



CORPORATION COMMITTEE

MEETING OF THE RESOURCES COMMITTEE HELD AT 8.30 AM ON FRIDAY 16 JANUARY 2015 IN THE BOARD ROOM, TOWN CENTRE CAMPUS

MINUTES

MEMBERSHIP:

- * Mr R Clarke (**Chair**)
- * Ms E Brocklehurst
- * Dr J Burford
- * Mr N Hall
- * Ms S Jee
- * Mr P Round

- * Denotes member present

IN ATTENDANCE:

Mr R Molloy, Deputy Principal

Mr J Hays, Director of HR

Ms C Lascelles, Director of Contracts and Data Analysis

Ms C Jones, Clerk to the Corporation

1769 DECLARATIONS OF INTERESTS

There were no declarations of interest notified.

1770 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

1771 NOTIFICATION OF URGENT BUSINESS

a College car park proposal (**Deputy Principal**)

1772 MINUTES OF THE PREVIOUS MEETING HELD ON 28 NOVEMBER 2014

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

1773 MATTERS ARISING

There were no matters arising from the previous minutes.

1774 FEBRUARY 2014 PLANNING CONFERENCE: ACTION PLAN: PROGRESS REPORT

The Principal presented progress against the Planning Conference action plan, with the following progress particularly highlighted:

Actions brought forward from the 2013/14 Action Plan:

- Action 2: develop 14-16 action plan: The first 14-16 OFTSED inspection is expected, following a recent good mock-inspection outcome. In respect of 2015/16, 21 offers have been made with 15 accepted to a target of 60 new enrolments.
- Action 6: Consistency of approach in curriculum performance: The Principal gave an update on the apprenticeship reforms which are currently on hold nationally. Consistency of performance was discussed, with the apprenticeship success rate performance currently reported on the QSR as an overall 4% above the national rate and above 10% for timely success. The Governors commended this positive improvement.

2014/15 Actions:

- Action 14: International Opportunities: The Principal updated the Committee on the international developments with Britlink with the final contract to be presented to Governors for approval. A second more short-term opportunity has arisen with Cormack Consultancy, working with the Baltic States, utilising European funds. This second opportunity will be discussed at the Governors' Planning Conference.

The Committee accepted the Corporation Planning Event Action plan progress report, as presented with this final report recommended for acceptance to the Corporation as part of this year's Governors' Planning Conference.

1775 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT

The Deputy Principal provided an update on the Technology Centre Capital Re-development programme. Work is progressing well with the handover of Phase 7 (the temporary reception area) to take place next week. Work is progressing on the corridor refurbishment. The ground survey report has been received, with the details outlined. The implications for the new planned entrance area were discussed by the Committee, with some alternative proposals described to the Committee. The architects' position was also outlined. It was noted that the alternative proposals would provide some savings but may not provide the same visual impact as the original plan. Governors approved continuing discussions about the alternative proposals, and requested a tour of the temporary reception area, with the next meeting to be convened at the Technology Centre. Governors also requested sight of the alternative plans before any final decisions were made.

ACTION: Deputy Principal to provide alternative plans about the Technology Centre Re-development entrance area to the Resources Committee

1776 LEARNER PERFORMANCE REPORT

The Chair of Standards and Curriculum Committee presented the latest Learner Performance Report which had been discussed at a separate meeting held this week with the Director of Contracts and Data Analysis. The proposed targets were also discussed at this point with a draft performance dashboard developed for discussion with Governors. The new rationale for target setting for 2014/15 was outlined, which needs to represent the College's Journey from 'Good' to 'Outstanding' and also reflect an improvement (suggested 3%) on the previous year's success rate performance. The new methodology includes a distinction between Group A and Group B qualification categories for classroom learning, which has just been released, and which needs to be analysed by SLT at next week's meeting. The Committee **agreed** that the new methodology for targets would be discussed at the next Standards and Curriculum Committee, followed by a proposed set of targets at the next Resources Committee, with the aim of presenting the agreed targets for approval to the Corporation meeting scheduled in March 2015.

Retention was discussed by the Committee and the methodology for student withdrawals was outlined. It was noted that retention forms part of the College's data dashboard that is displayed on the first screen of all staff PCs when they log in.

Following the recent publication of the QSR national rates for apprenticeships, the Committee commended the excellent work undertaken by the College in achieving the apprenticeship performance improvements, which is now above the national rates. However, the position in Construction and Engineering (including the Electro-technical provision) remains below the Provider Group position, and Governors asked what improvements had been made to these areas of provision to ensure that this position no longer continues. The various improvement strategies undertaken thus far were outlined, which included the introduction of entry tests for electricians and a change of team members, which were welcomed by the Committee.

The Learner Performance Report was accepted by the Resources Committee, with the revised and streamlined format welcomed by Governors and the draft Performance Dashboard was accepted as being work in progress.

The Committee asked for an explanation to be provided at the next meeting of the differences between the 2013/14 and 2014/15 timely success rates at this time of year, in order to provide further reassurances to Governors that there were no issues of concern.

