

**Minutes of the Resources Committee Meeting held on
Wednesday 9th October 2019 at 3.00pm**

Present: John Clarke
John Fell (Temporary Chair)
Veronica Fell
Rob Firth
Vickie Hayes
Alex Kenny
Vipin Trivedi

In Attendance: Anne-Marie Francis – Vice Principal Curriculum & Quality
Eddie Green – Vice Principal Services
Caroline Jenkinson – Director of Governance
Jesamine Kelly – Assistant Principal Curriculum & Quality
Alison McDowell – Head of Personnel & Payroll
Jan Regan – Director of Facilities Management (FM)

Action

R.20.05 Item 1: Apologies for absence

Apologies for absence were received from Juliette Cosgrove.

R.20.06 Item 2: Declarations of Interest

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

R.20.07 Item 3: Minutes of the meetings held on 3rd July 2019 and 13th September 2019 and Matters Arising

In response to a governor question regarding the new website the Assistant Principal confirmed it was ready for launch at KGV at their Open Evening the following week. Southport College and the University Centre websites were due to go live the second week in November, prior to the Open Evening on 25th November 2019.

Following a governor request, the Assistant Principal agreed to email a link to the new websites.

**Asst
Principal**

The Board resolved to approve the minutes of 3rd July 2019 and 13th September 2019 as an accurate record.

R.20.08 Item 4: Actions Summary

A governor referred to 19.152 as to whether the Critical Incident Management Plan required approval by the Corporation. The Director of Governance agreed to follow up.

Dir of Gov

R.20.09 Item 5: Confidential Business

The VP Services confirmed any reference made regarding contractors was to remain confidential.

R.20.10 Item 11: Terms of Reference and Schedule of Business

The Chair confirmed Rob Firth would be acting as Vice Chair for a one year term of office.

The VP Services referred to the terms of reference and the recommendation from the auditors that these are cross-referenced against the business covered throughout the year. He stated that this had been done by a previous Clerk in the past and queried whether it be re-introduced. The Director of Governance to follow up.

Dir of Gov

Following a governor suggestion it was agreed to include a marketing report at each Committee meeting. The Chair suggested this be added under point 4 of the terms of reference. The Director of Governance to follow up.

Dir of Gov

The Committee resolved to accept the Terms of Reference and Schedule of Business

Item 6: Financial Reports

R.20.11 Item 6.1: Management Accounts to 30th June 2019 and 31st July 2019

The VP Services presented the accounts and confirmed an overall positive variance of approximately £60k compared to the previous forecast with the predicted EBTIDA deficit being in line with the original Transaction Unit forecast. Following discussion

The Committee resolved to approve the Management Accounts to 30th June and 31st July 2019

R.20.12 Item 6.2: Accounting Policies Review

The VP Services presented the College's proposed accounting policies to be used in the production of the annual Audited Accounts for the year ended July 2019. The report highlighted the minor wording changes made to the policies from 2017/18 at point 2.

The Committee resolved to approve the appropriateness of the College's Accounting Policies for use in the 2018/2019 Audited Financial Statements.

R.20.13 Item 6.3: Market Oversight Report

The VP Services presented the report and noted, following the abolition of the Transaction Unit, the change of title and requirement to send the update to the ESFA's Provider Market Oversight Team (MOT).

In response to a governor question the VP Services confirmed the return had been submitted to the MOT in September 2019 in line with their deadlines.

A governor referred to the table in the Annex which showed 'requiring improvement' in 2018/19 and 'outstanding' by year 7 and asked if the MOT looked at progress throughout these years. The VP Services confirmed they did in addition to receiving the financial forecasts covering the full 7 years.

The Chair thanked the VP Services for sending the report on time.

The Committee resolved to accept the Provider Market Oversight Report.

R.20.14 Item 6.4: Industry Placement Capacity and Delivery Fund 2019/20 Project Report, Semester 1

The Assistant Principal presented the report which summarised the current position with regards to the distribution of the Industry Placement Capacity and Delivery Fund.

The Chair noted the figures showed a target of a 20% increase in placements but did not result in a corresponding increase in funding. The Assistant Principal confirmed the intention was to aim higher than the target and explained the need to target computer based companies in preparation for 2020/2021.

Governors acknowledged the success of the work the Assistant Principal in her role as Project Manager and the project team had undertaken in a challenging environment.

In response to a governor question the Assistant Principal confirmed the aim was to place students in companies based in their local areas and that relevant part time work could be included in the required hours of work.

The Committee resolved to accept the Industry Placement Capacity and Delivery Fund 2019/20 Report.

