

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

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

1. **Apologies:** None. Barbara Clements and Phil Douce gave notice that they needed to leave at 6.45pm and 7.05pm respectively.

2. **Standing Items**

- (i) There were no declarations of interest relevant to the agenda.
- (ii) Those items referring to individual members of staff or students were identified as confidential.
- (iii) No urgent business was identified.

3. **Minutes**

(i) Minutes of the Resources committee: 21<sup>st</sup> November 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 Clerk advised that the SFCA and ACAS Code of Practice had been consulted in respect of a grievance procedure for senior postholders. Whilst it was best practice to have such a procedure, it was not a requirement. As policies and procedures would be determined as being at Trust or Academy level at the point of joining Heart of Mercia MAT, the Clerk did not feel that it was productive to pursue a College procedure at this time. The Committee **noted** the information provided and agreed that this was sensible.

4. **Finance**

(i) Routine Report

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

- The Student Support Officer would be line managed by the Head of Student Services from 1<sup>st</sup> April. Although this still involved a finance element, the member of staff was based in Student Services;
- The Finance Director at Hereford Sixth Form College would be working at the College several days a week further to her own departure;
- Debtors had been cleared and arrangements made to bring insurance under one provider at a competitive rate;
- The cafeteria bank account had been closed in preparation for academy conversion;
- 200 students were eligible for bursary funding, but not all had been fully utilising this. These students had been contacted to identify if there were particular reasons why this had not been taken up. This would mean that the College would have some discretionary funding unspent at the end of the year and consideration was being given to enhancing transport provision and introducing a retention/attendance allowance for bursary students;
- The existing finance system would close on 1<sup>st</sup> April and a cloud based system introduced. This system was introduced by Hereford Sixth Form College on 1<sup>st</sup> February and the Assistant Management Accountant and Purchase Ledger Clerk were visiting HSFC once a week for training. The Finance Manager explained that the new system would offer more functionality and enable online purchasing;

- There was no confirmation about how much the College would receive to supplement the increase in TPS contributions from 16% to 23% in September. It was assumed that this top up would only be in place for one year and the forecast for the following year allowed for the £180,000 impact this would have;
- The internal audit report had been circulated to governors by email and one green point had been raised in respect of a food delivery to the Catering Manager's residential address. The Finance Manager said that the Catering Manager had been working extremely hard to keep costs down in the face of an exponential increase in the cost of ingredients;
- The financial health score was satisfactory and it was anticipated that the draft budget would also be deemed satisfactory;
- The Finance Manager had been working to achieve a balanced surplus/deficit before academisation and to balance the budget post-academisation although as this was based on the EBITDAH score it was difficult to bring them together. The expectation was that the budget would continue to be balanced;
- 'Little extras' funding of £107,000 had been received and had been used on capital projects such as the refurbishment of two toilets and site security;
- Since ESFA early intervention last academic year, the Finance Manager had been continuing to send enhanced commentary on a monthly basis;
- Staff pay as a percentage of income had reduced from its height of 78% to 72% which was within the acceptable range as determined by the ESFA.

The Committee **noted** the information provided. The Finance Manager agreed to contact the ESFA to enquire whether there would be any formal sign off further to intervention to acknowledge the action taken by the College.

The Finance Manager explained the fixed asset register and requested approval to write off some items and reduce the depreciation period from 50 to 25 years. Whilst writing off items to the value of £100,000 would impact the income and expenditure, it would not impact cash. The Committee **approved** the recommendation of the Finance Manager in respect of the fixed asset register.

As this was the Finance Manager's final Resources Committee meeting, the Chair of the Committee thanked the Finance Manager for all of her efforts and hard work and wished her well for the future.

*(Barbara Clements left the meeting at 6.45pm).*

## 5. Employment

### (i) Personnel update

The Principal presented the employment report which included data on staff absence and equality monitoring and highlighted the following:

- The greatest number of appointments were in the 45-54 age range;
- 11% of appointments were non-white, although it was noted that this was skewed by the small number of appointments;
- 2% of employees were non-white which was lower than non-white students;
- More of the College's part-time teaching staff are female. One of the College's responses to ensure a balanced budget this year was to put staff on their minimum proportion. Whilst not the intention, this data suggests that female staff may have been disproportionately impacted.

In response to questions it was reported that:

- Some students from the University of Worcester completed short placements at the College. The College had support available for NQT's in their induction year, but there were none this year, although it was noted that there were not many new appointments for this academic year.

It was asked whether there should be data on those shortlisted in addition to applicants and those appointed. It was also suggested that raw data should be used in place of percentages given the relatively small numbers. The Principal agreed to discuss this with the Personnel Officer.

(ii) Minutes of the Staff Satisfaction Focus Group

The Deputy Principal presented the minutes of the most recent Staff Satisfaction Focus Group and advised that meetings were held termly and were attended by representatives from teaching departments and support staff areas. She commented that it was interesting that staff often did not agree to the same resolution to issues raised e.g. timing of lieu day.

The Deputy Principal advised that a Staff Satisfaction Survey would be issued at Easter and that this was issued and collated by York College. This enables responses to be benchmarked against previous surveys and against other colleges and, more specifically, sixth form colleges. An action plan would be produced based on the outcomes.

The Committee **noted** the information provided.

