

Minutes

MEETING OF RESOURCES COMMITTEE

DATE WEDNESDAY 9th MARCH 2016
VENUE PS108 CONFERENCE ROOM, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS

ATTENDANCE

Committee Members:

Diane Brennan, Chair
Susan Loudon
 Rod Stockwell
Susan Spibey
Jennifer Cockram
 Gai Murphy
 Michael Sheehan

Ex Officio

Liz Shea

Clerk to the Governing Board

Lorna Lloyd-Williams

Finance Director
 Vice Principal, College Services
 Vice Principal, Business Services
 Assistant Principal, College IT Service and MIS

Claire Jarvis
 Louise Brown
 Chris Davey
 Dave Harrison

Italics denote absence

The Chair opened the meeting at 5.03pm and the meeting was quorate.		
R/16/03/12	1	APOLOGIES The Clerk advised that apologies had been received and these were accepted from Susan Spibey, Jennifer Cockram and Liz Shea.
R/16/03/13	2	DECLARATION OF INTERESTS – There were no declarations of interest made.
R/16/03/14	3	MINUTES OF THE MEETING HELD ON 18th NOVEMBER 2015 The minutes of the meeting held on 18 th November were accepted as a true and correct record and approved for signature by the Chair.
R/16/03/15	4	MATTERS ARISING The committee noted that all actions were either completed or scheduled.
R/16/03/16	5	STRATEGIC UPDATE Mid-Year Reports – Supporting Learning Members of the Executive spoke to a series of reports which provided mid-year updates on a number of the chapters of the Strategic Plan. The reports were used to identify three key elements: 1. What had been achieved so far

R/16/03/17		<p>2. What remains to be done 3. Overall comments on progress</p> <p>Governors were reminded that an annual report would be provided at the Board meeting in the summer term which would detail progress across the full college year. The presentations were supplemented with the dashboard.</p> <p>Chapter 9: Marketing</p> <p>The Principal spoke to this chapter. He talked of the significant progress that had been made in relation to the enhanced reputation and profile of the college and increased engagement with schools. He outlined the various achievements in relation to new school contacts and development of relationships with other stakeholders such as Wigan Council and key employers. Governors were advised of the work that remains to be done and the challenges surrounding this.</p> <p>Governors questioned whether the areas to develop were applicable to ourselves or to other colleges also. The Principal advised that there was a need to reshape the college but that the college must also embrace the changing landscape of apprenticeships, loans and full cost recovery. These are areas that the Business Services department are focusing on. Governors also questioned whether the College was still engaging with local businesses not just in terms of apprenticeships but generally. The Principal advised that a paper would be coming to the April Board meeting which reports on how the College engages with its stakeholders.</p>
R/16/03/18		<p>Chapter 10: Quality Assurance</p> <p>The Principal spoke to this chapter. He advised of the progress that had been made and the strategies in place for improving the quality of the curriculum but advised that it would now be a steadier process to build all staff to a grade 1 and 2. Governors questioned whether Grade 1 teachers mentor other staff and the Principal talked of the communities of discovery and staff development days as mechanisms for bringing about quality improvement. Discussion ensued about the process and mechanisms for improving quality in teaching.</p>
R/16/03/19		<p>5.22pm Gai Murphy arrived</p> <p>Chapter 11: Staffing</p> <p>The Vice Principal College Services spoke to this chapter of the plan. She highlighted the various achievements made over the course of the year and Governors noted in particular the recruitment and retention strategy and the concentration on the key areas of English, maths and engineering. The Committee noted that they would be provided with further information when they received the People Performance Scorecard report later in the meeting.</p>
R/16/03/20		<p>Chapter 12: Knowledge Management/ICT</p> <p>The Assistant Principal College IT Systems/MIS spoke to his report and outlined the key achievements to date. He highlighted steps being taken regarding attendance and retention to allow staff to deal with early interventions and learners at risk of leaving. Governors commented on the importance of being able to monitor the progress of individual learners and the Committee were advised of the systems already in place that enable College to do this. It was confirmed that attendance can be monitored by particular group and also other factors such as widening participation. Governors queried whether there were systems in place to record</p>

