

MEETING OF RESOURCES COMMITTEE

DATE **WEDNESDAY 15th March 2017**
 VENUE **PS108 CONFERENCE ROOM, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS**

ATTENDANCE

Committee Members:

Kathryn Causey (Chair)
 Diane Brennan
Susan Spibey
Jennifer Cockram
 Anna Dawe

Clerk to the Governing Board

Lorna Lloyd-Williams

Interim Finance Director
 Vice Principal, College Services
 Vice Principal, Business Services
 Assistant Principal, College IT Service and MIS
 Head of Marketing

Ruth Paisley
 Louise Brown
 Lorraine Groch
 Dave Harrison
 Kathryn O'Neill

*Italics denote absence***Minutes**

Item		The meeting opened at 5.03pm and was quorate
1 R/17/03/16		APOLOGIES Apologies were received and accepted from Jennifer Cockram and Susan Spibey
2 R/17/03/17		DECLARATIONS OF INTEREST There were no declarations of interest.
3 R/17/03/18		MINUTES OF THE MEETING HELD ON 23rd November 2016– Were approved as a correct record for signature by the Chair.
4 R/17/03/19		MATTERS ARISING – The Clerk advised that some of these were ongoing for later in the year for example the strategy for treasury management which would be the responsibility of the new Finance Director. The Vice Principal College Services gave a verbal update regarding clarification of a meaning on the Health & Safety report presented at the last meeting and confirmed that this would be revised in next year's report. At this point the Chair agreed that items 8 and 9.1 could be elevated in the agenda.
8 R/17/03/20		MARKETING/STAKEHOLDER ENGAGEMENT Governors received a presentation from the Head of Marketing and were provided with a copy of the slides. They were advised that the marketing strategy underpins the strategic aim of growth and informed of the 5 marketing objectives with a brief overview of activity against each being provided. Governors expressed their thanks and asked a number of searching questions. They wished to know conversion rate from applications for 16-18 year olds to enrolment and were informed that this was approximately 50% which was the sector average. A Governor commented that during her link visit it had been noted that there had been a lack of growth for business and computing and was it possible to drilldown on this to be

Lorna Lloyd-Williams
 Clerk

		<p>assured that the provision was right and should still be offered. Discussion followed and the steps being taken to promote interest in such areas were noted. The Principal gave assurance that provision only continues if it is viable.</p> <p>Governors also wished to know about the level of interest in the Colleges A level provision for the forthcoming academic year. In response they were informed that there was growth and more pathways were on offer with teaching being particularly popular. Governors also wished to know about the take up from Leigh and it was noted that there had been a slight growth in applications and a significant number of pupils from Leigh schools attending open evenings. Governors also questioned why for adult provision had maths, English and teaching assistant qualifications been targeted and the rationale for this was satisfactorily explained.</p>
9.1 R/17/03/21		<p><u>Communications Policy for recommendation to the Board</u></p> <p>The Vice Principal Business Services spoke to the report and advised that the policy having been greatly changed the previous year, there was only one change which was in relation to terminology. It was</p> <p>Resolved to recommend the communications policy to the Board for approval.</p> <p>At this point the Vice Principal Business Services and Head of Marketing left the meeting.</p>
5 R/17/03/22		<p>STRATEGIC UPDATE</p> <p>Strategic plan 2016/17 Mid-Year Review</p> <p><u>Chapter 10 Human Resources</u></p> <p>The Vice Principal College Services spoke to her report and outlined the key headlines for what remains to be done this year in relation to employer engagement and staff enrichment. In terms of staff recruitment governors noted that since achieving a grade 2 there had been an improvement both in terms of calibre and numbers of applicants for positions at the College. Curriculum planning is underway and the executive team are looking closely at staff requirements and also looking at where the college can recruit apprentices.</p> <p>The committee were informed that the Vice Principal and Principal will be involved with focus groups with the staff gaining both feedback on the strategic plan and the employee voice. In relation to the latter it was noted there is to be a staff survey this summer, which takes place every two years. Governors asked when this would take place and when they would see the results and it was noted this would be early in the next year.</p> <p>Governors commented on the hard work that had gone into performance management.</p>
R/17/03/23		<p><u>Chapter 11 Finance</u></p> <p>The Interim Finance Director spoke to her report. She took the Governors through what remains to be done highlighting the following:</p> <ul style="list-style-type: none"> • Monthly meetings with budget holders looking at more accountability • Development of the management accounts to show expenditure gross of VAT which is more usual in the sector. Governors asked whether the comparators would be changed and were advised that whilst there will be comparison against last year there will be emphasis on comparison against budget with key lines being grossed up. • Management accounts will be expanded to include more analysis and to differentiate between in house and subcontract delivery. <p>Governors noted the arrangements for the new Finance Director starting and thanked the</p>

