

**Present:** Matthew Adams (Chair), Angela Davis, Phil Douce, Toby Hooper, Michael Kitcatt, Sam Lifford and Gill Slater.

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

1. **Appointment of Chair:** Matthew Adams was unanimously appointed Chair for the meeting.

2. **Apologies:** None.

3. **Standing Items**

- (i) Michael Kitcatt declared that he was a governor at Bishop Perowne C of E College and Gill Slater declared that she was employed by the University of Worcester and was a Trustee of Worcester Arts Workshop.
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) No urgent business was identified.

4. **Minutes**

(i) Minutes of the Resources committee: 28<sup>th</sup> February 2018

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 explained that the Deputy Principal designate had completed Educational Visit Co-ordinator training and that the Quality Manager would complete this in the autumn term. It was noted that this training focused on risk assessment rather than dealing with an offsite disaster, therefore, further consideration would be given to external training.

The Interim Clerk agreed to circulate the Staff Satisfaction Action Plan to the Committee once it had been reviewed by the Senior Management Team.

The Deputy Principal advised that there would be no implications on the operations of the Governing Body as a consequence of the change to the ILT Strategy. He updated the Committee on IT Support staffing and advised that the second programmer had left College which meant that the IT Support Manager was the only member of staff with significant coding expertise. Whilst the intention was to become less reliant on the IT Support Manager given his heavy workload, in the short term, it increased the reliance on him.

In response to challenge from the Committee about the potential risks associated with the loss of a programmer, the Deputy Principal advised that:

- The online application, applicant interviews and the timetable were all linked and it was critical that the IT Support Manager could dedicate time to ensuring that the coding of this was correct. Staff had been informed that non-urgent tasks would not be responded to as promptly at the current time;
- An appointment had been made to support staff with implementation and use of commercially purchased software packages.

The Committee **noted** the information provided.

## 5. **Employment**

### (i) Update

The Principal presented his report and highlighted the following:

- Following the departure of the Personnel Manager at the end of April, it was decided to use Liberata HR Consultancy which had been recommended by some of the College's partner schools;
- The cost of the external personnel support was approximately £7,000 per annum;
- There had been several occasions when their services had been used recently and both the Principal and Deputy Principal had been extremely pleased with the support and advice given. The consultants were very capable and well-organised;
- The Personnel Officer had taken on additional tasks and had been doing a really good job with some support from an Administrative Assistant who had been given additional hours;
- The Principal designate and Deputy Principal designate had identified how they planned to divide responsibilities for next academic year and the appendix identified others who were taking on additional responsibilities to support senior management.

The Committee **noted** the information provided.

## 6. **Finance**

### (i) Finance Update

The Finance Manager presented her report and advised that:

- The Assistant Management Accountant had been offered a permanent role and had accepted;
- 87% of student accounts had been activated to enable online payments and the cashless catering meant approximately £80,000 less cash had been handled;
- Overnight money transfers were now happening and an Investment Policy produced with the Committee being asked to approve this policy;
- The majority of debtors had been cleared with all adult students having paid fees which was a vast improvement on previous years. Instrumental music lessons had also been paid unlike in previous years;
- Lloyds bank were visiting College on 3<sup>rd</sup> July to discuss the covenants and the deficit position this year;
- One of the College's accounts had been closed and it was intended to close the Cafeteria account so that there was only one;
- There had been overspend on bursary monies due to the number of students claiming. The policy had been revised for next academic year;
- Add-ons to the finance software had been purchased, although there had been IT difficulties and online procurement was not currently working;
- The TPS end of year report have been submitted in May and RSM would visit College in July to begin the audit;
- The Financial Regulations and Fraud Response Plan had been updated to reflect personnel changes and the Committee were asked to approve proposed changes;
- The internal audit of financial controls raised five minor points, two of which were not tested as part of this audit;

- ESFA financial health was rated satisfactory which led to an early intervention visit from the FE Commissioner's office;
- The bank mandate would need to be revised to account for the changes in senior management next academic year;
- The Financial Plan had been prudently modelled on the basis that the College did not academise;
- It was likely that the deficit this year would be £218,000.