R/16/03/21		<p>whether coursework was handed in on time, “engagement monitoring”. They were advised that the Promonitor system allows this and it was explained how it works and is also used to check attendance in English and maths.</p> <p>Governors were informed of changes to the IT systems that had produced savings for the college. The Assistant Principal also outlined what needs to be done, in particular to increase speed of data, so that staff and learners at all sites have easy access to information. Governors asked to be kept informed of progress in this regard. Governors noted one of the key areas is to roll out the destinations and progressions system to manage the progression process.</p> <p style="text-align: center;">Action Point Assistant Principal College IT Systems/MIS</p> <p>Chapter 13: E&D</p> <p>The Vice Principal College Services took Governors through the key achievements. There has been a lot of activity and progress with the re-launch of the Equality and diversity Steering Group – monitoring data and analysing regarding gaps. It was confirmed that there are no significant gaps in achievement. Governors noted that the Prevent Duty was feeding into the programme of enrichment.</p>
R/16/03/22		<p>Chapter 14: Facilities, Health, Safety and Wellbeing</p> <p>The Vice Principal College Services spoke to the report and outlined key highlights. In relation to Health and Safety it was noted that progress had been made which was evidenced in the follow up audit. Governors queried whether a Health and Safety committee had been previously established. Whilst it had the committee were informed that previously there had not been a clear framework and now there was a clear structure in place. The way in which good practice is spread though the College was outlined to the committee.</p>
R/16/03/23		<p>Chapter 15: Finance</p> <p>The Vice Principal Finance spoke to the report. She outlined the various achievements that had been delivered over the past year. It was noted that it was anticipated that the college would meet its original surplus target and other financial KPI's and that recruitment levels on the main EFA and SFA funding lines had met target. It was also noted that the SFA financial health grade is on target to be good although members of the committee were alerted to the fact that the SFA criteria was due to change. It was noted that Governors would be informed of any such change. Discussion then took place about the college's financial situation and the utilisation of estates.</p> <p>Governors considered the financial dashboard and were taken through the reasons for those items which were rag-rated amber.</p> <p>Members of the Committee expressed satisfaction with the mid-year reports which were duly noted.</p>
R/16/03/24	6 6.1	<p>HUMAN RESOURCES</p> <p>People Performance Scorecard</p> <p>Governors received the People Performance Scorecard report which monitors key measures relating to Human Resources across the College. Governors noted the reduction in staffing numbers due to College restructuring programme. They were advised of the new College Management Team Structure following the departure of</p>

		<p>one of the two Vice-Principal curriculum and the appointment of three Assistant Principals. They were advised that the model is working well but queried whether the the management team is the right size with the right experience. They were advised that with a more established college it might be slimmer, but the current structure reflects what has to be done at this stage of the College development.</p> <p>Governors were informed of staff recruitment campaigns for specialist areas and noted the measures being taken in particular in relation to English and Maths and Engineering teachers. Governors received figures on staff turnover and reasons, and sickness absence. Governors noted that in relation to Agency staff, numbers had significantly reduced.</p> <p>In terms of performance management and professional development, Governors noted from both the report and dashboard where the college was in terms of its obligations in relation to Prevent, Safeguarding, Equality and Diversity and Health and Safety training for all staff.</p>
R/16/03/25	7 7.1	<p>FINANCE</p> <p>Monthly Financial Report and Management Accounts</p> <p>The Vice Principal Finance spoke to this report. She explained where there were variances and what had been the cause. She informed the Committee that the reforecast surplus remained on target to be achieved. Governors asked a range of searching questions which were addressed by various members of the Executive Team. Governors were taken through the KPIs and questioned how this looked in comparison with rest of FE sector. The VP Finance confirmed that she would bring SFA benchmarks to future committee meetings.</p> <p style="text-align: right;">ACTION POINT – Vice Principal Finance</p>
R/16/03/26	7.2	<p>KPIs for External Auditors</p> <p>The Clerk advised that these were being presented to both Resources and Audit Committee as a means of monitoring re performance and collaboration between the two committees in this regard. She explained that these had been drafted in conjunction with the Finance Director. Governors suggested an amendment and subject to this it was</p> <p>Resolved: that the amended KPI's for external auditors be recommended to the Board for approval.</p>
R/16/03/27	8 8.1	<p>LEARNERS</p> <p>Support for Learners 2015/16</p> <p>The Vice Principal, College Services spoke to the report, which provided the Committee with an update about the activity undertaken by the College in relation to Learner Support Funding. The two elements of the 16-19 Bursary Scheme were outlined to the Governors and details of the number of learners accessing these awards were noted. Governors noted the take up in relation to the free College travel scheme.</p> <p>In relation to the Adult Learner Support Funds the Committee were advised of the specific types of financial hardship that support had been given for and the number of students helped.</p>