*(Phil Douce left the meeting at 7.05pm).*

## 6. **Property**

(i) Principal's update report

The Principal reported that:

- The netball courts had been refurbished and bookings were already in place for the remainder of the academic year;
- There had been a good return on the solar panels in the region of £12,000 per year;
- A new path and zebra crossing had been installed as part of the new site security arrangements;
- The senior management team had been pleased with the response of students to the new site arrangements;
- Students were now required to use their ID cards to access the front entrance and all other doors were exit only and work would be completed so that doors would ultimately be emergency exit only;
- Arrangements were being trialled with a view to having them fully implemented for the new academic year. The location of the smoking toleration zone and arrangements for visitors' reception had not yet been finalised.

The Committee **noted** the information provided.

(ii) IT Manager's report

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

- IT Support had been extremely helpful with the arrangements around site security and were helping students whose ID cards were not working with the new swipe in system;
- Staff at Hereford Sixth Form College involved in developing their MIS system prior to introducing the system at College had been very considerate and approachable in consultation with staff and informing them of development;

- The IT Support Manager had been flexible in cutting costs and bringing spend forward to assist the College in balancing the budget.

The Committee **noted** the information provided.

## 7. Policy Reviews

### (i) Health, Safety & Wellbeing Policy

The Committee **approved** the Health, Safety and Wellbeing Policy with minor changes as outlined to reflect changes to personnel.

### (ii) Fire Safety Policy

The Committee **approved** the Fire Safety Policy with minor changes as outlined to reflect changes to personnel.

### (iii) Safeguarding Policy

The Committee **approved** the minor changes to the Safeguarding Policy to reflect changes to personnel and the updated Keeping Children Safe in Education legislation. It was noted with thanks that Annex A to Keeping Children Safe in Education had been circulated after the conference.

### (iv) Student Conduct Policy

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

### (v) Harassment & Bullying Policy

The Committee **approved** the proposed changes to the Staff Protection from Bullying and Harassment Policy to reflect changes to personnel.

The Principal and Clerk raised some concern about the designation of Trust and Academy policies post-academisation in relation to those policies where there was a right of appeal and the possibility of process being challenged should correct policies not be in place. This had been raised with the Executive Principal and Clerk to the MAT. The Principal had suggested a holding statement to confirm that existing policies would remain in place until new policies had been approved by the Trust. Those Committee members who were also Trustees agreed to follow this up at the next meeting of the Board. The Principal and Clerk agreed to provide details of those policies which included a right of appeal.

## 8. Academisation update

The Principal referred to the recent Quality Visit and said that the feedback had identified some areas for focus e.g. linearisation. Areas for focus would be presented at the forthcoming staff meeting. The Principal and Deputy Principal would present the report and management response to governors at the meeting of the Local Governing Body on 10<sup>th</sup> April.

In response to questions the Principal advised that:

- Ofsted risk assess institutions before deciding whether to inspect and factors included financial issues and new leadership. In response to this the Principal thought the Quality visit would be a good opportunity to demonstrate that action was being taken to bring about continuous improvement and opportunities taken to share good practice;
- It would be good to formalise the arrangement so that Quality Visits were undertaken at other institutions. This would help with reassuring staff that the visit was not for the benefit of HSFC.

The Committee **noted** the information provided.

**9. Health & Safety**

(i) Health & Safety Update and Accident Report

The Principal presented the update report and referred to an increase in the number of reported accidents compared to last academic year. It was noted, however, that the number of accidents was in line with previous academic years and that reported accidents last year were low.

The Committee **noted** that the new senior management team had completed offsite disaster training.

**10. Closing Standing Items**

(i) Risk Management

The Principal outlined the most recent updates to the Risk Register and highlighted that:

- If the proposed academisation did not happen the College would need to take action to replace the Finance Manager;
- Cuts to bus services was a concern and consideration was being given to the College extending an existing route from Clows Top so that it started in Cleobury Mortimer. Consideration was also being given to routes from Redditch;
- Applications were currently approximately 36 down compared to this time last year with numbers down from Nunnery Wood High School and Blessed Edward Oldcorne Catholic College;
- The curriculum offer was being reviewed and decisions taken to introduce Criminology (in place of Law BTEC), A Level Environmental Science and possibly Engineering as a possible replacement for Applied Science;
- A growth strategy had been formalised and a Marketing Co-ordinator appointed. The Principal said he felt that the judgements from the Quality Committee about the College's marketing were unfair and a summary of activities undertaken by the College to address the decline in numbers would be shared with staff. They would be reminded of the aspects they can do to influence student numbers e.g. improving outcomes and outreach activities in the high schools.

The Committee **noted** the information provided.

(ii) Impact: The Committee identified that their scrutiny of the site security arrangements would contribute to the safety of staff and students.

(iii) Any Urgent Business: None.

(iv). Date of Next Meeting: Wednesday, 26<sup>th</sup> June 2019

The meeting finished at 7.49p.m.

Signed:.....

Matthew Adams (Chair)

Date:.....

**RESOURCES COMMITTEE: ACTION POINTS ARISING FROM MEETING ON 20<sup>TH</sup> MARCH 2019**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>
RC/20.03.19/4(i)	Ask the ESFA if there would be any formal acknowledgement/sign off in relation to Early Intervention.	BJC	10.04.19	
RC/20.03.19/5(i)	Ask the Personnel Officer if it is possible to record equality monitoring details for shortlisted candidates.	EYS	10.04.19	
RC/20.03.19/7	Identify policies and procedures which have the right of appeal.	EYS/JJP	10.04.19	

**ACTION POINTS CARRIED FORWARD**

<b>Report Reference</b>	<b>Action Point</b>	<b>Person Responsible</b>	<b>Completion</b>	<b>Check</b>

**ACTION POINTS COMPLETED**

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

\* Denotes changes.