In response to questions, the Finance Manager and the Principal confirmed that:

- Transferring money overnight was no riskier than keeping money in a current account;
- Whilst the report from the FE Commissioner had not yet been received, verbal feedback suggested that although finances were tight, the College had put measures in place to ensure it remained solvent in challenging circumstances. They also responded positively to the proposed MAT with Hereford Sixth Form College.

The Committee challenged whether RSM would be able to complete the audit given that there was an ongoing dispute between the TPS and Institute of Chartered Accountants. The Finance Manager said that a letter of engagement had been issued, but she would raise the matter with RSM.

The Committee **noted** the information provided. Proposed changes to the Financial Regulations and Fraud Response Plan were **approved**. The Committee also **approved** the Investment Policy.

(ii) Budget for 2018-19

The Finance Manager presented a draft budget for 2018-19 which forecasted a surplus of £8,500. She identified that the budget incorporated savings on SMT, teaching and support staff salaries. The budget included £25,000 for capital work which would be raised in the Principal's property report.

After scrutiny of the budget, the Committee **agreed to recommend** that the Governing Body approve the draft budget for 2018-19.

There was discussion about the College's percentage income spent on staffing and the current figure of 77%. The Finance Manager advised that the benchmark figure quoted was 70% and the College was at the higher end of sixth form colleges in terms of staff costs. The Committee **noted** the information provided.

## 7. **Property**

The Principal presented his report and advised that whilst no major refurbishments were planned, the netball/tennis courts did need to be resurfaced and they were not currently safe for use. As a minimum, the College would need to spend £18,000 plus VAT to resurface two of the courts. The Principal explained that the College was currently in discussions with the Lawn Tennis Association in a bid to resurface all four courts and to have lighting and fencing installed. If the bid was successful, the College would need to contribute £25,000 towards the works.

In response to questions, the Principal advised that:

- The state of the art fencing would enable online booking of the courts which would provide potential for additional income;
- The bid was being made in conjunction with Worcestershire County Council;
- It was likely that planning permission would be required given the lighting, but it was hoped this would not be an issue;
- The remaining hut would be removed, but this would be at an additional cost.

The Committee **noted** the information provided and **agreed to recommend** to the Governing Body the allocation of up to £25,000 towards the tennis court proposal or resurfacing if not successful.

## 8. Governance

### (i) Update

The Interim Clerk presented her report and asked the Committee to consider the draft schedule of meetings for next academic year, appraisal arrangements for Senior Postholder appraisals and minor changes to the Committee's terms of reference and cycle of business.

In response to questions, the Interim Clerk advised that the proposed December meeting of the Governing Body was scheduled in such a way as to enable the annual report and accounts to be finalised so that they could be approved by the Governing Body. If the meeting were to be scheduled in the previous week, there was a risk that the accounts would not be ready for approval.

The Committee **noted** the information provided and **determined** that the Chair and Vice-Chair should conduct Senior Postholder Appraisals.

The Committee made the following **recommendations** to the Governing Body:

- To approve the schedule of meetings for 2018-19;
- To approve the proposed minor amendments to the terms of reference and cycle of business.

### (ii) Update from the Academisation Working Group

The most recent meeting of the Academisation Working Group was noted. The Principal advised that the College was actively pursuing the MAT proposal with Hereford Sixth Form College. There had been further meetings and due diligence was being undertaken with a view to the Governing Bodies of each institution approving the proposal to submit an application for Worcester Sixth Form College to become an academy and join a MAT with Hereford Sixth Form College and for Hereford Sixth Form College to change its structure.

In response to questions, the Committee were advised that:

- Whilst the applications would be submitted concurrently, the MAT structure would need to exist before the College could become an academy;
- Worcestershire Learning Trust would cease to exist once the application had been approved and would remain dormant until that point;
- A return had been made to Companies House to ensure compliance;
- It was hoped that the College would academise and join the MAT in Spring 2019, but it would not be before;
- Staff had responded positively to the proposal, although some support staff had expressed concerns.

