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
RC/15.3.17/6(i)	Provide full options feasibility study for 3G pitch and associated facilities	MWK	3 rd July 2017	
RC/23.6.16/11(i)	External verification/advice/model for off-site incidents	MWK	Summer 2017	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
RC/15.3.17/4(i)	Share Insurance Brokers email with governors	BJC	March 2017	✓
RC/15.3.17/4(i)	Report back on completion of IAS recommendations to RC	BJC	RC 21.6.17	✓
RC/15.3.17/5(i)	Publish abridged equality data as per AoC guidance	AJH	March 2017	✓
RC/15.3.17/6(ii)	EYS to attend next RC meeting to discuss assurance for IT Section provision	EYS	RC 21.6.17	✓
RC/15.3.17/10(i)	Review RR&AM in the light of the Committee's comments	EYS	GB 5.4.17	✓
RC/15.3.17/10(i)	Review remaining RRAM entries at next meeting	RC	RC 21.6.17	✓
RC/23.6.16/11(i)	Arrange disaster training for senior staff/governors	MWK	RC summer 2017	✓

* Denotes changes to dates.