

**Minutes of the Meeting of the Resources Committee held on Thursday 15<sup>th</sup> January 2015, 6.00pm, The Conference Room, Prior Pursglove College**

**Present:** Mrs C Craster (Chair), Mrs J Burton, Mr G Downs, Dr P Gavens, Mr C Groves

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

*Meeting quorate*

*100% attendance rate.*

Ms Langstaff was welcomed to her first meeting of the committee.

1) **Apologies for Absence**

There were no apologies.

2) **Minutes of the Meeting of 20<sup>th</sup> November 2014**

The minutes were agreed and signed as a true record.

3) **Matters Arising and Progress on action points**

Progress with action points was discussed. It was noted that it was unlikely that a response to the BCIF grant application would be received before the March meeting. Progress with the Leisure Ltd hire agreement was considered. Mr Downs declared an interest as he worked for Punch Robson, the college's advisers on the matter. He advised that he had no involvement with the matter which was being dealt with by a different office and department. Mr Zoryk confirmed that there were no VAT implications for the college associated with the hiring. Mrs Burton advised that she had signed the agreement.

4) **Finance**

4.1) **Monthly Report to 30<sup>th</sup> November 2014:** Ms Langstaff spoke to the report. Student numbers had not been updated. It was explained that previous reports had detailed student bodies only and these numbers did not link directly to funding received. A discussion followed and it was agreed that it would be of greater benefit for student data to be linked into funding in future reports. It was confirmed that trends would still be seen. Governors asked for the December Report to include data in the new format. Mrs Burton confirmed this would be done. **Action Principal/Finance Manager.** Governors questioned why the revised forecast for the full year had still not been completed. It was explained that the impact of Phase 2 staffing reductions was uncertain. Governors asked for forecast figures to be provided as soon as possible. **Action Principal/Finance Manager.**

4.2) **Three Year Forecasts and Budget for 2015-16**

4.2.1) **2015-16 Budget timetable:** The proposed budget timetable which also included key risk management dates was considered. It was noted that a date for the Strategic Planning Conference would be confirmed once the outcome of the college's awaited re-inspection was known. This was accepted. The timetable was considered achievable and was approved.

4.2.2) **Funding Levels and Financial Targets 2015-16 initial discussion:** A paper was tabled setting out student enrolments from different schools over the past three years and projecting forward to 2018-19. The impact of under recruitment was discussed. Prudent forecasting for 2015-16 and beyond was being undertaken. Mrs Burton was questioned about the actions being taken to improve enrolment levels and progression rates into the second year of study. Recruitment levels from certain schools were queried and discussed. Governors were advised that more liaison work was being undertaken with Faculty staff going into schools. Further targeted marketing will be undertaken following the outcome of the imminent re-inspection.

Governors asked for financial targets to be built into the revised forecasts for consideration at the March meeting. **Action Principal/Finance Manager.**

4.3) **Annual Reports and Policy Reviews:** Ms Langstaff took governors through the proposed amendments to the financial regulations and the reasons for them. It was noted that the 'Whistleblowing Policy had been updated to reflect current legislation. Following discussion, the amendments were approved.

4.4) **Grants and Projects**

4.4.1) Capital Projects inc BCIF – Coverdale Phase 2: Mr Zoryk confirmed that the Coverdale Phase 1 BCIF grant would be fully expended by 31<sup>st</sup> March 2015. There was nothing to report on Phase 2 which would be dependent on the outcome of the recent grant application.

4.4.2) Revenue Projects: There were no revenue projects to report on,

5) **Personnel**

5.1) Personnel Report: Mrs Burton spoke to the report and brought governors up to date on progress with the Faculty Manager, Deputy Faculty Manager and support staff restructure. Consultation on teaching staff reductions will start as soon as Phase 1 is concluded. The current level of overstaffing was outlined. It was confirmed that the curriculum audit continued to be updated as staff came forward for voluntary redundancy or to drop hours. An outline of the dismissal process including appeals was given following questions raised by governors.

The nationally agreed new performance management pay framework for teachers was considered. It was confirmed that unions had consulted with staff at a national level and the framework had been accepted. The timescales for implementation were briefly discussed. Mrs Burton was asked to bring a more detailed paper to the summer meeting. Governors could then see the financial impact before making a decision on adopting the framework. **Action Principal.**

5.2) Staff Code of Conduct: The proposed amendments were considered. It was questioned whether the Code needed to be approved by the Corporation. Mrs Grove advised that it was a requirement within the Instrument and Articles and responsibility had not been delegated down to the Resources Committee. It was agreed to recommend the revised code to the Corporation for approval.

6) **Any Other Business**

An updated college data dashboard including KAG3 outcomes, attendance and retention data was tabled. Attendance rates at AS and A2 were red. Governors were informed that the initial targets had not taken account of cumulative attendance rates and the targets were in effect unachievable. A discussion followed. Governors stated that a consistent realistic method for target setting and reporting on attendance must be achieved. It was considered that 'in-month' targets were needed. Governors asked the Senior Leadership to review the current method and report back. **Action Principal/SLT.**

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

This was confirmed as Thursday 5<sup>th</sup> March 2015 starting at 6.00pm.

8) **Publication of Documents**

The minutes, budget timetable and final version of the financial regulations were approved for publication. The November Monthly Report will be published with the audited annual accounts.

The meeting closed at 7.25pm.