

**Present:** Gill Slater, Angela Davis, David Davis (arrived at 6.20pm), Michael Kitcatt, Sue Howell and Toby Hooper.

**In Attendance:** Ruth Taylor (Clerk), Annette Hughes (Personnel Manager) and Barbara Clements (Finance Manager).

**1. Appointment of Chair:** Sue Howell was unanimously appointed Chair for the year.

**2. Apologies:** Ian Oakes

**3. Standing Items**

- (i) Michael Kitcatt, Ruth Taylor and Barbara Clements declared an interest in item 5 (ii). No other declarations of interest were received.
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) No urgent business was identified, although the Personnel Manager gave notice that she had an update on teachers' pay increase negotiations.

**4. Minutes**

- (i) Minutes of the Resources committee: 23<sup>rd</sup> June 2016

The minutes of the meeting were **confirmed** as a correct record, with one amendment, 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 reported that he was trying to engage Project Argos, a police run terrorism scenario, for disaster management training purposes. The Principal also reported that an update of the fire risk assessment was being organised by the Premises Manager for the spring term.

The Committee **noted** the information provided.

**5. Employment**

- (i) Personnel update

The Personnel Manager presented her report and responded to questions raised in relation to teachers' pay progression, sickness absence and apprenticeships. The Committee **requested** further comparative data (public sector and/or private sector) for sickness absences. The Committee **asked** the Finance Manager to report on the impact of long term sickness absence in her section and how this was being mitigated.

The Committee **noted** that the draft Pay Policy and the Stress Management Policy were out for consultation and **asked** that the final versions be reported to the next meeting.

The Personnel Manager reported that a national agreement had been reached with regard to the teachers' annual pay increase of 1% with effect from 1.1.17. Negotiations with regard to any support staff pay increase were on-going, although it was anticipated that an agreement would be reached by mid-December. The implementation date of any support staff pay award would be as per pay negotiations. In response to questions raised it was confirmed that the current budget had made provision for a 1% increase for all staff with effect from 1.9.16.

*Michael Kitcatt, Ruth Taylor and Barbara Clements left the meeting at 6.40 pm.*

Following a short debate, the Committee **agreed to recommend that the Governing Body approve** a pay increase of up to 1% for all staff, including the senior post holders.

*Michael Kitcatt, Ruth Taylor and Barbara Clements returned to the meeting at 6.40 pm.*

(ii) Senior post-holder appraisal feedback

Gill Slater reported that she had completed the senior post holder appraisal process with Iain Macleod. She commented that she had found the process very useful; it had provided her with a greater understanding of the challenges faced by each post. She stated that she recommended repeating the same process next year. The Committee **noted** the information provided.

(iii) Resource Implications

The Principal presented his report commenting that:

- The drop in student numbers had prompted a recalculation of the five year financial forecast which now predicted a small surplus for each year (excluding the impact of any revaluations of the Local Government Pension Scheme).
- Based upon the first months of the current year, an estimated underspend on staffing for the year of £131,000 was anticipated.
- He considered it to be reasonable to aim to achieve a £150,000 staff saving for 2017/18 through natural wastage.
- No voluntary redundancy programme was needed at this stage.

The Finance Manager commented that the utility contract was due for renewal in March 2017, and provided this an opportunity for savings. In addition, an external consultant had been commissioned to identify further possible savings.

The Committee **noted** the information provided.

*The Personnel Manager left the meeting at 7.00pm.*

## 6. Finance

(i) Annual Reports and Accounts

The Finance Manager presented the draft accounts and commented that:

- The accounts were currently with the external auditors as the production of the accounts had taken longer than anticipated.
- There was a surplus for the year overall, but the effect of FRS 102 led to a £1m deficit.
- The Bank Relationship Manager was due to visit College on 7.12.16 when the loan covenants would be discussed.
- The Fixed Asset Register had been based on historic information and £70,000 of assets had been written off.
- She intended to use the College capitalisation policy more effectively next year and was already in discussion with the Site Manager and the IT Manager.

Members of the Committee **noted** the information provided and **agreed to recommend** that the Governing Body approve the Annual Accounts for 2015-16, subject to any comments from the Audit Committee.

The Finance Manager presented the Student Council Accounts, clarifying the role of the Student Council Accounts within College Fund and the role of College Fund within the College Annual Report and Accounts.

