

**Present:** Matthew Adams, Gill Slater, Toby Hooper, Phil Douce, Sam Lifford and Ed Senior.

**In Attendance:** Ruth Scotson (Deputy Principal), Barbara Clements (Finance Manager) and Jo Payne (PA to the Principal/Interim Clerk)

**1. Apologies:** Angela Davis.

**2. Standing Items**

- (i) Gill Slater declared that she was employed by the University of Worcester. Gill Slater, Toby Hooper and Phil Douce declared that they were trustees of the Shadow MAT Board.
- (ii) Those items referring to individual members of staff or students were identified as confidential as was the confidential minute.
- (iii) No urgent items were declared.

**3. Minutes**

(i) Minutes of the Resources Committee: 20<sup>th</sup> June 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 advised that Pharos Response, an Emergency Response Service with whom the College was subscribed, would be contacted to obtain a quote for training to manage an offsite disaster/incident. Given that there were several staff in new management roles this would be timely although would depend whether the College could afford the cost.

The Committee **noted** the information provided.

(ii) Confidential minute of the Resources Committee: 26<sup>th</sup> September 2018

The Clerk had emailed the confidential minute to those eligible to receive it. The confidential minute was **confirmed** as a correct record and signed by the Chair.

*(BJC arrived at 5.45pm)*

**4. Employment**

(i) Personnel update

The Principal presented his report and the following points were highlighted:

- The decrease in full time equivalent teaching staff from 108 to 54 over ten years was dramatic and student numbers had not reduced over the period. The shift from teaching staff to support staff tutors and changes in Learning Support staffing accounted for some of the decline;
- The College now fell into band 2 of the SFCA salaries survey due to its student numbers;
- Sickness absence averages and totals were both reduced. Support staff absence rates were somewhat higher than teaching staff;

The Committee **noted** the information provided. The Principal said that he would raise the fall in teaching staff numbers with the MP at the earliest opportunity.

- (ii) Senior post-holder appraisal feedback  
No feedback was provided to this meeting.

- (iii) Grievance Procedure for Senior Post-holders

The Clerk reported that the Association of Colleges had recently updated some of its model policies and procedures one of which was the procedure for handling a grievance where raised by a Senior Post-holder. The College's existing procedure does not outline the process for dealing with this situation should it arise. The Clerk advised that it would be good practice to adopt such a procedure and the Committee were asked to consider the draft procedure.

The Committee made the following points:

The procedure was slightly at odds with the existing procedure in that it states that a written record should be made available after completion of the informal stage;

The right to be accompanied referred to a work colleague being allowed a reasonable amount of paid time off to prepare for and attend the hearing which was not consistent with the existing procedure.

The Clerk **agreed** to investigate whether the SFCA had any model guidance and to check the ACAS Code of Practice in relation to the right to be accompanied. The Clerk would share findings with the Committee by email with a view to the procedure being recommended for approval to the Governing Body.

The Committee **agreed to recommend** the procedure for approval on the basis of the above.

## 5. Finance

- (i) Annual Reports and Accounts

The Finance Manager presented the draft accounts and commented that:

- The deficit before adjustments was £365,000 which was more than previously reported on the basis of advice from the auditors to release LGPS pension contribution into last year's accounts;
- The Annual Findings Report was received yesterday and raised only minor points about IT backups and double counting of an accrual;
- The regularity self-assessment questionnaire needed to be completed and signed prior to the submission of the accounts.

The Committee **noted** the information provided and thanked the Finance Manager for her work in preparing the accounts.

Members of the Committee **noted** the information provided and after some discussion **agreed to recommend** that the Governing Body approve the Annual Accounts for 2017-18, subject to any comments from the Audit Committee and feedback from the auditors. They **agreed to recommend** the regularity self-assessment questionnaire subject to minor typos being amended.

The current position of the 2018-19 academic year was **noted**.

(ii) Student Council Accounts

The Finance Manager presented the Student Council Accounts and explained that each year, one fifth of the discretionary contribution made by parents to the College Fund is allocated to the Student Council. In recent years, the Council has spent little of its accumulated funds, but this year the students successfully bid on a Worcester Stands Tall giraffe and planned to contribute to the refurbishment of the tennis courts.

