



CORPORATION COMMITTEE
MEETING OF THE RESOURCES COMMITTEE
HELD AT 12.15 PM ON WEDNESDAY 12 JUNE 2015
IN THE BOARD ROOM, TOWN CENTRE CAMPUS

MINUTES

MEMBERSHIP:

* Mr R Clarke (**Chair**)

Mrs E Brocklehurst

* Dr J Burford

Mr N Hall

* Mrs S Jee

* Mr P Round

* Denotes member present

IN ATTENDANCE:

Mr R Molloy, Deputy Principal

Mr J Hays, Director of HR

Mrs C Lascelles, Director of Contracts and Data Analysis

Mrs C Jones, Clerk to the Corporation

1848 DECLARATIONS OF INTERESTS

There were no declarations of interest notified.

1849 APOLOGIES FOR ABSENCE

There were no apologies for absence received. Mr N Hall joined the meeting at 1.00 pm.

1850 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business noted.

1851 MINUTES OF THE PREVIOUS MEETING HELD ON 13 MAY 2015

The open and confidential minutes of the above meeting were **agreed** and signed as a correct record.

1852 MATTERS ARISING

a Minute 1836a p1 – Matters arising – Retention Report: 16-18 Level 3 Diploma Programmes

The training for Governors in relation to the new performance measures had been scheduled for the Corporation at the September Board meeting. Governors would be alerted separately to this Governor development session for diary purposes.

ACTION: Clerk to contact all Governors to provide notification of the September SFA Governor development relating to the New Performance Measures

b Minute 1843 p4 – GECT Funding proposals: progress report

The Deputy Principal reported that the Charities Commission had given their approval for the Gamble Education Charity Trust to use the GECT Funds (including the capital as well as the income) to refurbish the Town Centre Library and the College would retain ownership of the Library (not as a Trustee of the Trust).

The Resources Committee acknowledged that the Corporation had previously approved the progression of the proposals to utilise the GECT funding for the capital work on the library, subject to progression of these subsequent enquiries with the Charities Commission to ensure compliance.

This positive clarification from the Charities Commission was well-received and accepted by the Resources Committee, with a recommendation to be presented to the full Corporation at today's non-scheduled meeting to now proceed with the design of the plans for the remodelling of the Town Centre Library.

1853 GOVERNORS' PLANNING CONFERENCE: PROGRESS REPORT

The Principal presented a revised progress report following the Governors' Planning Conference with the following issues highlighted:

1 Improve Turnover:

1a Commercial Income

- LEP Involvement: The College was actively involved with the University of Liverpool about the Devolution agenda. A visit from the Director of Children Services and the Improvement Advisor for the Borough's schools had met with the Principal and Deputy Principal earlier this week and Governors endorsed that the Principal should accept the invitation to join a review of the post-16 provision in St Helens, noting that the College's view is that good or better provision demonstrating genuine independent IAG and cost effectiveness should be preserved to allow student choice in the Borough.
- Strategic Priority areas: The feedback relating to the Logistics expression of interest is expected on 24 June 2015.
- Potential Partners: A very positive meeting had been held with Stobart on 4 June 2015, with another meeting arranged for 2 July 2015.
- Overseas business: Britlink developments include a new promotional leaflet. The identified centres would be in Malaysia.

1b Funded Income:

- Higher Apprenticeships: 15 business administration higher apprenticeships have been identified from Whiston Hospital.

2 Merger/Partnerships:

- A progress report was received about these developments thus far. A KPMG presentation about this issue was given to the MCA principals at the 2 June meeting. The VAT issues involved in shared services between colleges had been raised by the Principal with the FE Commissioner, which was noted by the Commissioner for discussion with Ministers.

3 Improve Performance:

- Internal Cost reduction:The impact of the recent in-year cut announcement by George Osborne, Secretary of State, on the 4th June 2015 may have an impact on the sector but the impact on the funding allocations is as yet uncertain.

1854 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT

The Deputy Principal gave an update on the Technology Centre Re-development, with work on the dining room extension to be completed for the next enrolment session. The plans for the new entrance were continuing, with the details summarised.

