

Draft Minutes

MEETING OF RESOURCES COMMITTEE

DATE WEDNESDAY 17th JUNE 2015

VENUE PS108 CONFERENCE ROOM, PROFESSIONAL STUDIES BUILDING, PARSON'S WALK, WIGAN CAMPUS

ATTENDANCE

Committee Members:

Diane Brennan, Chair
Susan Loudon
 Rod Stockwell
 Kath Causey
 Daniel Winstanley
 Michael Sheehan

Ex Officio

Liz Shea

Clerk to the Governing Board

Robin Newton-Syms

Finance Director
 Vice Principal, Curriculum
 Vice Principal, College Services
 Financial Controller

David Reeve
 Teresa Farran
 Louise Brown
 David Dobson

Italics denote absence

The Chair opened the meeting at 5.45pm

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| R/15/06/128 | 1 | APOLOGIES – were received from Susan Loudon and Liz Shea. |
| R/15/06/129 | 2 | DECLARATION OF INTERESTS – There were none reported. |
| R/15/06/130 | 3 | MINUTES OF THE MEETING HELD ON WEDNESDAY 26th NOVEMBER 2014 – were accepted as a correct record for signature by the Chair. |
| R/15/06/131 | 4 | MATTERS ARISING – The Clerk spoke to his Action Sheet which was accepted. |
| R/15/06/132 | 5 | <p>STRATEGIC PLAN FOR 2015-2016 (Part Three: Supporting Learning)</p> <p>Members of the Executive spoke to a series of presentations on a number of the chapters of the Strategic Plan. They used these presentations as an opportunity to identify in year achievements and challenges likely to be faced by the College going forward into 2015-16.</p> <p>Staffing: Chapter 11 Louise Brown spoke to a presentation on this chapter of the plan. She highlighted the various achievements made over the course of the year and then spoke of the challenges that the College faced as it moved into 2015-16.</p> <p>She summarised the Strategic Goals and members of the Committee expressed satisfaction with the presentation and the plan as set out.</p> |

Facilities, Health, Safety and Wellbeing: Chapter 14

Louise Brown spoke to this element of the Strategic Plan. It was recognised that there were some real challenges for the Estates Team in dealing with some of the issues related to the ageing parts of the estate – including in particular the School for the Arts Building.

She explained that the aim was to ensure that the utilisation of the estate was optimised to provide both energy efficiency and the best use of the facilities to maximise the benefits and impact upon the student experience.

It was noted that there was to be a two-year freeze on capital spend as discussed at the Strategic Workshop and that this time would be used to further explore opportunities for innovative ideas and ways of working within the College and in association with others, including the Local Authority. It was further noted that there were already plans in place to enable sharing of space with the Local Council. The Principal spoke of the free Building Condition Survey that was being offered through the Greater Manchester Colleges Group and separately of the possibility of the College providing further support for start-up businesses with incubation facilities being provided which would offer both physical space and support services.

Knowledge Management/ILT: Chapter 12

Teresa Farran spoke to this chapter. She highlighted a number of achievements and changes in practice that were improving the level of service and supporting the improvements in data collection and monitoring, including how the College was reporting to the various funding agencies as well as to the Board.

It was noted that the strategic priorities reflected information provided from the Ofsted visit and the need to further develop the capacity of the College's MIS systems.

Governors asked a range of questions about what was likely to be required over the next year and these were satisfactorily answered. It was noted that there may be a need for some substantive further investment within this area.

Finance: Chapter 15

David Reeve spoke to this chapter. He outlined the various achievements that had been delivered over the past year. It was noted that this work had included the introduction of a 'contribution model' for the first time within the College which meant that curriculum areas operated in a way that gave them greater flexibility whilst maintaining a proper and fair contribution to the overall costs of running the college.

He highlighted the key requirement to maintain financial stability and the challenges this brought when the overall funding regime was in a period of flux.

Marketing: Chapter 9

The Principal spoke to this chapter. He talked of the significant changes that had taken place over a very short time period. The major challenges for 2015-16 were the recruitment of school leavers in a highly competitive and declining market, and the need to persuade people to take out 24+ Advanced Adult Loans to support them through their studies.

Governors remarked on the excellent media coverage that was being generated and the sense of positivity in the Borough about the direction of travel for the College as its quality of provision continued to improve.