ACTION: Colette Lascelles to provide an explanation to the difference between the 2013/14 and 2014/15 timely success rate position at this time of year

Mr P Round left the meeting at this point

1777 MANAGEMENT ACCOUNTS: 30 NOVEMBER 2014

The Deputy Principal presented the Management Accounts to 30 November 2014 with the information requested at the last meeting now included in the report.

It was reported that the College had a deficit of £673k for the month of October, which was £563k behind the business plan for the same period. This brought the surplus for the year to date to £2,569k, a negative variance of £6k against budget. The surplus was particularly high at this point in the year due to the receipt of the majority of the HE tuition fee and Full Cost income for the year, and this would balance out during the year as provided in the presented forecast.

The variance from the planned surplus was largely a result of the negative variances in income of £83k, offset by a positive variance on overall expenditure of £77k, which was detailed in the presented report along with the contribution made by each department. Full cost income was above budget and reported as currently being on target to achieve the year-end target position of £925k. Governors asked about whether any seasonality issues could cause a shift away from the full cost target, but this was not seen as being an issue. Fortnightly meetings are held internally about full cost income, with a close tracking system developed for monitoring purposes. It was reported that staffing costs were very carefully controlled. Governors asked about the budget for hourly paid staff and it was noted that a projected overspend of £24k was planned (equating to 1 fte staff member), contained within the overall staff cost underspend.

The Deputy Principal reported that he had attended a recent positive meeting with the bank. The reference in the KPI about bank covenants should read 'a historic cost deficit in 3 consecutive years' not a surplus. The SFA has recently announced a data correction issue in the sector relating to 2013/14, with providers being requested to sign to check that their data to ensure that no funding is owed back to the SFA. No timescales have been assigned to this task and the process will be based on the DSAT reports that are systematically run by the College. The authorisation will be fully qualified on the steps taken to support the exercise.

The Management Accounts to 30 November 2014 were approved by the Resources Committee.

1778 PARTNERSHIP PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Partnership Activity report which was accepted by the Resources Committee. Following a question from the Committee, it was noted that the report includes contract values which is the budget figure relating to each partner.

The Partnership Activity report which was accepted by the Resources Committee.

1779 PROPOSAL FROM SLT RELATING TO THE ACCOMMODATION DEVELOPMENT GROUP

As requested at the previous Resources Committee meeting, the Deputy Principal reported that SLT had considered the remit of the Accommodation Development Group.

After discussion, the Resources Committee accepted the recommendation from SLT to disband the Accommodation Development Group, with all members thanked for their valuable contributions to this Group over a number of years.

1780 HUMAN RESOURCES REPORT: NOVEMBER 2014

The Director of HR presented the HR Report for November 2014, in a revised streamlined format, as agreed by Governors. CPD and E&D data will be included in the reports on a quarterly basis. Staff costs as a percentage of income will also be included in future reports.

Labour turnover was reported currently at 5.94% compared with 3.58% for the same period the previous year, reducing to 2.77% excluding redundancies, and therefore not causing concern.

It was noted that attendance levels for the period were at 95.79% which was below the target of 96.5%. This compared with an overall attendance level for the same period last year which was 95.4%. The strategies being undertaken to address staff sickness levels were outlined.

The HR Report for November 2014 was accepted by the Resources Committee as presented with the revised format commended by Governors.

1781 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1771 ABOVE)

a College car park proposal (Deputy Principal)

The Deputy Principal reminded the Committee that at the Resources Committee meeting held on 5 September 2014, the Committee had agreed that the Executive should further explore the proposed changes in the College's car parking arrangements.

It was now proposed that the current car parking provider be changed to a different company 'Parking Eye', with the new parking arrangements outlined with regard to car parking penalty arrangements. The new company should provide an improved car parking arrangement for staff and visitors and should assist with some safety issues which are currently being experienced eg monitoring the one-way system. There are no start-up costs involved and will involve a 3-year contract.

After careful consideration, the proposal to change the car parking arrangements to 'Parking Eye' was approved by the Resources Committee.

1782 DATE AND TIME OF NEXT MEETING - 8.30 am on Tuesday 3 January 2015 at the Technology Centre.

KEY OUTCOMES:

FEBRUARY 2014 PLANNING CONFERENCE: ACTION PLAN: PROGRESS REPORT:

The final progress report following the February 2014 planning conference was endorsed by SLT and recommended for acceptance to the full Corporation.

LEARNER PERFORMANCE REPORT: The methodology for targets has been changed nationally and these will be discussed both by Standards and Curriculum Committee and also by Resources Committee, at the next round of meetings, with proposals about targets to be presented to the Corporation at the March 2015 meeting.

PROPOSAL FROM SLT RELATING TO THE ACCOMMODATION DEVELOPMENT

GROUP: The Committee accepted the recommendation from the Senior Leadership Team to disband the Accommodation Development Group, with all members of the Group thanked for their valuable contributions.

CAR PARKING ARRANGEMENTS: The Committee endorsed proposals about changes to the car parking arrangements.