

**Minutes of the Resources Committee Meeting held via Microsoft Teams on
Tuesday 29th September 2020 at 4pm**

Present: Margaret Boneham
Michelle Brabner (Principal)
John Fell (Chair)
Veronica Fell
Rob Firth
Alex Kenny
Vipin Trivedi
Jonny Lea

In Attendance: Eddie Green – Vice Principal Services
Caroline Jenkinson – Director of Governance

Action

R.21.01 The Director of Governance confirmed quoracy and the Chair welcomed everyone to the meeting.

R.21.02 Item 1: Apologies for absence

None received – All members in attendance.

R.21.03 Item 2: Declarations of Interest

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

R21.04 Item 3: Minutes of the meeting held on 1st July 2020 and Extraordinary meeting held on 04 September 2020 were approved as a correct record.

R21.05 Item 4: Matters arising and Actions Summary:

There were no matters arising and the Actions Summaries were confirmed as complete.

R.21.06 Item 5: Confidential Business:

None in respect of the minutes. Item 7.3 of the meeting agenda would remain confidential.

Item 6: Financial Reports:

R21.07 Item 6.1: IFMC and MOT Returns:

The VP Services summarised his report to committee on the Returns required by the EFSA Market Oversight Team in respect of the financial outcome for 19/20 and the updated budget forecasts for 20/21 and 21/22. The Outcome table reflected updated financial information, however the KPI's curriculum planning validation data was currently ongoing.

Key changes to the IFMC forecasts had been discussed at the extraordinary meeting convened on 1st September 2020 to consider the impact of 16 -18 recruitment numbers reported to Board on 25th August 20. Recruitment was now an improving picture above the base target for 20/21.

However, the VPS advised that a prudent approach to the budget forecasts was being maintained and the original budgets approved by Board on 1st July were the basis of the Returns. In the addition VPS services reminded committee that the outturn for 19/20 reflected an improved position as previously discussed and reiterated the variances.

The Chair informed committee that he and the Vice Chair of Resources had met with the VPS to go through the reports and had agreed management's prudent approach.

Governors asked questions about the utilisation of the capital grant and noted the additional 16-18 tuition fund was already absorbed into the forecasts. The strategy to grow the 16-18 KGV cohort as part of the TU undertaking would be reviewed as an action on the agenda for the recently convened task groups

Governors asked that the narrative to the IFMC report includes a note that Governor Task Groups have been convened for marketing / school liaison and financial resources.

The committee resolved to accept the report and recommend the Corporation approve the IFMC and MOT Returns.

R.21.08 Item 6.2: Industry Placements:

Due to the availability of data for this item, it was agreed to move it to the November meeting. **Dir. of Gov.**

R.21.09 Item 6.3: HE Tuition Fees and Refund Policy 2020/21

The committee had been asked to consider the policies for Board approval. The AP confirmed that no significant policy amendments had been required other than clarifying part-time fee levels. A Governor asked if management had considered the impact of Covid-19 in the refunds policy. The AP advised that the full HE curriculum was scheduled to be delivered either face to face or through blended learning.

The committee resolved to accept the report and recommend Corporation approve the HE Tuition Fees and Refund Policy for 2020/21.

Item 7: Human Resources Reports:

R.21.10 Item 7.1: Union Management Forum:

The VPS summarised the 7 meetings held with UMF since 27th February 2020. Whilst Covid-19 had been a main feature the forum had been able to discuss 'normal' business in relation to guidelines for teaching staff and sickness absence monitoring.

Governors asked if relationships with the UMF were positive. The VPS confirmed discussions with Union members were constructive even if challenging at times and had been particularly positive in relation to the impact of Covid, with attention focusing on risk assessment processes for all staff.

The committee resolved to receive and accept the report.

R.21.11 Item 7.2: Employment Trends 2019/20:

The Head of HR joined the meeting to take questions on the report, trend data and risk areas.

Whilst governors noted that 19/20 AOC benchmarks had not yet been released, staff turnover was at a lower % than in the previous year and below previously published AOC data. Sickness absence had increased by 1.5% on 18/19. Head of HR advised that no common themes had been identified but there were had been an increase in long term sickness.

Governors noted the risks which could impact the college finances and the ongoing monitoring process to report exceptions.

The committee resolved to receive and accept the report.

Head of HR left the meeting.

R.21.12 Item 7.3 Confidential Item: Annual Staff Pay Award 2020/21:

This was a confidential item and is subject to a separate confidential minute.