The Committee thanked the Principal for the update and congratulated all involved for their patience in the ongoing attempt to academise.

## 9. Policy Reviews

### Fees Policy

The Committee **agreed to approve** the Fees Policy with the minor amendments proposed by the Principal.

### Sustainability Policy

The Principal proposed that one of the objectives and two of the aims be removed from the Sustainability Policy. He said that, whilst the objectives to be removed were worthy, they were unrealistic to achieve given other more significant priorities.

The Committee **noted** some disappointment, but acknowledged the Principal's explanation and **agreed** to **approve** the Sustainability Policy as proposed.

## 10. Annual Reports

### Staff Development

The Committee **discussed** the content of the report and **noted** the information provided. The Principal added that staff were positive about the College's response to training requests despite budget constraints and also responded positively to in-house training.

The Committee thanked the Assistant Principal for the detailed report and were pleased at the work of the Teaching and Learning Mentors.

### Learning Support

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

The Principal stated that Learning Support had been an area where staffing had reduced over a number of years as budgets had reduced and, subsequently, meant that there had been more promotion of drop in sessions rather than timetabled one to one support. There were a small number of students with an Education Health Care Plan who required intensive support from staff.

The Committee thanked the Learning Support Manager for a detailed report and thanked her and the Learning Support team for the important work they continued to do.

Student Fines, Suspensions and Exclusions: The Committee **discussed** the content of the report and **noted** the information provided. The Deputy Principal advised that effectively suspensions are not used as a sanction given the impact of missing lessons on student progress, therefore, written warnings would be introduced next academic year as an alternative.

Equality and Diversity: The Committee **discussed** the content of the report and **noted** the information provided. The Committee responded positively to the leaflets for students.

The Committee **thanked** the authors of the above reports for producing such comprehensive reports and asked the Interim Clerk to extend their gratitude to the authors.

## 11. Health & Safety

### (i) Health & Safety Update and Accident Report

The Principal presented his report and referred to the significant decrease in the number of reported accidents. The Committee **noted** the information provided.

**12. Closing Standing Items**

(i) Risk Management

The Deputy Principal advised that the Risk Register and Assurance Map had been updated and outlined where there had been changes. He reported that the score for 'reduced operational effectiveness as a result of loss or retirement of Senior Postholder or Senior Manager' had been reduced as whilst the impact would be the same, the likelihood was less due to measures that had been put in place to support senior managers next academic year.

The Committee **noted** updated to the Risk Register.

(ii) Impact: The Committee agreed that the decision to support the resurfacing of the tennis/netball courts would positively impact on students. It was agreed that the Committee's challenge of budget assumptions would positively impact on student provision.

(iii) Any Urgent Business: None.

(iv). Date of Next Meeting: Wednesday, 21<sup>st</sup> November 2018 (if the schedule of meetings is approved by the Governing Body).

The meeting finished at 6.22 p.m.

Signed:.....

Matthew Adams (Chair)

Date:.....

**RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 20<sup>TH</sup> JUNE 2018**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/20.06.18/6(i)	Contact RSM to clarify that there would not be issues with the TPS audit in light of ongoing national dispute.	BJC	June 2018	
RC/20.06.18/10	Thank authors of annual reports on behalf of the Committee.	JJP	June 2018	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/22.11.17/4(i)*	Staff Satisfaction Action Plan to be circulated to the Committee.*	JJP	Summer 2018*	
RC/23.6.16/11(i)	External verification/advice/model for off-site incidents	MWK	Summer 2017	

**ACTION POINTS COMPLETED**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/28.02.18/4(ii)	Report back to Governing Body on options for replacement of Personnel Manager.	MWK/EYS	21.03.18	✓
RC/28.02.18/6(ii)	Report back on any implications on the operations of the Governing Body as a consequence of the change to the ILT Strategy.	EYS	20.06.18	✓

\* Denotes changes.