

**Minutes of the Resources Committee Meeting held on
Tuesday 12 March 2019 at 3.00pm**

Present: John Clarke - Principal
Paul Cochrane - Chair
Veronica Fell
Rob Firth
Alex Kenny
Vipin Trivedi

In Attendance: Paul Antonio – Director of Information Services & Technology
Gareth Catterson – Clerk to the Corporation
Eddie Green – Vice Principal Services
Nicola Hurst – Director of Teaching & Learning and Sixth Form
Caroline Jenkinson – Assistant Clerk to the Corporation
Jesamine Kelly – Assistant Principal Curriculum & Quality
Andrew Winrow – Head of Finance

Action

R.19.123 Item 1: Apologies for absence

None.

R.19.124 Item 2: Declarations of Interest

A standing declaration of interest was received from Veronica Fell as she is married to John Fell

R.19.125 Item 3: Minutes of the Previous Meeting – 28 November 2018

The Board resolved to approve the minutes as an accurate record subject to correction of a minor typographical error in paragraph 118.

Asst Clerk

R.19.126 Item 4: Matters arising

The Clerk stated an Action Summary would be included in the papers for future meetings.

Clerk

Paragraph 67 - the Principal stated the extent of funding remained unknown at this point.

Paragraph 68 - addressed under Item 6.2.

Paragraph 70 – the Principal stated that Colleges were currently not permitted to offer extended work placements in-house, although this was currently being contested by some colleges. It can be used for work experience but extended work placements have to be undertaken with an external employer.

Paragraph 82 (3) – The Clerk stated the Vice Principal Services had added a column to the management accounts for forecast funding and income.

Paragraph 102 – addressed under Item 6.5.

Paragraph 111 – the Principal confirmed the College Consultative Group had been established and would be considering the outcome of the staff survey at a future meeting.

Paragraph 121 – the Chair confirmed the matters outlined had been brought to the attention of the Corporation at its meeting on 13th December 2018.

R.19.127 Item 5: Confidential Business

Item 6.2 Accommodation Strategy – reference to the HE Centre and contractor to remain confidential.

Item 6: Financial Issues

R.19.128 6.1 Management Accounts

The Vice Principal Services presented accounts for November and December 2018 with a full set for January 2019.

A governor questioned how the new high risk of £100k in the January accounts had been identified. The Vice Principal stated it had been included as a “guesstimate” in the event of having to engage IT consultants. It was a risk estimate rather than a strategic cost and hence not included in the IT Strategy.

The Chair made reference to the new Insolvency Guidance for Governors and how governors should consider cash flow and the resulting solvency of their college. He added that Southport College were solvent and therefore insolvency was not a high risk. The Clerk stated he would

Clerk

circulate the Insolvency Guidance to governors.

The Chair requested that the committee received, for information only, a copy of the complete management accounts and cash flow statements, as we did for January 2019, at each meeting. This would help the committee to meet its obligations for regular monitoring of cash flow as requested by the new Insolvency Regime Guidance for Governors. The Chair was reassured regarding College solvency owing to substantial cash reserves.

The members present resolved to approve the management accounts.

R.19.129 6.2 Review of Financial Regulations

The Head of Finance presented his report regarding the proposed amendments to the Financial Regulations which he explained were largely in response to changes in legislation, personnel and job titles. He particularly referred to the increase in purchasing limits for Facilities Management Purchasing and the requirement to market test value for money. A governor questioned how and when market testing would be undertaken. The Vice Principal Services stated that a market test could be undertaken during the year if the cost of works was above the new threshold. If not then an exercise would be undertaken when the College next procured via preferred suppliers.

The Chair questioned the ability to split large contracts between suppliers. The Vice Principal Services stated that this was against procurement rules and that actually it was preferable to bundle work together in order to achieve a better price.

The members present resolved to recommend the report to Corporation for approval.

R.19.130 6.3 Investment Policy & Performance, including Treasury Management

The Head of Finance presented his report updating members on the investment policy and performance in respect of College funds. He explained the policy was considered annually and the only change of note was to the investment policy as highlighted in Annex 1, section 3 of the report.

The Chair questioned if there was a calculated surplus cash figure. The Vice Principal Services explained the figure for this fluctuates as cash comes in and goes out however there was a minimum cash flow figure of £1.8m (the figure given to the Transaction Unit). He clarified that cashflow referred to cash immediately available, which was subject to change when capital projects were taken into account.

A governor questioned the ratings of the major banks used by the College. The Vice Principal Services stated that the College used Moody's credit rating agency but did not go as far as analysing their reports therein.

The members present accepted the report and approved the changes to the investment policy set out in Annex 1.

The Head of Finance left the meeting.

R.19.131 6.4 Annual Review of Fees Policy

The Vice Principal Services presented the Annual Review of Fees Policy report. He confirmed there were no proposed changes to the setting of tuition fees for 2019/20. Governors questioned the competitiveness of the College's fees when compared to other providers. The Vice Principal Services stated colleges set fees using the same fees guidance. He confirmed there was some room for negotiation within apprenticeships, however, fees for these and HE were in line with what other colleges in the area were charging.

The members present resolved to recommend the report to Corporation for approval.

R.19.132 6.5 Transaction Unit Monitoring Report

The Vice Principal Services presented the report confirming it was sent quarterly to the ESFA, this report being for the quarter ended January 2019. He asked if governors wished to continue to receive the report due to the limited detail contained in the outcomes table in-year and due to an annual report on the same being presented to Corporation. Governors stated it was a useful report and wished to continue to receive it.

A governor questioned why the position data in the outcomes table differed for 2017/18 when compared to the previous two years. The Principal explained that the reasons for this are detailed in the SAR.

