

Present: Gill Slater, Matthew Adams, Angela Davis, Phil Douce and Michael Kitcatt.

In Attendance: Ed Senior (Deputy Principal/Interim Principal Designate), Annette Hughes (Personnel Manager), Barbara Clements (Finance Manager) and Jo Payne (PA to the Principal/Interim Clerk)

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

1. Apologies: Sam Lifford and Toby Hooper. *(The meeting schedule was initially issued on the assumption that the College would be an academy. Some members of the Resources Committee were due to sit on the Board's Audit and Risk Committee which would not have had a meeting on this date and governors wish to note that apologies had been tendered due to this unexpected change of circumstance).*

2. 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) An update on national negotiations in relation to teaching staff pay was identified as urgent and it was agreed that it would be considered as part of the Personnel Update. The Committee were also asked to consider arrangements for the appointment of an interim Deputy Principal for next academic year.

3. Minutes

- (i) Minutes of the Resources committee: 22nd November 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 Committee were advised of the following:

- Slight amendments to the Grievance Procedure were made;
- Phil Douce had met with the IT Support Manager on several occasions as a source of external assurance and further detail about the visit was to be raised under consideration of the IT Support Manager's report;
- The action point in relation to 3G facilities would be deleted due to a lack of financial resources to fund this;
- The Staff Satisfaction Action Plan was not considered at the most recent Focus Group meeting as staff wished to discuss the financial situation and the potential for redundancies.

The Committee **noted** the information provided.

4. Employment

(i) Personnel update

The Personnel Manager presented her report and the following points were highlighted:

- No teaching staff appointments had been made since the last meeting, however, teaching staff maternity was due to be covered by a member of support staff further to an external advert;
- Maternity of the Learning Support Manager would be covered by internal staff whose usual tasks would be covered by short-term agency worker would be appointed as an LSA;
- The Senior IT Support Information Officer had now left and decisions needed to be taken in respect of IT Support staffing;
- The Personnel Manager was leaving after almost 22 years;
- Ed Senior had been appointed as Interim Principal for 2018-19;
- The College's absence data had been compared with AoC data from 2015-16 with the same three categories for highest absence being reflected in the College's data;
- The Framework for pay and conditions had been updated to include the Pay Policy;
- Personnel had started an audit of records held for the purpose of GDPR which was ongoing;
- The HR and payroll system had functionality, but there had been some technical issues;
- Undertaking various formal procedures was very time consuming and would need to be reviewed with a reduction in Senior Managers and Personnel. Consideration should be given to training for middle managers in conducting investigations and/or an external company may need to be used to conduct these;
- One amendment had been made to the Staff Protection from Harassment and Bullying to bring this in line with the Grievance procedure in relation to mediation;
- Equality monitoring data had been produced and was considered, which would be published on the College's website.

The Committee **noted** the information provided.

In response to questions the Personnel Manager reported that:

- Whilst the College was not required to report on gender pay gaps as it has fewer than 250 employees, there was a pay gap due to there being more male senior managers and Heads of Department and of the 24% of staff on the lowest salaries, 86% of these were female largely in cleaning or catering roles.

The urgent item in relation to national agreement on teaching staff pay was considered. The Principal advised that the NJC had proposed an increase of 1% (backdated to September 2017) with a targeted increase of 2% for those on points 1 to 6. The Personnel Manager advised that the College had two full-time and 3 part-time members of staff on points 1 to 6. Whilst the staffing budget had only assumed a 1% increase, the amount to be paid would not be significantly above this.

The Committee **noted** the information provided and **agreed to recommend** to the Governing Body a 1% pay increase for teaching staff (with the targeted 2% for points 1 to 6) and senior postholders backdated to September 2017.

Angela Davies joined the meeting at 6.08pm.

(ii) Minutes of the Staff Satisfaction Focus Group

The Principal advised that the minutes of these meetings were reported to the Committee as a source of assurance in relation to staff morale. At the most recent meeting, staff had raised concerns about the possibility of compulsory redundancies. The Principal advised the Committee that he was hopeful that with various decisions taken by governors and identified savings, there would not be the need for compulsory redundancies. He added that some voluntary redundancy requests had been accepted.