R/17/03/24		<p>Interim Finance Director for all her hard work. In particular they commented that the management accounts were very good and much easier to follow.</p> <p><u>Chapter 12 Estates & Facilities</u></p> <p>The Vice Principal College Services spoke to her report and outlined the ongoing capital and planned maintenance work. The committee were advised that the college was tied into a lease for its premises at the stadium and that college was now going out to market to sublet. As college goes through the curriculum planning process estate needs will be considered and the Health and Safety culture is continuing to develop and build. One of the Governors made an observation that the classrooms they had visited during their link visit were uninspiring and the Clerk confirmed that she would provide the Vice Principal with details of the class numbers.</p> <p style="text-align: right;">Action: Clerk</p>
6 R/17/03/25		<p>HUMAN RESOURCES</p> <p><u>People Performance Scorecard</u></p> <p>The Vice Principal College Services spoke to her report and advised the committee that the momentum in relation to sickness absences had been maintained and the figures had continued to be driven down. Performance management is embedded in the college with the effectiveness of this having been noted in the Ofsted report. Governors were taken through the recruitment strategies and work being done in specialist areas with it again being noted that people were choosing to come and work at the college since the grade 2. Governors were also taken through staff turnover figures and questioned the category of unknown reasons. The Vice Principal commented that this could be due to the end of short term contracts and Governors asked for clarification regarding this at the next meeting.</p> <p style="text-align: right;">Action: Vice Principal College Services</p>
7 R/17/03/26 R/17/03/27 R/17/03/28		<p>FINANCE</p> <p><u>SFA letter and dashboards</u></p> <p>The Board had already been made aware of the letter from SFA advising of the Colleges financial good health and the Interim Finance Director reiterated this and that the forecast was very comfortably good.</p> <p><u>KPI Dashboard – Finance</u></p> <p>The Interim Finance Director advised that the proposed changes had come about as a result of an internal audit advisory point which had suggested that there was some overlap between the scorecard and management accounts. The committee were happy with the proposed amendments and it was</p> <p>Resolved to recommend the amended dashboard to the Board for approval.</p> <p><u>Monthly Financial Report and Management Accounts</u></p> <p>The committee received management accounts until the end of February 2017 for the period 1st August 2016 to 28th February 2017.</p> <p>The Interim Finance Director advised that having undertaken a mid-year review, college was still on target to overachieve against budget primarily due to savings on pay which were forecast to be significantly higher than budget. In relation to income it was forecast that college would deliver within a couple of 100K on income and the college would continue to adopt a cautious approach.</p>

		<p>Governors challenged whether the pay savings had gone too far and whether college had been overly efficient at the risk of not delivering. The executive explained the reasons behind the pay savings and the Interim Finance Director advised that she believed staff costs would increase in the next academic year. There was further discussion and Governors commented that they had assurance from the measures they had seen on engagement. Governors also noted that the forecast in relation to some items of expenditure had increased for example premises costs.</p> <p>In relation to cash Governors were informed that this is higher than the original budget with cash days at the end of February being 44 days and it being anticipated this will continue for March which is always a vulnerable month. The committee's attention was drawn to an SFA claw back for undelivered activity which had yet to be taken and therefore contributed to the forecast increase in cash.</p> <p>The committee expressed their thanks for the college achieving good financial health.</p>
9		POLICIES & ASSOCIATED REPORTS
R/17/03/29	9.2	<p><u>Fees Policy Impact Assessment & Fees Policy for recommendation to the Board</u></p> <p>The Assistant Principal, College IT Service and MIS drew governors attention to the key changes to the policy resulting from the levy and it was</p> <p>Resolved to recommend the fees policy to the Board for approval.</p>
R/17/03/30	9.3	<p><u>Annual report on Data Protection and Freedom of Information 2016/17 and Data Protection Policy and Freedom of Information Policy for recommendation to the Board</u></p> <p>The Assistant Principal, College IT Service and MIS spoke to his report and the number of freedom of Information requests and data protection request was noted and that they had been responded to within the statutory period. It was noted that no changes had been made to the policies and it was therefore</p> <p>Resolved to recommend the Data Protection Policy and Freedom of Information Policy to the Board for approval.</p> <p>Governors attention was drawn to impending legislative change in the form of the General Data Protection Regulation due to come into force on the 25th May 2018. It was confirmed that this would come to the Board and that the Clerk would look at governors' responsibilities under this legislation.</p> <p>Action: Clerk & Assistant Principal, College IT Service and MIS</p>
R/17/03/31		
10		INFORMATION & TECHNOLOGY SERVICES
R/17/03/32		<p>The Assistant Principal, College IT Service and MIS gave a verbal update regarding increasing the speed of data across all sites. He advised that there had been some delays due to problems with the contractor but that he hoped that the work would now be completed in April.</p>
11		ANY OTHER BUSINESS –There was no A.O.B.
R/17/03/33		
12		DATE AND TIME OF NEXT MEETING
R/17/03/34		21 st June 2017 at 5.00 pm
		The meeting closed at 6.42pm