A governor questioned if the expected outcomes for Year 7, showing a significant increase in 18 year olds qualified at Level 3, were optimistic or realistic. The Vice Principal Services stated the figures were based around the KGV growth plan.

The members present resolved to accept the report.

R.19.133 6.6 Accommodation Strategy

The Vice Principal Services presented his report.

2.2 HE Centre RG Building

A separate confidential minute was recorded.

The Vice Principal Services stated the refurbishment of the gas and plumbing workshops had not been included in the Accommodation Strategy from November 2018 as an identified project but had been noted as a potential project subject to funding availability. Since then more work had taken place with regards to the requirements for improving the construction facilities. The project for the workshops was necessary in order to revamp the areas. He confirmed governor approval would be required prior to submission of a grant application or carrying out the work and that this may not fall within the schedule of Resources and Corporation meetings.

The members present resolved to accept the report.

The Assistant Principal Curriculum and Quality and the Director of Teaching and Learning & Sixth Form joined the meeting.

R.19.134 6.7 Industry Placement Capacity and Delivery Fund 2018/19

The Assistant Principal Curriculum and Quality presented her report showing progress to date towards targets and income and expenditure forecasts along with a review of identified risks.

The Chair questioned the number of industry placements the College currently had. The Assistant Principal stated the College had arranged and received funding for 66 placements for the first year. This number was based on 10% of students enrolled on technical programmes in 2015/16 and would rise to 20% of students for the second year. The Assistant Principal explained that the idea of the fund was to create capacity based over two years and added the College had plans in place to build such capacity which would include the future T-Level in Construction.

The members present resolved to accept the report.

Item 7: Human Resource Issues

R.19.135 7.3 Annual Staff Development Report

The Director of Teaching and Learning & Sixth Form presented her report which outlined use of the Staff Development budget the previous year and the planned spend for 2018/19.

A governor questioned the reduction in number of attendees for internal staff development in 2017/18 when compared to the previous two years. The Director of Teaching and Learning & Sixth Form stated that the figures for 2015/16 and 2016/17 had included staff undertaking online training which was only required to be undertaken every two years.

The Director of Teaching and Learning & Sixth Form confirmed that Prevent and Equality and Diversity training were due to be rolled out later this academic year.

The members present resolved to accept the report.

The Assistant Principal Curriculum and Quality and the Director of Teaching and Learning & Sixth Form left the meeting.

The Director of Information Services & Technology joined the meeting.

R.19.136 Item 8: Information and Communications Technology (ICT) Strategy

The Vice Principal Services and Director of Information Services & Technology (IST) presented the report.

The Vice Principal Services stated that whilst some work had been completed, as outlined in the ICT Strategy, some matters with regards to operational issues were incomplete and governors expressed concern regarding this.

The Chair commended the report and in particular the IT Action Plan and corresponding rated priorities which will require close monitoring.

Governors questioned when the College back-up system would be restored. The Director of IST stated that this was imminent, some backups having been restored and others still to be tested. He confirmed it was a high priority action with completion scheduled by June 2019.

A governor questioned whether the College had considered hosting its IT provision off-site? The Director of IST stated there were a number of options to look at moving forward and costings of this would be a major consideration. The Vice Principal Services added that JISC's view, and that of the majority of colleges, was that outsourcing was not the best option. Different variations of in-house provision could be utilised and IT consultants could be engaged to assist as necessary. It was noted that this would be a major project and would be a year in process.

A governor questioned progress with regards to an updated College website. The Vice Principal Services stated a tender specification had been produced and was due to go to CET that week. He confirmed the tender would be rolled out to approximately six contractors and would be a 6 month project.

The Vice Principal Services added that ICCA, the College's internal auditors, would be undertaking an internal audit of ICT in May 2019.

The members present resolved to approve the ICT Strategy.

The Principal and Vipin Trivedi left the meeting.

R.19.137 Item 9: Review of General Data Protection Regulations (GDPR)

The Director of IST presented his report. He stated that the College had always treated data usage seriously and therefore GDPR had not had caused major impact since its implementation.

A governor requested when governors would receive GDPR training. The Director of IST stated he had carried out training for all College staff and would now arrange to offer the same training to governors.

**Director of
IST/Asst
Clerk**

The members present resolved to accept the report.

The Director of IST left the meeting.

Item 7: Human Resource Issues

R.19.138 7.1 Review of Human Resource Objectives 2018/19 – Semester 1

The Vice Principal Services presented his report outlining the progress to date with regards to the HR objectives. A governor acknowledged the engagement and recognition of staff made by the College via the College Consultative Group and OSCAs event.

The members present resolved to accept the report.

R.19.139 7.2 Summary of Union Management Forum (UMF) Meetings

The Vice Principal Services presented his report which gave a synopsis of the items of note following two UMF meetings which had taken place since the previous Resources Committee meeting.

The members present resolved to accept the report.

R.19.140 Item 10: Health & Safety

The Vice Principal Services presented his report which gave a synopsis of the items of note following the Health & Safety Committee meeting on 19 November 2018.

Governors questioned whether the conditions within the gas workshop had been discussed at the meeting and whether they had been identified during walkthroughs. The Vice Principal Services stated that the gas workshop issues had not been included at the Health & Safety meeting as they hadn't been subject to an audit or walkthrough, the EV visit having taken place subsequent to the meeting. He added that as this was a high risk area walkthroughs were not appropriate, instead it was subject to a full internal H&S audit undertaken on a cyclical basis.

The members present resolved to accept the report.

R.19.141 Date of Next Meeting

Wednesday 3rd July 2019 at 3.00pm - KGV