In response to questions the Principal and Deputy Principal advised that:

- The Finance Manager would continue to model the budget for next year based on the staff savings identified;
- Teachers had raised concerns about the workload implications implicit with larger group sizes and that once the model of the timetable was shared, some teaching staff would raise concerns about the breadth of subjects they were being asked to teach and the proportion within their proportionate range that they were placed on;
- The gap in applications was reducing and more applications had been received from the three partner schools where, historically, more applications converted into enrolments;
- There were plans to trim the curriculum offering and it was noted that it was always a concern that a reduced curriculum would impact on recruitment.

The Committee noted the information provided and thanked the Personnel Manager for her contribution to the Resources Committee. The Principal extended thanks to the Personnel Manager on behalf of the Senior Management Team for her help and advice.

The Personnel Manager left the meeting at 6.25pm.

The Finance Manager joined the meeting at 6.25pm.

The Committee spent some time discussing the resignation of the Personnel Manager and the thoughts of the Principal and Deputy Principal on the potential for replacement. The Principal advised that there was a tension between the need to save money and replacing the gap in knowledge that would be left with the departure of the Personnel Manager. The possibility of accessing external advice was being investigated and should the College become an academy within a MAT, there would be potential for shared services in this area.

The Committee **noted** the information provided and **requested** that the Principal and Deputy Principal further investigate options and report back to the Governing Body on 21st March 2018.

5. Finance

(i) Finance Manager's Report

The Finance Manager presented her report and highlighted the following points:

- The Assistant Management Accountant was investigating zero risk investment opportunities;
- The Investment Policy had been revised for Worcester Sixth Form College;
- A meeting with Lloyds Bank was scheduled to discuss the possibility of novating the loan and amending the existing covenants
- The Financial Support for students had been revised for next year to remove the education allowance aspect which had previously been available to students where the household income was below £16,190;

- The spring term key financial controls audit had been particularly positive and it had been suggested that only two visits a year would be required and the Audit Committee would be asked to recommend this change to the Audit Plan to the Governing Body;
- It was proposed that the Finance Manager's threshold for authorisation on the bank mandate should be increased to £10,000;
- The auditors recommended that the College had a Reserves Policy which should identify an emergency pot of money that could be accessed if approved by the Governing Body. £125,000 College Fund monies had been identified;
- Assurances to the expectations outlined in the letter from the ESFA Chief Executive were outlined.

The Committee **noted** the information provided and the following responses to questions were received:

- The first year students currently in receipt of the education allowance would not receive this in their second year. The cost of this for second year students would be in the region of £30,000;
- For exceptional circumstances there would be a pot of money that students could access and monies had been set aside to assist with food, travel and stationery etc;
- The College spent more on FSM than had been allocated;
- Whilst it was not a requirement to respond to the ESFA Chief Executive letter, the responses should be referred to in the finance risk register as a source of assurance.

The Committee **noted** the information provided and **agreed** the following:

- To **recommend** the approval of the Investment Policy;
- To **recommend** the proposed increase in the authorisation threshold of the Finance Manager from £5,000 to £10,000;
- To **recommend** the Reserves Policy

The Principal advised that the ESFA funding allocation statement for 2018-19 had been received, but an error in funding students who had not previously achieved a grade C/4 in GCSE English and/or Maths was being pursued and it was hoped that this would be resolved.

6. **Property**

(i) Principal's update report

The Principal reported that only essential building maintenance would be undertaken due to limited resources. A bid to the Condition Improvement Fund had been submitted for the full cost of a gym/fitness facility and the outcome would be known in March.

The Committee **noted** the information provided.

(ii) IT Manager's report

The Deputy Principal presented the IT Manager's report and highlighted the following points:

- The College could not afford to recruit a programmer and instead would advertise for an individual to assist with administering Sharepoint and assist the IT Manager with GDPR compliance. This would, however, mean that further in-house development of staff dashboard would not be possible;
- The IT Manager had been appointed as Data Protection Officer and, whilst this was not ideal given his position, it was felt that having a governor contact would be an assurance;
- The Deputy Principal would assist the IT Manager with tackling non-compliance by staff

Phil Douce reflected on his meetings with the IT Manager and acknowledged the superb skills, knowledge and ability of the IT Manager and the difficulties the College would face if he were to leave. Consideration should be given to having a backup should this happen.

The Committee noted the information provided and **agreed** to designate Phil Douce as GDPR contact. The Deputy Principal was **requested** to report back on any implications on operations of the Governing Body as a consequence of the change of ILT Strategy.

