

**Minutes of the Meeting of the Resources Committee held on Wednesday
17th September 2014, 6.00pm, The Conference Room**

Present: Mrs C Craster (Chair), Mrs J Burton, Mr G Downs (Vice Chair), Mr C Groves

In Attendance: Mrs E Grove (Clerk), Mr M Loftus (Acting Assistant Principal, Finance)

Meeting quorate

80% attendance

1) **Appointment of Chair and Vice Chair**

It was agreed that Mrs Craster and Mr Downs would act as Chair and Vice Chair respectively with their appointments to be formalised at the next meeting of the Corporation.

2) **Apologies for Absence**

Dr Gavens. Mrs Grove informed the meeting that Dr Lofthouse had resigned from the Corporation and would not, therefore, be joining the committee.

3) **Minutes**

3.1) Personnel and Remuneration, 21st May 2014: The minutes were agreed and signed as a true record.

3.2) Buildings and Estates, 2nd June 2014: There being no member of the former committee at the meeting, it was agreed that the minutes should go to the Corporation for approval.

3.3) Finance, 26th June 2014: The minutes were agreed and signed as a true record.

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

It was noted that the draft Staff Development Policy will be brought to the November meeting **Action Assistant Principal Curriculum and Guidance**.

The draft guidelines on senior post-holder remuneration will be taken to the Remuneration Committee **Action Clerk**

Mr Loftus advised that the Askham Bryan College (ABC) recharge had been revisited. He declared an interest as he had undertaken some work with ABC. It was explained that the methodology of the recharge was formula driven and had been agreed by both colleges. The recharge for 2014/15 showed a significant increase and this was being considered by ABC.

5) **Finance**

The Monthly Report to 31st July 2014 which showed the unaudited year end position of the college was discussed. It was noted that a verbal report had been made at the September Corporation meeting.

Mr Loftus explained the impact of the FRS17 pension provision on the year end surplus. It was noted that the college's bank and the EFA discounted FRS 17 when reviewing year end.

The main variances in the accounts, KPIs and cash flow forecast were outlined and considered.

Mr Loftus advised that he will be including the financial performance of each faculty in future reports.

Mrs Burton provided a brief update on student recruitment and the forecast impact on income. A discussion followed. Numbers and impact on funding will be updated following the first census return to the Education Funding Agency (EFA). **Action APF**

Mrs Burton reported that the teaching and support staff unions had reached an agreement with the Sixth Form Colleges' Association on a 1% cost of living increase effective from 1st September 2014. It was confirmed that this had been agreed within the budget and, therefore, payment could be made provided this process complied with the

Financial Regulations **Action APF**. Any payment to senior post-holders and the Clerk should be discussed by the remuneration committee. **Action Clerk**

6) **Estates**

6.1) Cyclic Maintenance Report to 30th September 2014: Mrs Burton explained that the former Buildings and Estates committee had asked for the report. It was noted that cyclic maintenance checks were being carried out in a timely manner and no issues had been identified.

6.2) Capital Project Progress Report: Progress with the Coverdale Project and returns to the EFA was reviewed. Governors were assured that the full BCIF grant would be expended by 31st March 2015. A further report will be made at the next meeting.

Discussion moved on to the frequency of reporting on Estates matters. It was agreed that cyclic and property maintenance should be an annual report in the summer term with the proviso that any urgent or significant matters should be taken direct to the Corporation as a health and safety matter. **Action Assistant Principal Resources (APR)/Clerk**

7) **HR/Personnel**

Mrs Burton spoke to the report. Discussion focussed on current and future staffing needs. Governors queried progress on replacement of the AP Finance role. Mrs Burton provided an update at it was noted that a joint advert will be placed with Stockton Sixth Form College.

Overall staff attendance rates were discussed.

The results of the staff survey were discussed. The negativity towards the Senior Leadership Team following the Ofsted Report was discussed. Mrs Burton was questioned and she informed the meeting she had raised the key issues of criticism of SLT, communication channels and feeling undervalued with staff at the start of term.

7.1) Retirement Policy: The draft policy was discussed in the context of compliance with the Employment Equality (Age) Regulations, Equality Act and abolition of the default retirement age. It was confirmed that the draft policy had been discussed by the Joint Consultative Committee (JCC). It was agreed to adopt the policy.

7.2) Maternity Policy: The draft maternity policy was considered and adopted. The change in Support Staff maternity pay arrangements bringing them into line with Teaching Staff arrangements, which had been agreed nationally through the SFCA and Support Staff Unions was considered and adopted.

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

Confirmed as Thursday 20th November 2014 starting at 6.00pm.

9) **Any Other Business**

9.1) College Credit Card: The need to cancel the college credit card following the retirement of the APF was raised and discussed. The use and control over credit cards was discussed. It was agreed that a new card should be applied for in the name of the APR subject to his agreement.

9.2) Bank Mandates and Signatories: The need to change the bank mandates following changes in the SLT was raised and discussed. It was agreed that the VP and APF should be removed as signatories immediately and new mandates signed for each of the college's banks. It was noted a further amendment will be needed when the vacant Finance post has been filled.

10) **Publication of Documents**

10.1) Review of 2013/14 confidential items: It was agreed that the confidential items relating to the Coverdale project should be released for publication when the project is fully completed.

10.2) Publication of meeting documents: It was agreed to publish all documents except the draft minutes of the Buildings and Estates Committee pending approval by the Corporation, the July Monthly Report (which will be published with audited accounts), the Personnel Report and Coverdale Project Report.

The meeting closed at 7.34pm.