Following this, it was

Resolved:

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| | | <ol style="list-style-type: none"> 1. That the chapters of the Strategic Plan covered through the presentations and associated Project Plans should be endorsed and recommended to the Governing Board for adoption. 2. That there should be a regular review cycle for the Project plans built into the process. 3. That as this model of working provided the College and the Governing Board with a robust Quality Assurance process, its use should be highlighted to the Audit Committee for use in the Governing Board's overall framework for ensuring the effectiveness of governance arrangements. |
| R/15/06/133 | 6 | FINANCE |
| | 6.1 | <p>Monthly Financial Report and Management Accounts</p> <p>David Reeve spoke to this report. He identified that the forecast remained unchanged from that previously reported and given the proximity of the year end, the risk of not achieving the forecast outturn was relatively small.</p> <p>Governors noted that the financial position was very close to the aspiration and this was a real achievement given the challenges that had been faced by the College in the past year.</p> <p>It was</p> <p>Resolved:</p> <p>That the report should be accepted.</p> |
| R/15/06/134 | 6.2 | <p>2015-16 Annual Budget</p> <p>David Dobson spoke to this report. He explained that the 3 year financial forecast would be brought directly to the Governing Board at the end of the month once the SFA software issues had been resolved. It was noted this was an issue affecting the sector as a whole and not just the College.</p> <p>He highlighted the strategy that had been adopted in creating the budget for 2015-16 and identified the significant cost lines contained within it, explaining the rationale for setting these at the levels shown.</p> <p>There was a discussion about the likely impact of the budget on July 8th and how this would be addressed given that the Board was due to meet on the 30th June. There was also a discussion as to whether there should be an inclusion of the facility for varying pay levels within the draft budget. It was noted that if required there could be arrangements made to hold a special meeting of the Committee/Governing Board and that there remained some potential to 'flex' the budget to take account of changing circumstances.</p> <p>It was</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the Annual Budget for 2015-16 as set out should be recommended for approval by the Governing Board. 2. That the 3 year plan financial forecast should be presented to the Governing Board in June. |
| R/15/06/135 | 6.3 | <p>Update on the International Activities Position</p> <p>David Reeve spoke to this report. It was noted that various arrangements had been</p> |

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| | | <p>put in place for managing the final stages of the withdrawal from contracts with India and China.</p> <p>As part of this it was noted that there was still some ongoing negotiation over the continued usage of the Confucius classroom as the Confucius organisation had established links with a number of local schools and it was felt that it would be helpful to support this if possible.</p> <p>It was</p> <p>Resolved:</p> <p>That the report should be accepted.</p> |
| R/15/06/137 | 7 7.1 | <p>HUMAN RESOURCES</p> <p>People Performance Scorecard</p> <p>Louise Brown spoke to this item. She gave a brief overview from the scorecard. Members of the Committee were pleased to note that sickness rates had fallen again and asked that the reported sickness absence figures be reported in more detail in future to indicate the numbers of long-term and short-term absences. This was agreed and it was:</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. That the report should be accepted. 2. That future reports be amended to show more detail in the sickness absence monitoring data. <p>***</p> <p style="text-align: right;">Action: Vice Principal, College Services</p> |
| R/15/06/138 | 8 8.1 | <p>GOVERNANCE</p> <p>Review of Terms of Reference</p> <p>The Clerk spoke to this item. In considering the proposed changes, members of the Committee felt that those changes identified should be endorsed and furthermore that there should be a specific mention of the oversight of the marketing function in addition to more detail on the Committee's work with regard to management information.</p> <p>It was:</p> <p>Resolved:</p> <p>That subject to these amendments, the revised Terms of Reference should be recommended to the Governing Board for approval.</p> <p>***</p> <p style="text-align: right;">Action: Clerk</p> |
| R/15/06/139 | 9 | <p>ANY OTHER BUSINESS – there were no items of any other business.</p> |
| R/15/06/140 | | <p>DATE AND TIME OF NEXT MEETING</p> <p>Provisionally the next meeting will be held on 25th November 2015 at 5.00pm in Room PS108, Professional Studies Building, Parson's Walk.</p> |
| The Chair declared the meeting closed at 7.30pm | | |

Robin Newton-Syms Clerk to the Governing Board

Signed _____ Chair

Initials _____
Chair