

Minutes of the Resources Committee
Meeting held on Wednesday, 15th March at 6.00 pm

Present: Sue Howell, Gill Slater, Angela Davis, David Davis (*arrived 6.18pm*), Michael Kitcatt, Phil Douce and Toby Hooper.

In Attendance: Ruth Taylor (Clerk),
Annette Hughes (Personnel Manager) (*present between 6.42pm and 7.11pm*)
Barbara Clements (Finance Manager) (*arrived 6.18pm*)
Chris Hart (Premises Manager) (*present between 6.05pm and 6.40pm*)

1. **Apologies:** None. The Principal asked if Support Staff could join the meeting for their respective items and if items 6(i), 9(ii) and 5(i) could be dealt with first to facilitate this. The Chair agreed that the agenda could be re-ordered accordingly.
2. **Standing Items**
 - (i) Barbara Clements declared an interest in item 4 and Sue Howell declared an interest in item 10(i).
 - (ii) Those items referring to individual members of staff or students were identified as confidential and aspects of item 6(i) were considered to be commercially sensitive and confidential to the Governing Body.
 - (iii) No urgent business was identified.
3. **Minutes**
 - (i) Minutes of the Resources committee: 23rd November 2016
The minutes of the meeting were **confirmed** as a correct record. An update was received on the action points arising from the minutes and those action points outstanding are recorded below. The Committee **noted** the information provided.

The meeting was adjourned for 15 minutes while the Committee accompanied the Premises Manager to view the classroom and corridor refurbishments completed and outstanding on the third and second floors.
4. **Finance**
 - (i) Finance Manager's report
The Finance Manager presented her report highlighting the following aspects:
 - A Finance Section member of staff had now returned to work and she was in the process of reviewing the team's workload and roles.
 - She had requested a slight increase in her hours working 4 days a week for efficiency reasons and to enable her to attend SMT on a Monday.
 - Ongoing training was being provided to the Finance Section staff particularly in relation Parent Pay and matters raised by internal audit.
 - The proposal that two of the College Bank loans be repaid from College funds; it would be more beneficial for the College to do so than try to find appropriate investments.
 - The Transaction Unit spreadsheet had been updated in line with current funding information for 2017-18 (approximately £1.1million less than in 2015-16).
 - Funding for the proposed MAT was based on the assumption that student numbers would increase by 50 next year and 25 the following year.

- She intended to use simplified codes for the new MAT accounts next year.

The Finance Manager responded to questions raised in relation to:

- Staffing levels in the Finance Section.
- Cash flow, particularly if cash is used to repay some of the Bank loans.
- The terms of the Bank covenants.
- Adult student fees; the raising of invoices and chasing of debts.
- The Chair's action in relation to the LGPS.
- Outstanding internal audit recommendations.
- College surpluses and Q&D Plan development proposals.
- Students numbers, the impact on the budget going forward and the Transaction Units view of this.

The Principal agreed to add an estimate of the financial cost of actions in the QDP where appropriate. He commented that he was not unduly concerned about students numbers particularly with the rapid growth of new homes in the Worcester area.

The Finance Manager circulated budget details for Period 7 (February 2017) commenting that a surplus of £28,000 was currently expected at year end.

The Committee **noted** the information provided and **agreed to recommend that the Governing Body approve:**

- a) The changes to the Finance Manager's working hours as set out in her report,
- b) The repayment of two of the College Bank loans from College funds as set out in her report.

(ii) DfE letter – Financial Statements 2015-16

The Principal present the DfE letter and highlighted the following:

- The College's financial health grade for 2015/16, based on the outturn forecast, was Good.
- The underlying financial health grade based on a college's grades for the immediate past and current years (2015/16 and 2016/17 respectively) and the college's financial plan 2015/16 to 2017/18, was Good.
- Based on the College's audited financial statements, financial statements management letter, and the annual report of the audit committee, the DfE had no significant concerns with regard to the College's financial control arrangements.

The Committee **noted** the information provided and **thanked** the members of the SMT and the Finance Manager for succeeding in securing a Good financial health grade.

