

Minutes of the Meeting of the Resources Committee held on Thursday 19th November 2015, 6.10pm, The Conference Room, Prior Pursglove College

A development session was held prior to the meeting on 'key aspects of management accounts'.

Present: Mr M Loftus (Chair), Mrs U Betterton, Mrs J Burton, Dr P Gavens, Mr C Groves

In Attendance: Mrs E Grove (Clerk), Mr J Zoryk (Assistant Principal), Mrs S Langstaff (Finance Manager)

Meeting quorate

100% attendance rate

1) **Apologies for Absence**

There were no apologies for absence.

2) **Minutes of the Meeting of Monday 22nd June 2015**

The minutes were agreed and signed as a true record.

3) **Matters Arising and Progress on Outstanding Action Points**

Matters arising and progress on action points were discussed. Progress with the validation of attendance data was queried and Governors were assured that the attendance figures in the data dashboard were being re-checked to ensure that year on year comparisons could be made.

4) **Finance**

4.1) **Annual Reports**

4.1.1) Treasury Management Report 2014-15: The report was considered.

Mrs Langstaff set out the reasons for not re-tendering for banking services and these were accepted. In response to a question asked, Mrs Langstaff responded on progress with discussions with Lloyds Bank in respect of the impact of a merger on the bank loan. It was noted that the bank had not come to a final decision on the way forward.

4.1.2) Value for Money Report 2014-15: The report was considered. The potential impact of the merger consultation and area reviews on renewal of contracts was raised. It was confirmed that no long term contracts would be entered into until the outcomes were known.

4.2) **Draft Annual Report and Financial Statements to 31st July 2015**

4.2.1) Draft Annual Report and Financial Statements: Mrs Langstaff spoke to the report sent with the agenda and drew attention to the variances with the Management Accounts to 31st July 2015. It was confirmed that the accounts had been audited and no changes to the figures were anticipated. The financial health grading of satisfactory and how this would move back to good was queried. An explanation was provided.

Governors questioned whether 24+ loans income was included within tuition fees and Mrs Langstaff was asked to check back with the 'Casterbridge template' as to whether they should be shown separately. The breakdown of debtors was queried and Mrs Langstaff was asked to provide detail. In response to a question raised it was confirmed that the FRS 17 note would be completed in the final report. Governors asked Mrs Langstaff to report on these matters at the 14th December Corporation meeting.

Actions Finance Manager

4.2.2) Student Union Fund: The SU Fund accounts were considered. It was noted that the Instrument and Articles required that the accounts be presented to governors and this had been delegated to the committee.

4.3) **EFA Annual Financial Health Assessment**

The letter from the EFA confirming the financial health of the college over the three years to July 2017 was noted.

4.4) **Monthly Report to 31st October 2015**

Mrs Langstaff spoke to the report. Levels of 'High Needs' funding and the number of students being supported were discussed. Governors asked for an updated to be provided when the final numbers were known. **Action Finance Manager.**

The variances on teaching and support staff pay costs were queried and an explanation provided. Student numbers and retention data were discussed.

Non pay expenditure was considered. Governors asked for more detail to be provided in future reports for the Endeavour Faculty expenditure including 24+ loans. **Action Finance Manager.**

Governors asked for the SSAP 24 and FRS 17 figures to be updated to link with the July accounts. **Action Finance Manager.**

The report was accepted for report to the Corporation.

4.5) **Policy Reviews**

4.5.1) Fraud, Bribery and Whistleblowing Policy: It was noted that the policy had been updated to reflect current staffing structures. Governors questioned the lack of a definition for fraud. A discussion followed and Mrs Grove was asked to ascertain the general legal definition and for this to be included in the policy. With this amendment it was agreed to recommend the policy to the Corporation. **Action Clerk**

4.5.2) Student Support Grant Policy: The policy was considered. Governors asked for the action to be taken if a student did not attend to be clarified. **Action Finance Manager.** Governors queried how students could access emergency grants. They also asked how grants were promoted to students. Explanations were provided.

5) **Due Diligence Reports**

5.1) **Financial Due Diligence Reports**: The report and its findings on Stockton Sixth Form College were discussed. Each of the RAG rated issues and implications were considered. The finding of audit reports that controls were in place but could be strengthened to facilitate the management of risk was discussed in the context of how this should be addressed. It was agreed that a request should be made to see the reports and the matter should be brought to the attention of the shadow board should a decision be made to proceed with merger. **Action Finance Manager**

The condition of buildings and use of EFA grants was discussed. Mrs Langstaff advised that there were no issues around further funding being needed for urgent repairs. It was noted that Mr Zoryk had already been asked to make enquires about building conditions.

5.2) **Legal Due Diligence Reports**: The key issues were discussed with particular reference to potential contamination risks. Governors asked Mr Zoryk to make enquiries of SSFC and seek assurance that an asbestos register is in place and up to date.

Action Assistant Principal

Discussion moved on to the report on Prior Pursglove College and the omission of any reference to the campus being shared with Askham Bryan College. It was confirmed that Eversheds had been advised of the basis of sharing and had received copies of the leases, sub-leases and licences which they had originally drawn up. Governors considered that whilst there was minimal risk associated with the shared campus this should be drawn to the attention of SSFC Governors. **Action Clerk.**

6) **Personnel**

The report was discussed. Progress on national pay negotiations was noted.

Mrs Burton reported on staffing needs following the first student census returns date.

The impact of under recruitment and the level of pay and non-pay savings needed for September 2016 were discussed. The added complication of the Area Reviews was

raised and it was noted that this could provide an opportunity for growth. Governors asked to be kept informed of progress with the curriculum audit and for a report to be given at the next meeting. **Action Principal**

Staff attendance rates and the levels and types of absence were discussed in the context of the increased number of staff self-disclosures following the introduction of 'return to work' interviews. Governors asked for volume statistics to be provided on return to work interviews. **Action Principal**. It was noted that benchmarking data was available from the Association of Colleges. It was agreed that it was not required as it covered all colleges rather than sixth form colleges.

Staff equality and diversity statistics were considered.

The amendments to the Recruitment of Ex-offenders Policy were approved.

7) **Estates**

7.1) **Property Strategy**: Mr Zoryk spoke to the papers sent with the agenda. The expected criteria for the next round of capital improvement grants were considered. It was noted that the legionella risk assessment had been carried out and the report was awaited. Governors asked for this to be subject of a report at the next meeting or earlier if any health and safety issues were raised. **Action Assistant Principal**.

7.2) **Energy Usage and Carbon Footprint Report**: The report was discussed.

Mr Groves left the meeting at 8.02pm.

8) **Annual Reports Other**

The Data Protection and Freedom of Information annual reports were considered.

9) **Any Other Business**

There was no additional business.

10) **Date and Time of Next Meeting**

This was confirmed as Monday 7th March 2016 starting at 6.00pm.

11) **Publication of Documents**

11.1) **Review of 2014-15 Confidential Documents**: The proposals on publication were agreed.

11.2) **Meeting Documents for Publication**: It was agreed to publish the minutes, progress on outstanding action points. The Monthly Report to 31st October 2015 will automatically be published with the audited accounts.

The meeting closed at 8.07pm.