		<p>Governors questioned how this interacted with the Wigan Foundation for Technical Education and it was explained that this is a separate Charity and outside of the College control. Governors also raised questions about the eligibility criteria for the college travel scheme and whether prospective learners benefitted for the Adult Learner support funds. Having received satisfactory replies</p> <p>The report was noted</p>
R/16/03/28	9	<p>POLICIES & ASSOCIATED REPORTS</p> <p>9.1 Fees Policy Impact Assessment & Fees Policy for recommendation to the Board</p> <p>The Vice Principal Finance spoke to her report and confirmed that the policy had been reviewed by the college's solicitors. It was</p> <p>Resolved: that the Fees Policy should be recommended to the Board for approval.</p>
R/16/03/29	9.2	<p>Annual Data Protection Report and Data Protection policy for recommendation to the Board</p> <p>The Assistant Principal College IT Systems/MIS. spoke to his report. He outlined the number of Freedom of Information and Data Protection requests made since March 2015 and confirmed that all timescales had been complied with. He confirmed there had been no data breaches. The Committee noted the report.</p> <p>In relation to the Data Protection Policy Governors questioned whether the policy had been updated to include Prevent. The Committee were advised that all policies had been reviewed in light of advice from the Designated Protection Officer. After discussion the Committee requested further assurance and asked that the policy be submitted to the College's solicitors.</p> <p>Action Point: AP College IT Systems/MIS</p>
R/16/03/30	9.3	<p>Communications Policy for recommendation to the Board</p> <p>The Vice Principal College Services spoke to the report. It was</p> <p>Resolved: that the Communications Policy should be recommended to the Board for approval.</p>
R/16/03/31	10	<p>CAPITAL REPORT</p> <p>The Vice Principal Finance spoke to the report. She provided an update on the capital investment allocation for the year and advised that the current approved spend had been reduced from its original amount. However the full budget might need to be utilised due to the decision to terminate the lease on Bull Hey car park and the need to explore alternative access arrangements,</p> <p>Discussion then took place regarding the capital allowance and whether it would be sufficient over the five year financial plan. The Committee were informed that the financial plan would be updated in the next few months.</p> <p>The report was noted.</p>
R/16/03/32	11	<p>ANY OTHER BUSINESS</p> <p>It was agreed that the Governors would have a discussion centred on the committee</p>

		evaluation from once the meeting had closed. There were no other items of AOB.
R/16/03/33	12	IDENTIFICATION OF MATTERS TO BE BROUGHT TO THE ATTENTION OF THE BOARD <ul style="list-style-type: none"> • Mid-year reports • Fees Policy • Communications Policy • KPI's for external auditors
R/16/03/34	13	ITEMS FOR THE NEXT COMMITTEE MEETING <ul style="list-style-type: none"> • Monthly Financial Report & management accounts • Budget & 3 year financial forecast for recommendation to the Board • Review of Fin Regs and associated policies for recommendation to the Board: Procurement Policy, Treasury Management, Anti –Bribery • Briefing of Impact on FRS102 on college • People Performance Scorecard (HR) report • Treasury management Report • Report on Procurement • Estates Strategy • Environment and Sustainability Policy • Review of terms of Reference • Business Cycle 2016-2017
R/16/03/35	14	DATE AND TIME OF NEXT MEETING The next meeting will be held on 15 th June 2016 at 5.00pm
The Chair declared the meeting closed at 7.25 pm		

Signed _____ Chair

Lorna Lloyd-Williams, Clerk to the Governing Board