R.20.15 HE Tuition Fees Policy 2019/2020

The Assistant Principal presented the report and confirmed the policy contained only minor changes with regards to personnel details and a modest fee increase.

The Principal added that the College, on the instruction of the OfS, use the wording 'Southport College University Centre' on its branding for HE.

The Committee resolved to accept and approve the Higher Education Tuition Fees Policy for Entry 2020/21 and the Higher Education Refunds and Compensation Policy 2019/20.

Item 7: Human Resource Reports

R.20.16 Item 7.2: Staff Pay Award (Confidential)

A separate confidential minute was recorded.

The Head of Personnel & Payroll joined the meeting at 3.55pm

R.20.17 Item 7.1: Annual Employment Trends 2018/2019

The Head of Personnel and Payroll presented the report and summarised the findings therein. In response to a governor question she confirmed there was no common theme with regards to staff turnover

The Committee resolved to accept the report.

The Director of Facilities Management joined the meeting at 4.05pm

The Head of Personnel & Payroll left the meeting at 4.10pm

Item 8: Facilities Management Reports

R.20.18 Item 8.1: Accommodation Strategy

The LCR Strand 1 Capital Bid for the full refurbishment of the Pennington Building was currently being assessed with further information expected in December. The VP Services confirmed that because the Fund was not only for colleges it followed a different process, however, since submitting the bid he had met with the Head of the Skills Investment Fund and initial responses had been positive.

The Strand 4 Bid for the Gas & Plumbing workshops had been through the LCR finance and legal teams and funding was expected in the near future.

The Principal added that he had spoken to the LCR link officer who confirmed the Strand 4 process had been completed and a letter to that effect was to be issued imminently. The LCR officer had also confirmed the Low Carbon Fund Bid had been within scope and was due to go to the requisite committee the following day and did not foresee any any difficulty with this.

The Chair of Corporation referred to paragraph 2.16 regarding the £2.2m estimated project value and the match funded element of £200k and asked when this spend would have been carried out if the bid had not been made. The VP Services confirmed roof works would be needed within the next couple of years, windows replacements over the next 5-6 years in addition to annual repairs and maintenance.

If the Strand 1 bid proved successful, it was anticipated that the funding would be released by next summer and therefore plans for the programme of works would need to be developed 3-4 months prior.

The Committee resolved to accept the report and gave their support in principle to progressing the Pennington refurbishment project subject to approval of the LCR grant.

R.20.19 Item 8.3: Critical Incident Management Plan Update

The Director of Facilities presented the plan and explained that progress had been made with this since it was presented to the Committee in July which had resulted in the compilation of a 'Quick Response Guide'.

Governors thanked the Director for the updated plan and accompanying guide. The Chair of Corporation questioned whether the plan was for information and subsequently required approval by the Board. The Director of Governance to follow up.

Dir of Gov

The Head of IT joined the meeting at 4.35pm

R.20.20 Item 9: Health & Safety Annual Report

The VP Services presented the annual Health & Safety report and confirmed there were no major items of significance to report. He highlighted the importance of the audits which took place throughout the year and noted there had only been one area with a lower compliance score - Science at KGV. Further training for the science technician was required which the Head of Department for Science was overseeing with the help of the science technicians at Southport College.

The Committee resolved to accept the report

The Director of Facilities Management left the meeting at 4.40pm

R.20.21 Item 8.2: IT Infrastructure Plan Update

The VP Services introduced the Head of IT to the Committee.

The VP Services confirmed the process to appoint a specialist IT consultant to assist with the IT infrastructure merger was underway with interviews taking place on Friday 11th October 2019. A 3rd line support technician had also been recruited and was due to start at the College on 21st October 2019.

The Chair of Corporation queried the £589k IT general expenditure budget for 2019/20. The VP Services confirmed it was slightly over the original Transaction Unit figures but included the monies that didn't get spent in 2018/19 which were carried over.

Following discussion it was agreed that an IT update report would come to all future Committee meetings.

The Head of IT left the meeting at 4.50pm.

R.20.22 Item 10: Proposed Changes to Financial Regulations and Committee Terms of Reference

The Director of Governance presented the proposed changes to the Financial Regulations.

The Committee resolved to accept the report and recommend the proposed changes to the Board for approval

R.20.24 Item 12: Committee Self-Evaluation

Following discussion it was agreed that the evaluation process will revert to how the annual assessment was produced by a former Clerk. See Item R.20.10.

R.20.25 Item 13: Items to be reported to the Corporation

- HE Tuition Fees Policy 2019/2020
- Proposed changes to the Financial Regulations and Committee Terms of Reference

R.20.26 Date of Next Meeting

Monday 25th November 2019