5. **Employment**

(i) Update

The Personnel Manager presented her report and responded to questions raised in relation to; minor illness absences, the introduction of online payroll, equalities monitoring and gender pay reporting, the Pay Policy, the Harassment and Bullying Policy and the proposed Secondment Agreement. The Committee **noted** the information provided.

Following debate the Committee **agreed** to:

- **Recommend that the Governing Body approve** the revised Pay Policy and add it to the College Framework.
- **Approve** the Harassment and Bullying Policy *subject to* the addition of the word 'alleged' in key places.
- **Approve** the Secondment Agreement *subject to* reference to maternity leave and long term sickness absence.
- **Approve** the publication of abridged equality data in accordance with AoC guidance.

The Committee **thanked** the Personnel Manager for her comprehensive report.

(ii) Minutes of the Staff Satisfaction Focus Group

The Principal presented the minutes and invited questions thereon. In response to questions raised he confirmed that the minutes had been provided as a source of assurance for the Committee. In the past the former Chair and/or Vice Chair of the Governing Body had attended some of the Staff Satisfaction Group meetings.

The Committee **received** the minutes and **noted** the information provided.

6. **Property**

(i) Property Update

The Principal presented the Property Update and reported that the cost of completing the refurbishment of the second floor classrooms and corridors was in the region of £112,000, but that there was only £60,000 remaining unspent in the budget for refurbishment. He proposed that the remainder should be funded from the College Fund. He responded to questions raised in relation to the construction of two larger rooms from three standard sized classrooms for Media Studies/MFL and the reallocation of IT equipment. The Committee **noted** the information provided.

The Committee **agreed to recommend that the Governing Body approve** the use of College Fund monies to fund the remainder of the College classroom and corridor refurbishments.

The Principal presented his report in relation to a proposed 3G pitch and associated facilities. The Principal and Premises Manager responded to a number of questions raised in relation to the proposed project. Following a short debate the Committee **agreed**:

- **To approve** the project in principle at this stage, and
- **To approve** the progression of the project at this stage, including a site survey at a cost of £1,500, *subject to* a full options feasibility study being presented to the next meeting.

(ii) IT Manager's Report

The Principal presented the report in the absence of the IT Manager and the Deputy Principal, and responded to questions raised in relation to:

- The ILT Strategy (reported to the Quality Committee annually) and the ILT Group.
- Quality assurance and the possibility of external verification/peer benchmarking data.
- Comparison of IT costs to premises costs.

He suggested that it might be helpful for the Deputy Principal to attend the next meeting to address any further questions.

The Committee **noted** the information provided and the significant level of expenditure spent on IT. The Committee **agreed** that whereas it was appropriate for the Quality Committee to review the provision of IT across the College, it was also appropriate for the Resources Committee to consider whether the provision provided value for money.

The Committee **thanked** the Deputy Principal and the IT Manager for their detailed report and **also thanked** the IT Section for their work across the College.

7. Policy Reviews

- (i) Health, Safety & Wellbeing Policy: The Committee **approved** the Health, Safety & Wellbeing Policy without amendment.
- (ii) Fire Safety Policy: The Committee **approved** the Fire Safety Policy with the minor amendments recommended.
- (iii) Safeguarding Policy: The Committee **recommended that the Governing Body approve** the Safeguarding Policy with the minor amendments recommended.
- (iv) Student Conduct Policy: The Committee **approved** the Student Conduct Policy with the minor amendments recommended.
- (v) Harassment and Bullying Policy: See item 5(i) above.
- (vi) Equality Policy: The Committee **approved** the Equality Policy with the minor amendments recommended.

8. Academisation Update

The Principal reported that the DfE Transaction Unit was still assessing the College application to convert to a MAT. A further meeting with DfE representatives had taken place on Friday 10.3.17. The position with the Bank was still unresolved, but if the Bank would not novate some of the loans, the informal indication was that the DfE might provide a Restructuring Facility loan to cover the outstanding amounts. The DfE had recently requested both an alternative use valuation and an independent due diligence assessment of the MAT's financial projection. He was waiting for the scope of both to be approved by the DfE before he could proceed.

