

**Minutes of the Resources Committee Meeting held via Microsoft Teams on  
Wednesday 1<sup>st</sup> July 2020 at 3.00pm**



**Present:** Michelle Brabner  
John Fell (Chair)  
Veronica Fell  
Rob Firth  
Alex Kenny  
Vipin Trivedi

**In Attendance:** Eddie Green – Vice Principal Services  
Caroline Jenkinson – Director of Governance  
Jesamine Kelly – Assistant Principal  
Alison McDowell – Head of Personnel & Payroll

**Action**

**R.20.97 Item 1: Apologies for absence**

Apologies for absence were received from Margaret Boneham and Jonny Lea.

**R.20.98 Item 2: Declarations of Interest**

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

**R.20.99 Item 3: Minutes of the meeting held on 29<sup>th</sup> April 2020 and  
Extraordinary meeting held on 17<sup>th</sup> June 2020 and Matters Arising**

***The Board resolved to approve the minutes as a correct record.***

**R.20.100 Item 4: Actions Summary**

It was noted that all actions were complete or in progress.

**R.20.101 Item 5: Confidential Business**

None.

**R.20.102 Item 6: Risk Management**

The VP Services presented a review of the financial risks identified in the 2019/20 Risk Management Plan and how they have impacted the 2019/20 forecast outturn; together with a review of the sensitivity of financial risks contained within the 2020/21 to 2023/24 financial forecasts.

He referred to the main high risk of failing to achieve apprenticeship targets, which had been a little below target prior to Covid-19 but had fallen away significantly since. He also highlighted the potential costs of the ongoing risk of IT system failure, however, he confirmed progress was being made in this area with the merger of the IT systems of Southport College and KGV College almost complete.

The three scenarios within the Sensitivity Risk Analysis, as illustrated in the table at 4.5, show the cash impact for 2020/21 is limited by the guaranteed 16-19 funding, however, the impact in subsequent years is clear with cash running out at the end of next year in the worst case scenario. This again emphasised the importance of recruitment in September and from that time, when numbers would be known, appropriate plans could be implemented moving forward. The Chair of Corporation reiterated the need to be responsive straightaway once recruitment figures were collated.

In response to a question by the Chair the VP Services confirmed the risks in the High Risk Plan were assessed as part of the risk management process. This looked at gross and net risks and the additional actions to be taken with regards to the high risks.

The Principal acknowledged the importance of being clear about where risks were and keeping a broad overview. The senior team ensure appropriate plans are in place to deal with the risks should they arise.

***The Committee resolved to receive and accept the report.***

#### **Item 7: Financial Reports**

##### **R.20.103 Item 7.1: Management Accounts to 30<sup>th</sup> April and 31<sup>st</sup> May 2020**

The Head of Finance presented the management accounts to 30<sup>th</sup> April and 31<sup>st</sup> May 2020. He referred to the negative impact Covid-19 had had on apprenticeship income and noted the adjustments made with regards to termination payments, depreciation and capital grants.

***The Committee resolved to approve the Management Accounts.***

##### **R.20.104 Item 7.2: Financial Forecasts 2020/21 to 2023/24**

This item was considered confidential and a separate confidential minute was recorded.

##### **R.20.105 Item 7.3: Merseyside Pension Fund Employer Covenant Assessment**

The VP Services presented a report regarding recent correspondence received from the Merseyside Pension Fund in respect of their covenant review which had been sent out to all Merseyside colleges. He explained the Fund were concerned with colleges' being able to meet their pension liabilities going forward, particularly in light of Covid-19.

Governors discussed the proposal of sending the Fund a copy of the financial forecasts with the College's reply. It was agreed to firstly contact other colleges within the region to discuss how they were proposing to respond. The Principal to contact Merseyside colleges and email her findings to the Director of Governance to share with the Committee.

**Principal/  
Dir of Gov**

***The Committee resolved to receive and accept the report.***

##### **R.20.106 Item 8: IT Strategy**

The VP Services confirmed there was no update to the IT Strategy as yet, the report to be brought back in the new academic year.

**R.20.107 Item 9: Accommodation Update**

The VP Services stated there had been no update to the report since the last meeting.

He confirmed there was still no way of deferring the spend for the Pennington project beyond March 2021. The Chair of Corporation informed the Committee that she had written to the local MP on this matter and had received a response regarding setting up a meeting in the near future. The Principal and VP Services to be updated following the meeting.

**Chair of Corp**

The VP Services stated that planning for the project continued, this included a meeting the following week to investigate the construction of a temporary structure in one of the car parks to house some of the students who would normally be based in Pennington. He added that the tender from the consultants for the main contractor was due on Friday and the intended start date was mid September.

A new interim Head of Facilities with project management skills and experience of working within FE and HE had recently been appointed to the College to replace the Director of Facilities [REDACTED]

The following discussion was considered confidential and a separate confidential minute was recorded.

*The Head of Personnel and Payroll joined the meeting at 4.20pm.*

**R.20.108 Item 10: Human Resources Objectives Update 2019/20 and Objectives for 2020/21**

The Head of Personnel & Payroll presented her report and referred to Annex A which showed the action required against each HR objective and the progress to date for 2019/20 along with Annex B which showed the proposed HR objectives for 2020/21.

As discussed at the previous meeting, a new HR objective had been added for 2020/21 – Implement a system for the review of the quality of appraisals.

***The Committee resolved to receive and accept the report***

*The Head of Personnel and Payroll left the meeting at 4.30pm.*

**R.20.109 Item 12: Health & Safety**

The VP Services confirmed there was no update for this item as the Health & Safety Committee had not met since lockdown.

**R.20.110 Item 11: Learner Support Funds Policies**

In the absence of the Assistant Principal the Principal confirmed this item had been considered at a SLT meeting and they had noted there had been no material changes. The updates were highlighted throughout the policies.

*The Assistant Principal joined the meeting at 4.42pm*

The report gave governors information on the distribution of Learner Support Funds and 16-19 Bursaries, including travel funding, during 2019/20 together with proposals for 2020/21.

The Assistant Principal confirmed the main changes in relation to the distribution of support funds for 2019/20 were highlighted within the report.

***The Committee resolved to receive and accept the report and recommend the Corporation approve the Learner Support Fund Policies:***

- ***Travel Passes and Funds***
- ***16-19 Bursary***
- ***19+ Discretionary Learner Support Fund***
- ***Advanced Learner Loans Bursary Policy***

**R.20.111 Item 13: Date of Next Meeting**

TBC