Members of the Committee **noted** the information provided and **agreed to recommend** that the Governing Body approve the Student Council Accounts for 2017-18.

(iii) Finance Dashboard 2018

The Principal reported that the ESFA had recently visited as part of their early intervention strategy due to the College budget deficit, health score and EBITDA score.

The Principal referred to the Finance Dashboard and commented that its aim was to ensure that governors had robust knowledge of the College's financial status. He encouraged governors to challenge and scrutinise the financial management of the College.

In response to questions the Principal responded to note that:

- Whilst cost savings had been carefully managed last academic year to address the potential deficit, this could be revisited particularly if the proposal to academise was not successful;
- The financial forecasts had been prepared prudently with no assumptions about academisation. If the College became a 16-19 academy there was potential to reclaim four and a half years of VAT on equipment;
- The introduction of Core Maths this year meant some additional funding next year;
- The government's announcement of 'little extras' money for capital items was welcomed and would be available for sixth form colleges although the amount was not yet known;
- The increase in employer pension contributions from 16% to 23% would be subsidised by the government in the first year and this would be available to sixth form colleges;
- The government subsidised pay rise of 3.5% for school teachers would not be extended to sixth form colleges.

The Committee **noted** the information and asked the Principal to outline what might need to happen if academisation was not successful. He responded to say that he had some ideas of options for further cost savings, although he was reluctant to consult with staff prior to a decision about academisation being known. If the outcome was known in January as anticipated, there would still be time to review and implement possible options.

The Committee were satisfied that the Principal should consider alternative options to academisation, but should do so cautiously so as not to have an unnecessary detrimental impact on staff morale.

## 6. Annual Reports

(i) Exams Report

The Principal presented the exams report and invited questions. In response it was noted that:

- The cost of exam entries would reduce by approximately £90,000 this year as first year students were not being entered for AS exams;

- There might be some scope for reduced expenditure on exam entries though academisation, although the West Midlands Exam Consortium had already negotiated some reductions where the same board was chosen by multiple sixth form colleges in the region. This had limited success as teachers' liked to choose their exam boards based on the best specifications rather than cost saving potential.

The Committee **noted** the information provided and asked that the Exams team be congratulated and commended for their work on behalf of the Committee.

## 7. Property

The Principal advised that there was £25,000 built into the budget for the resurfacing of the tennis courts. The bid to the Lawn Tennis Association did not proceed as the College was being asked to contribute much more resource than was initially indicated. If the courts were to be commercially let, additional work to install LED lighting (£9,000), repair fencing (£6,000) and install a small changing facility (£6,000) would also be required. The Worcester Netball League would commit to four evenings per week (two initially) which would bring in income of approximately £7,000.

The Student Council had been lobbied and agreed to contribute £6,000 to the work given that it would directly benefit students. It was also possible that demolition of the remaining temporary classroom could be deferred to allow the allocated £8,500 for this work to instead be put towards the project. An application to the Condition Improvement Fund would also be prepared and submitted and whilst it was unlikely to receive an allocation, it was worth submitting.

The Principal reported that Rentakill were regularly visiting College to deal with an infestation, which clearly had a financial implication.

The Committee **noted** the information provided.

## 8. Academisation

### (i) Update

The Principal reported the following:

- The Shadow Board had met and would meet again on 27<sup>th</sup> November;
- Interviews for Clerk to the MAT had taken place;
- The formal consultation period had ended and three responses in support of the proposed were received;
- The revaluation of the buildings had taken place and reports shared with the solicitors acting for Hereford Sixth Form College;
- Due diligence was ongoing and the College was continuing to respond to questions from HSFC's solicitors;
- He was pleased that College staff were meeting with their counterparts and that academic staff were beginning to share good practice further to recent department moderation;
- The Principal of HSFC had been summoned to a meeting with the Academies Team to offer reassurances about MAT governance arrangements and top slicing. Whilst the meeting had been positive, it meant that the applications would not now be considered by the Headteachers' Board on 22<sup>nd</sup> November and would be delayed until the second week in December. The Transactions Unit would then meet on 15<sup>th</sup> January and a decision about the outcome should be made at this time.