7. Policy Reviews

(i) Health, Safety & Wellbeing Policy

The Committee **approved** the Health, Safety and Wellbeing Policy without change.

(ii) Fire Safety Policy

The Committee **approved** the Fire Safety Policy with minor amendment to incorporate the revised evacuation procedures.

(iii) Safeguarding Policy

The Committee **approved** the minor changes to the Safeguarding Policy.

(iv) Student Conduct Policy

The Deputy Principal outlined the proposed changes to the policy which had been added further to the recommendations of the Complaint Appeal Panel hearing. The Committee **agreed** that a time limit of two months should be set to students being sent home and were in agreement that work should be sent home and marked during this period.

The Committee **approved** the proposed changes to the Student Conduct Policy.

(v) Harassment & Bullying Policy

The Committee **noted** the minor change to the Staff Protection from Bullying and Harassment Policy to ensure consistency with the Grievance Procedure in respect of mediation.

(vi) Equality Policy

The Committee **approved** the minor changes to the Equality Policy.

8. Academisation update

The minutes of the Academisation Working Group were received. The Principal reported that there had been a productive initial meeting with Hereford Sixth Form College and that information requested by the RSC/Academies Unit had been submitted. The tight timescales were the main impediment, however, if Lloyds were willing to novate the loan, this would remove time pressures.

The Committee **noted** the information provided.

9. Health & Safety

(i) Health & Safety Update and Accident Report

The Principal presented the update report and the decrease in the number of reported incidents was welcomed by the Committee.

- (ii) Fire Risk Assessment Action Plan
The updates on the actions previously identified as medium or high were noted.

10. Closing Standing Items

- (i) Risk Management:
The apposite risk register entries were considered. The Deputy Principal highlighted that the Assistant Principal (Student Support and Progression) currently had responsibility for offsite visits. Whilst the scoring for the risk of an offsite disaster had been raised, this would be mitigated by another member of staff taking on this responsibility. The College's subscription to Pharos (disaster support agency) was noted.
- (ii) Impact:
No additional risks were identified.
- (iii) Any Urgent Business: The Chair, Principal and Deputy Principal (Interim Principal Designate) had met to discuss the senior management team structure for next year and proposed that the role of Interim Deputy Principal be advertised internally with the appointment to be made by a governors' Selection Panel. The Committee **approved** this proposal and **agreed** that the composition of the Selection Panel should be confirmed at the meeting of the full Governing Body.
- (iv). Date of Next Meeting: Wednesday, 20th June 2018

The meeting finished at 7.49p.m.

Signed:.....
Matthew Adams (Chair)

Date:.....

Post meeting note

The Chair of the Governing Body subsequently spoke with the Interim Principal Designate and the Personnel Manager who had raised a concern about 'advertising' the post of Deputy Principal when, in reality, the job role includes many of the duties of the current Assistant Principal. If the current postholder applied but was not appointed, there would be a potential redundancy situation of the current Assistant Principal.

It was, therefore, agreed to use a Chair's Action to convene a Selection Panel to meet with Ruth Scotson, Assistant Principal, with a view to recommending her formal secondment to the role of Interim Deputy Principal for the fixed period. This is permitted in the articles.

The Chair emailed the Committee Chair to advise of this update and the Committee Chair authorised the addition of a post meeting note to the official minutes.

RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 28TH FEBRUARY 2018

| Report Reference | Action Point | Person Responsible | Completion | Check |
|-------------------|---|--------------------|------------|-------|
| 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 | |

ACTION POINTS CARRIED FORWARD

| Report Reference | Action Point | Person Responsible | Completion | Check |
|------------------|--|--------------------|-------------|-------|
| RC/22.11.17/5(i) | Staff Satisfaction Action Plan to be shared at the next meeting. | RJS | 28.02.18 | |
| 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/22.11.17/5(i) | Slight amendment to be made to Grievance Procedure. | MWK/AJH | GB 13.12.17 | ✓ |
| RC/22.11.17/6(i) | Request reference for most competitive insurance broker and agree cover. | MWK/BJC | December 2017 | ✓ |
| RC/22.11.17/6(i) | Prepare document to explain ESFA letter to governors. | MWK/BJC | GB 13.12.17 | ✓ |
| 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 | ✓ |

* Denotes changes to dates.