Members of the Committee **noted** the information provided and **agreed to recommend** that the Governing Body approve the Student Council Accounts for 2015-16.

(ii) Routine Review report

The Finance Manager presented her report commenting that current indications were that the College was running ahead of the budget (@ £130,000) mostly due to a reduction in staffing costs. In response to questions raised she commented that:

- She was meeting with her team to identify more efficient ways of working, particularly in the light of staff shortages in the section.
- She recommended that the current insurance arrangements should continue for a further (third) year, and that governors should consider taking out terrorism cover (for an additional £2,700 premium) as set out in the insurance schedule/information circulated.
- She would check to see what cover was available for governors (professional indemnity possibly).
- She would check to see if the terrorism cover applied to individuals attacking staff/students and how terrorism was defined.

The Committee **noted** the information provided and **agreed to recommend that the Governing Body approve** the insurance cover as recommended, *subject to the clarification referred to above.*

(iii) Key Financial Indicator Dashboard

The Principal presented the Key Financial Indicator dashboard, published on govweb, commenting that the overall health score remained the same. The Committee **noted** the information provided.

(iv) Financial Regulations

The Finance Manager presented the revised Financial Regulations for consideration and responded to a number of questions raised. The Committee considered the draft Regulations in detail and a number of amendments were proposed.

The Committee **agreed to recommend that the Governing Body approve** the revised Financial Regulations, *subject to the additional revisions proposed.*

The Principal thanked the Finance Manager for all her hard work and congratulated her on introducing a Fixed Asset Register and revising the Financial Regulations at a time when the Finance Section was understaffed.

*The Finance Manager left the meeting at 7.45pm.*

## 7. Annual Reports

(i) Exams Report

The Principal presented the exams report commenting that the exams section was an important, busy section handling detailed logistics, often in stressful circumstances, which succeeded in securing good JCQ inspections. The Committee **noted** the information provided.

**8. Property**

The Principal presented the Property Strategy and reported that the refurbishment of classrooms had continued. In response to questions raised the Principal commented that:

- The college received an annual grant of £40,000 for building maintenance.
- The College was entitled to apply to the condition Improvement Fund, but any application was unlikely to succeed since the college no longer had any sub-standard accommodation.
- He was continuing to investigate grant for the development of a further gym onsite, and the possibility of liaising with Freedom Leisure (the company running the sports centre).
- Further collaboration with the University was unlikely due to the logistics of being located on different sides of the river.

The Committee **noted** the information provided.

**9. Health & Safety**

(i) Health & Safety Update and Accident Report

The Principal presented his report and confirmed that a review of hazardous substances stored in College was being undertaken and their safe removal was being planned. The Committee **noted** the information provided.

**10. Closing Standing Items**

(i) Risk Management: The Committee **agreed** to defer consideration of the Risk Register and Assurance Map, and asked that the apposite entries be attached to the agenda of the next meeting to enable the most pertinent risks to be examined.

The Committee reflected on the debates held that evening and **agreed** that although no further risks had been identified the need for terrorism insurance cover had been identified.

(ii) Impact: The Committee **agreed** that the Committee's careful review of the college assets was to safeguard and improve those assets thus ensuring students receive quality services and facilities.

(iii) Any Urgent Business: No urgent business was identified.

(iv). Date of Next Meeting: Wednesday, 15<sup>th</sup> March 2017

The meeting finished at 7.48 p.m.

Signed:.....  
(Chair)

Date:.....

## RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 23<sup>RD</sup> NOVEMBER 2016

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	

### 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 autumn 2016	
RC/23.6.16/11(i)	Arrange disaster training for senior staff/governors	MWK	Autumn 2016	
RC/23.6.16/11(i)	Arrange for fire risk assessment	MWK	Autumn 2016	

### ACTION POINTS COMPLETED

Report Reference	Action Point	Person Responsible	Completion	Check
RC/23.6.16/4	Investigate which posts might be converted to apprenticeships	AJH	RC autumn 2016	✓
RC/23.6.16/5 (i)	Utilisation of bursary funds	BJC/MWK	July 2016	✓
RC/23.6.16/5(i)	Financial Regulations	BJC	RC autumn term	✓
RC/23.6.16/9	E&D objectives reported to GB	MWK	GB 13.7.16	✓
RC/8.3.16/4	Report back on terrorism cover in November 2016	BJC	RC autumn term	✓

\* Denotes changes to dates.