The Resources Committee accepted the progress report relating to the Technology Centre Re-development.

1855 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance Report, with the position continuing to be closely scrutinised by Governors. The additional information requested at the last meeting relating to the enhancement of the retention graphs, and also some further information about TRS was also provided. A discussion took place about the performance of the TRS apprentices, with confirmation provided that almost all of the apprentices had now completed their framework.

The Learner Performance report had also been discussed at this week's meeting of Standards and Curriculum Committee following which some changes had been made and the report had been re-circulated to the Resources Committee. Some additional information had also been requested by the Standards and Curriculum Committee about including 16-18 retention, both including and excluding Functional Skills, which would be included in future reports. The Principal reported that attendance at English and maths classes had been discussed at the MCA Principals' meetings as a general area of concern.

The Learner Performance report was accepted by the Resources Committee.

1856 MANAGEMENT ACCOUNTS: APRIL 2015

The Deputy Principal presented the Management Accounts to 30 April 2015.

It was reported that the College had a surplus of £610k for the month of April, which was £254k ahead of the business plan for the same period. This brought the year to date results to a surplus of £239k, although this was a negative variance of £212k against budget. There was a typographical error in the KPI relating to capital expenditure which should read £111.5k (not £1115k).

The variance from the planned surplus was a result of the negative variances in income of £259k, offset slightly by a positive variance on overall expenditure of £47k, which was detailed in the presented commentary.

Attention was drawn to the College Forecast position, with the details noted by the Committee. It was noted that the Forecast provided for the FRS17 pension deficit position.

The Management Accounts to 30 April 2015 were approved by the Resources Committee.

1857 BUSINESS PLANNING: PROGRESS REPORT

The Deputy Principal presented a progress report relating to business planning. The Committee considered this item to be confidential, with the details therefore recorded within the confidential minutes of this meeting.

1858 HUMAN RESOURCES REPORT: APRIL 2015

The Director of HR presented the HR termly Report to April 2015.

It was noted that staff turnover was reported at 10.13% compared with 6.70% for the same period the previous year, reducing to 6.5% excluding redundancies (4.79% for the same period last year).

It was noted that attendance levels for the period were at 95.39% which was below the target of 96.5%. This compared with an overall attendance level for the same period last year which was 94.22%. It was reported that the College's sickness absence processes had been significantly strengthened, and the HR year-end report would indicate the number of staff who had been included in the Bradford Scoring system this year, both in relation to short and long term sickness absence.

The HR report for April 2015 was accepted by the Resources Committee.

1859 PARTNERSHIP PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Partnership Performance Report, which was accepted by the Resources Committee, with no issues identified. Any areas of concern would be included in the commentary in future reports.

ACTION: Director of Contracts and Data Analysis to include any areas of concern in the commentary of the Partnership Performance Report, where necessary

1860 CORMACK CONSULTANCY CONTRACT: PROGRESS REPORT

The Deputy Principal provided a progress report to the Committee about the developments with Cormack Consultancy. An internal workshop was held on 12 May 2015 led by Cormack Consultancy to identify matches between the College's capacity and business demands in the Baltic States, with some areas of potential interest identified.

The progress report was accepted by the Resources Committee, with re-affirmation of the Governors' support for this development provided.

1861 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1850 ABOVE)

There were no items of urgent business notified.

1862 DATE AND TIME OF NEXT MEETING – 8.30 am on Friday 3 July 2015.

KEY OUTCOMES:

GOVERNORS' PLANNING CONFERENCE: PROGRESS REPORT: Progress against the actions from the Governors' Planning Conference is being closely monitored by the Resources Committee on behalf of the Corporation.

LEARNER PERFORMANCE REPORT: The learner performance position continues to be closely scrutinised and monitored by the Resources and Standards and Curriculum Committees on behalf of the Corporation.

BUSINESS PLANNING: PROGRESS REPORT: The Resources Committee accepted an oral update report relating to Business planning for 2015/16, with a recommendation to be presented to the full Corporation.

GECT FUNDING PROPOSALS: The release of the GECT funds had been approved by the Charities Commission, with Resources Committee to make a recommendation to the Corporation about now proceeding to the Library planning phase.