The Committee **noted** the information and, after some discussion, reiterated the need to consider alternative options should there be slippage or the application be unsuccessful.

(ii) Scope of legal work

The Clerk reported that Browne Jacobson had outlined the services they could offer in supporting the College until academisation and this would cost an estimated £5,000 +VAT. Blake Morgan, acting on behalf of HFSC, were asked to consider the outline and respond with what they felt they should be doing in order to prevent duplication of work and unnecessary spend. The Principal and Clerk subsequently reviewed the responses and prepared a proposal for the Committee of how the legal work might be split between the College's solicitors and those representing the Trust. For example, it was sensible for Blake Morgan to undertake measures relating to governance and TUPE as the Trust would ultimately be the employer, however, College governors may wish for Browne Jacobson to review other aspects or support the College in the case of corporate resolutions.

The Committee **noted** the information provided and **approved** the proposal as put forward by the Principal and the Clerk. The Clerk would ask Browne Jacobson to provide a quote on the basis of the refined scope of support required.

## 9. Health & Safety

(i) Health & Safety Update and Accident Report

The Principal presented his report and reported that there were no particular trends or concerns in relation to the accident statistics. The Principal had been pleased by the precautionary measures taken in relation to ceramic gauzes and EpiPens further to nationally published guidance. The recent fire drill had gone well and another was being planned for early in the spring term.

The Committee **noted** the information provided.

(ii) Educational Visits Co-ordinator Report

The Principal referred to the report prepared by the Educational Visits Co-ordinator. It was felt that as Head of Sport he was a good person to take on this role given his experience of organising and managing fixtures etc. The Deputy Principal added that as she had also received the training, she could deputise should the need arise. Some of the procedures had been revised to reflect current practice as a consequence.

The Committee **noted** the information provided.

## 10. Closing Standing Items

(i) Risk Management:

The Principal identified the key revisions to the Risk Register and Assurance Map and raised the following points:

- There had been no consultation about cuts to commercial bus services and extra cuts were expected as a result of the County Council's need to significantly cut their budgets. This was clearly damaging to the College and to the opportunities of young people.
- The Principal had contacted the County Council and First buses to raise significant concerns. He had also been in conversation with the Pro Vice Chancellor at the University of Worcester about the potential for joint lobbying;
- Concerns remain about the workload of the IT Support Manager and reliance on him. A potential solution in the medium term was to purchase HSFC's MIS system. In the short term the introduction of a new system would clearly be challenging and the existing system would need to run alongside the new system in the first instance.

There was some discussion about the impact that cuts to local buses would have on the College. The Committee **noted** the information provided.

(ii) Impact: It was suggested that scrutiny and challenge of the College's financial position was an important function of the Committee.

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

(iv). Date of Next Meeting: Wednesday, 20<sup>th</sup> March 2018

The meeting finished at 7.15 p.m.

Signed:.....

Matthew Adams (Chair)

Date:.....

**RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 21<sup>ST</sup> NOVEMBER 2018**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/21.11.18/4(iii)	Consult the SFCA and ACAS Code of Practice and revise the grievance procedure for SPHs accordingly.	JJP	ASAP	
RC/21.11.18/5(i)	Amend minor typos in the regularity self-assessment questionnaire before the Governing Body meeting.	BJC	12.12.18	
RC/21.11.18/8(ii)	Request an updated quotation from Browne Jacobson for reduced scope of legal support agreed.	JJP	ASAP	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/23.6.16/11(i)	External verification/advice/model for off-site incidents	EYS*	March 2019*	

**ACTION POINTS COMPLETED**

<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	✓
RC/22.11.17/4(i)*	Staff Satisfaction Action Plan to be circulated to the Committee.*	JJP	Summer 2018*	✓

\* Denotes changes.