In response to questions raised the Principal and Finance Manager commented as follows:

- Due diligence accountancy costs came in between £25,000 and £80,000, although one company would provide a reduced scope review for £15,000. The DfE and the Bank had yet to approve the reduced scope.
- Transition Grant monies had not yet been fully utilised; the College had to fund one quarter of the costs of conversion.
- It was unlikely that the College application would be considered by the Transaction Unit in March, hopefully it would make the May meeting.
- It was possible that a delay in due diligence could potentially delay the academy start date.

The Committee **noted** the information provided.

9. Health & Safety

(i) Health & Safety Update and Accident Report

The Principal presented his report and invited questions thereon. There were no questions raised. The Committee **noted** the information provided.

(ii) Fire Risk Assessment Action Plan

The Premises Manager presented the action plan. He reported that the plan was based upon a survey of the premises conducted in October 2016 by a Fire Inspector. The survey had revealed that the College fire arrangements were satisfactory overall but that some tidying up was required. In response to questions raised he confirmed that:

- Over 80% of the recommendations had now been covered.
- Interserve had re-inspected the College emergency lighting and he was satisfied that all the emergency lighting was up to date. Emergency lighting was to be inspected every 3 months in future.
- All fire extinguishers had now been identified, numbered and labelled, with monthly checks of the extinguishers being carried out.
- Staff volunteers across all departments were trained to use the extinguishers and training would be updated every 12 months.
- All fire doors had been identified, inspected and were to be checked monthly.
- The Fire Inspector was due to revisit in October 2017.

The Committee **noted** the information provided and **thanked** the Premises Manager for a comprehensive piece of work and an excellent report.

10. Closing Standing Items

- (i) Risk Management: The Committee spent some time reviewing the first three risk register entries relating to the Resources Committee and agreed to review the remaining two entries at the next meeting.

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

Risk 1

- UTC update (gone very quiet)
- Impact of the government's plans apprenticeships (recruitment and levy)
- Cost implications and risks associated with converting (or not) to a MAT

Risk 2

- Conversion to a MAT (adverse effect on recruitment)
- Borrowing for science block out of date (remove?)
- Update reference to 2015 assessments to 2016 (financial assessment and audits)

Risk 4

- Update reference to 2015 assessments to 2016
- Changes to Finance Manager role and impact on SMT (post Finance and Administration Manager)
- Impact of conversion to MAT on senior staff roles

The Committee **noted** the constructive visit of the Prevent Lead, Hisfa Iqbal, and plans for a return visit to speak to the public service students. The Committee **also noted** the excellent progress made with the refurbishment of the College classrooms.

- (ii) Impact: The Committee agreed that the refurbishment of classrooms and corridors recommended by them would have a direct impact on the student experience once implemented.
- (iii) Any Urgent Business: No urgent business was identified.
- (iv). Date of Next Meeting: Wednesday, 21st June 2017

The meeting finished at 8.20 p.m.

Signed:.....
Sue Howell (Chair)

Date:.....

RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 15TH MARCH 2017

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(i)	Provide full options feasibility study for 3G pitch and associated facilities	MWK	RC 21.6.17	
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	

ACTION POINTS CARRIED FORWARD

Report Reference	Action Point	Person Responsible	Completion	Check
RC/23.6.16/11(i)	External verification/advice/model for off-site incidents	MWK	RC summer 2017	
RC/23.6.16/11(i)	Arrange disaster training for senior staff/governors	MWK	RC summer 2017	

ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
RC/23.11.16/5(i)	Report back on staffing in Finance Section	AJH/BJC	RC 15.3.17	✓
RC/23.11.16/5(i)	Report back on Pay Policy & Stress Management Policy after consultation	AJH	RC 15.3.17	✓
RC/23.11.16/5(i)	Investigate sickness absence comparators	AJH	RC 15.3.17	✓
RC/23.11.16/6(i)	Circulate annual report and audit management letter to Committee asap	BJC	November 2016	✓
RC/23.11.16/6(ii)	Clarify terrorism cover and indemnity for governors	BJC	GB 14.12.16	✓
RC/23.11.16/10(i)	Apposite risk entries and most pertinent for examination identified	JJP/RET/MWK	RC 15.3.17	✓
RC/23.6.16/11(i)	Arrange for fire risk assessment	MWK	Autumn 2016	✓

* Denotes changes to dates.