

**Minutes of the Meeting of the Resources Committee held on Monday 22<sup>nd</sup> June 2015, 6.00pm, The Conference Room, Prior Pursglove College**

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

**In Attendance:** Mrs E Grove (Clerk), Ms S Langstaff (Finance Manager)

*Meeting quorate*

*100% attendance*

1) **Apologies for Absence**

There were no apologies for absence.

2) **Minutes of the Meeting of Monday 9<sup>th</sup> March 2015**

The minutes were agreed and signed as a true record.

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

3.1) Student Attendance data: The request from the committee to have monthly student attendance data was discussed. It was agreed that monthly attendance data would be provided from the start of the 2015-16 academic year. **Action Principal**

3.2) Bank Loan and impact on cash flow: Ms Langstaff informed members that the savings made, which had not been fully identified at the last meeting, meant that the minimum cash levels in year would be above the amount of the loan. Ms Langstaff was asked to send the information out to governors. **Action FM**

4) **Finance**

4.1) **Monthly Report to 31<sup>st</sup> May 2015**: Ms Langstaff spoke to the report sent with the agenda. The impact of cost savings and improved outturn for the year were discussed. In response to a question raised about the presentation of the accounts, it was agreed to use powerpoint at the next meeting and for Ms Langstaff to give a short training session on key sections of the accounts. **Action FM**

4.2) **Key Financial Indicators Dashboard**: The data provided by the Education Funding Agency (EFA) was discussed. The data clearly showed the higher than average level of work carried out with higher needs students and higher level of Skills Funding Agency (SFA) activity. The financial health bar charts were discussed. The factors contributing to the scoring of health grades was queried and an explanation provided.

4.3) **Draft Budget 2015-16 and Three Year Financial Forecasts 2015 – 2018**

Items 4.3.1 to 4.3.5 were discussed together. It was confirmed that EFA and SFA income for 2015-16 had been confirmed. In response to a question raised an explanation of 'Exceptional items' was provided. The significant improvement in outturn for the current financial year and impact across the forecasts was discussed. Forecast student numbers, the college's maximum capacity and demographic trends were discussed.

Proposed capital expenditure in 2015-16 and across the forecasts was discussed. The reason for the drop in the training budget was questioned and explained. The committee asked Ms Langstaff to see if information was available on the level of budget set by other sixth form colleges. **Action FM**

Discussion moved to the balance sheet projections, financial ratios and health scores. The health score, satisfactory, was considered to be appropriate.

It was agreed to recommend the budget including capital expenditure programme for 2015-16, three year forecasts and health scores to the Corporation.

4.4) **Grants and Projects** (standing item)

4.4.1) Capital Projects including BCIF: It was confirmed that the Phase 1 Coverdale Project had been completed and the BCIF grant fully expended by 31<sup>st</sup> March 2015. The funding bid for Phase 2 had not been successful.

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

5) **Personnel**

5.1) **Personnel Report:** The report sent with the agenda was discussed. It was confirmed that both phases of the restructure were complete. The headline staff attendance rates were discussed with particular reference to absences caused by stress. Absence rates for non-sickness related reasons were discussed. It was noted that the Senior Leadership Team would be reviewing the Leave of Absence Policy.

5.1.1) **Involvement of Governors in the Vice Principal's Appraisal:** The proposal to continue to have a governor involved in the Vice Principal's appraisal, although it was no longer a senior post-holder position was discussed. It was agreed that this practice should continue. Suggestions as to who should be involved were put forward and Mrs Grove was asked to follow them up. **Action Clerk.** It was agreed that the appraisal should take place early in the autumn term ie after the summer examination results.

5.1.2) **Amended Adoption Leave Policy:** Amendments to the Shared Parental Leave, Parental Leave, Paternity Leave and Adoption Leave policies were considered. The specific amendment to the Adoption Leave policy which ensured fair treatment for support staff was considered. The small cost of implementing the policy was noted. It was agreed to approve the amendment.

5.2) **New Teachers' Pay Structure:** Mrs Burton gave a presentation on the new pay structure which had been approved nationally between the Sixth Form Colleges' Association and Teacher Unions. A discussion took place. It was confirmed that the structure was linked to performance management. The potential costs to the college were discussed. It was noted that the average cost across the sector had been projected to be £18k. SLT modelling of costs for Prior Pursglove College over a four year period was Year 1 £4290, Year 2 £5429, Year 3 £12936, Year 4 £15464. After further discussion it was agreed to recommend to the Corporation that the new framework be adopted.

6) **Estates**

The update to the Property Strategy was considered. The continuing strategy to bid for EFA grants to support projects for the kitchens, Pursglove Centre, Waterhouse and Coverdale buildings was supported. The upgrade to showers in the Pursglove Centre to reduce health and safety issues was discussed. Mrs Burton was asked to ascertain and advise governors on the costs of the work as quickly as possible. **Action Principal**

7) **Any Other Business**

There was no business other than that on the agenda.

8) **2015-16 Meeting Schedule**

The following dates were agreed with a 6.00pm start time: Monday 21<sup>st</sup> September, Thursday 19<sup>th</sup> November, Monday 7<sup>th</sup> March, Monday 25<sup>th</sup> April, Monday 27<sup>th</sup> June.

9) **Publication of Documents**

It was agreed to publish the minutes and progress on action points paper.

Mrs Grove left the meeting at 7.42 pm. Mr Groves acted as Clerk

10) **Senior Post-holder and Clerk's Reviews**

A discussion took place and it was agreed to hold a further meeting immediately prior to the September Corporation meeting in order to take a recommendation to that meeting.

The meeting closed at 7.50pm.