R.21.13 Item 8: Facilities Management Reports:

Item 8.1 IT Strategy:

Delivery of the strategy has been impacted by Covid. However, VPS confirmed that key risk areas for Back –ups and Malware were fully secure. The Chair asked that a follow up report be available for the next meeting and understood that the full report on strategy would be available in the first meeting of the new year.

R.21.14 Item 8.2: Accommodation Strategy:

The VP Services presented the report and informed the Committee that the Pennington Refurbishment Project had commenced with contractors on site from 14th September. Although this report was originally for information and management was now seeking a recommendation for approval for additional expenditure.

Governors noted that two governors (vice chair of resources and governor estates link) had joined the estates team to support the management and Board's oversight.

It was noted that the tender return was substantially lower than the pre-tender estimate and there was headroom/contingency within the project budget of c£439k. A schedule of additional identified works which had not been included within the original tender was itemised in Annex 1 which totalled c£200k. The implications as to how the college contribution and grant spend would be affected in carrying out the works was discussed.

Governors asked questions on the proposed further works and VPS advised that the college had been informed that the asbestos was sealed

and if it remained sealed as planned it wouldn't be considered a health and safety risk.

After further discussion on student relocation and rotating provision elsewhere, the Committee agreed an increase in the cap-ex spend of up to c£200k above the tendered sum leaving c£239k of the £439k contingency remaining.

One Governor asked how this would impact on the College's finances and it was confirmed that on a 10% contribution, the College would be required to contribute £20k

The VPS summarised the remainder of the accommodation report including that the college would be able to identify relevant capital expenditure for the £480K Condition Fund Grant during the period from inception on 29th June 2020 in respect of 20/21. No further update was available for the commencement of the works in respect of the Low Carbon grant due to the impact of Covid lockdown. However, everything was in place for work to commence as soon as contractors gave the go ahead (as work needs to be completed by March 2020/21) and contingency arrangements for students would be in place.

The VPS also informed committee that the college is in the process of recruiting a new Head of Estates.

R.21.15 The Committee resolved to accept the report and to recommend to the Corporation approval of an increase in the cap-ex spend on the Pennington Refurbishment of up to c£200k above the tendered sum.

Item 9: Health & Safety:

VPS explained the detailed report to committee outlined the key areas on which to update members. There were no outstanding matters from the previous report and two policies were awaiting review at the next H&S committee which had been delayed due to Covid. However, both these areas have been reviewed with one in respect of 'trips and visits' currently on-going. Generally, Covid related matters have been the focus and the areas for the H&S Audit would now take place in 2021. One area of concern is sport at KGV in relation to equipment servicing and cleaning which had now been rectified.

R.21.16 The committee resolved to receive and accept the report.

Item 10: Terms of Reference and Schedule of Business:

The Director of Governance noted that the Terms required slight amendment to align to the Governance Terms regarding the Members' report and Corporate Governance Statement as these responsibilities had been delegated by Resources to Governance.

Subject to this point the committee confirmed their agreement to Terms and recommend approval to the Corporation.

The committee also asked that the Critical Incidence Policy be added to the schedule of business for the first meeting in the new year.

R.21.17 The Committee resolved to submit the revised terms of reference to the Corporation for approval.

Item 11: Annual assessment of the Committee's Performance:

The Director of Governance had prepared a report of the schedule of business and confirmed the committee's responsibilities had been fulfilled. The Chair asked that the report be concluded to confirm this fact and he would sign and date the report prior to recommending approval to Corporation.

R.21.18 The Committee resolved to confirm to the Corporation that it had undertaken its annual assessment and that the Committee had met its responsibilities in accordance with its terms of reference.

R.21.19 Item 12: Appointment of Vice Chair:

The Committee agreed to reappoint Rob Firth as Vice chair after he confirmed he was willing to continue for another academic year.

Item 13: Items to be recommended for approval to Corporation:

The Chair summarised the items to be recommended for approval by Corporation:

- **IFMC Report to the MOT.**
- **HE Tuition Fees and Refund Policy 2021**
- **Staff Pay Award – confidential included in confidential minute**
- **Accommodation – additional capital spend on 'Pennington' project**
- **Terms of Reference**
- **Annual Assessment of Committee**

The Chair concluded the meeting, thanked members and management for their contributions.

R.21.20 Item14: Date of next meeting 18th November 2020 – time TBC.