



CORPORATION COMMITTEE

MEETING OF THE RESOURCES COMMITTEE HELD AT 8.30 AM ON
TUESDAY 3 FEBRUARY 2015 IN ROOM A6, TECHNOLOGY CENTRE

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 N Gribben, Vice Principal (up to Minute 1788 only)
Mr J Hays, Director of HR
Mrs C Lascelles, Director of Contracts and Data Analysis
Mrs C Jones, Clerk to the Corporation

1783 DECLARATIONS OF INTERESTS

There were no declarations of interest notified.

1784 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr N Hall.

1785 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

1786 MINUTES OF THE PREVIOUS MEETING HELD ON 16 JANUARY 2015

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

1787 MATTERS ARISING

There were no matters arising from the previous minutes.

1788 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT

The Deputy Principal gave an update on the Technology Centre Re-development before the Committee took a tour of the Campus. This item was considered to be confidential by the Committee with the details therefore recorded within the confidential minutes of this meeting.

Mr N Gribben left the meeting at this point

1789 STUDENT ACCOMMODATION: YORKSHIRE GARDENS

The Deputy Principal reported that the College currently has 6 houses at Yorkshire Gardens, housing 18 students with full occupancy, which require extensive refurbishment. Discussions have been held with Helena Housing about the possible sale of the houses, with the student lets to be re-located through private reputable accommodation. The international opportunities currently under development by the College were also discussed, with alternative lets also available locally for this market.

After discussion, the Committee gave authorisation for the Deputy Principal to proceed with the discussions with Helena Housing, with further consideration to be undertaken by the Resources Committee before the sale takes place.

1790 REVIEW OF TARGETS

The Chair of Standards and Curriculum Committee reported that the recent Performance Dashboard had been discussed at last week's meeting of the Standards and Curriculum Committee, which had included a review of the 3-year rolling targets based on the new performance measures (including Functional Skills).

The Principal highlighted the importance of value added targets, which should be emphasised alongside success rate targets.

After discussion, it was **agreed** that some of the proposed targets need to be more challenging eg 19+ Group A to be increased to 91% in 2015-16 and 92% in 2016-17, with further consideration to be given to the proposed targets at the next round of Standards and Curriculum and Resources Committee meetings, which would allow proposals to be presented to the Corporation at the March 2015 meeting. The Chair also requested that the various weightings for different programmes be provided as part of the calculation methodology. A reminder was given that this report needs to be included in the Committee papers to give Governors appropriate notice in reviewing the report well before the meeting, which was accepted by the Executive.

ACTION: Principal to propose challenging targets at the next round of Standards and Curriculum and Resources Committee before presentation to the Corporation for approval

1791 LEARNER PERFORMANCE REPORT

The Chair of Standards and Curriculum Committee presented the latest Learner Performance Report which had also been discussed at last week's meeting of the Standards and Curriculum Committee.

A report on retention for the 1st year of the Extended Diplomas compared to last year at the same time was requested at the next meeting to ensure that there was an improvement in retention for these programmes.

ACTION: Deputy Principal to provide a report at the next meeting in relation to the 1st year Extended Diploma retention

The Director of Contracts and Data Analysis was invited to explain appendix 1A in more detail, which provided the various reasons for the difference in the current timely success performance for 2014-15 as compared to the same period for 2013-14. The Committee requested a more detailed title on each appendix for ease of reference.

ACTION: Director of Contracts and Data Analysis to provide a more detailed title on each appendix of the Learner Performance Report for ease of reference

A separate report relating to Construction and Engineering apprenticeships was requested at the next meeting as these two areas were below national average in 2013/14.

ACTION: Director of Contracts and Data Analysis to provide a separate report at the next meeting in relation to Construction and Engineering apprenticeships

The Learner Performance Report was accepted by the Resources Committee.

1792 MANAGEMENT ACCOUNTS: DECEMBER 2014

The Deputy Principal presented the Management Accounts to 31 December 2014.

It was reported that the College had a deficit of £937k for the month of December, which was £184k behind the business plan for the same period. This brought the surplus for the year to date to £1.637k, a negative variance of £186k against budget. The surplus was reported as being 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 year-end forecast contained in the presented commentary.

It was reported that the variance from the planned surplus was largely a result of the negative variances in income of £288k, partly offset by a positive variance on overall expenditure of £103k, which was detailed in the presented commentary.

It was reported that the overall income position for apprentices was currently above target, but this was due to adult apprentices which forms part of the Adult Skills Budget. The College had therefore not made a request for a further allocation.

It was noted that Skillworks was currently under discussion with the College's insurers as part of the insurance renewal process. Full cost income continues to be closely monitored. The Principal commended the work of the new Financial Business Partner who was working closely with the Head of Departments to closely monitor full cost and apprenticeship income as well as predicted income.

With regard to the approved capital programme, it was reported that one of the apple macs capital requests had been changed to a laser cutter at the same cost. Governors clarified that the delegated approval for virement between capital projects also included delegation to the Executive to authorise such similar changes as outlined above.

The Management Accounts to 31 December 2014 were approved by the Resources Committee.

1793 PARTNERSHIP PERFORMANCE REPORT

Due to the timing of today's meeting, the Chair had agreed that an updated Partnership Performance report was not required. This was endorsed by the Committee.

1794 HUMAN RESOURCES REPORT: DECEMBER 2014

The Director of HR presented the HR termly Report to November 2014, which included CPD. E&D data will be included in future reports.

It was noted that staff turnover was reported at 7.77% compared with 5.12% for the same period the previous year, reducing to 2.77% excluding redundancies (3.89% for the same period last year).

It was noted that attendance levels for the period were at 95.37% which was below the target of 96.5%. This compared with an overall attendance level for the same period last year which was 94.86%. The new sickness absence policy and procedures have been the subject of some HR roadshows for staff. It was reported that more work was currently underway about evaluating the impact of CPD for staff. One Governor had attended many of the teaching, learning and assessment CPD sessions with Bob Craig and Geoff Petty, with many of the exemplar tools provided being viewed as excellent and, if fully implemented by all staff, would improve T,L&A to Outstanding. The CPD programme for next year is currently out to consultation with staff which will inform next year's CPD programme. A new Innovation scheme is about to be launched which gives teachers greater opportunity to innovate without the concern of being observed and getting a poor grade.

Following a question from the Committee, it was noted that the College was below the staffing ethnicity percentage compared to the local area, with assurances given that the College's recruitment procedures are robust in this regard.

The Committee requested that a more detailed analysis be undertaken in relation to the staffing ethnicity profile.

ACTION: Head of HR to undertake a more detailed analysis relating to the staff ethnicity profile

The Committee discussed the hourly paid summary with the detail deemed to be sufficient for monitoring purposes by Governors.

The HR termly Report to December 2014 was accepted by the Resources Committee as presented.

1795 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1782 ABOVE)

There were no items of urgent business notified.

1796 DATE AND TIME OF NEXT MEETING - 8.30 am on Friday, 3 March 2015 in the Board Room, Town Centre Campus.

KEY OUTCOMES:

STUDENT ACCOMMODATION: YORKSHIRE GARDENS: The Resources Committee approved the continuation of discussions about the possible sale of the student houses at Yorkshire Gardens. This would be subject to further consideration.

REVIEW OF TARGETS: The Resources Committee continues to review the 3-year rolling programmes following extensive discussions held by the Standards and Curriculum Committee, before final presentation to the Corporation for approval.