

OLDHAM COLLEGE

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 21 March 2017

Present:	Members:	Tim Mitchell	Governor (Chair)
		Kashif Ashraf	Governor
		Alun Francis	Governor (Principal)
		Alexandra Gardiner	Governor
		Laura Smart	Governor
	Officers:	Janet Frost	Clerk to the Corporation
		Allan Tyrer	Interim Director of Finance
		Debra Woodruff	Deputy Principal
		Ian Nuttall	Campus Manager
	Apologies:	Abdul Alim	External Member
		Riaz Ahmad	Governor

40/16 **Apologies for Absence**

Apologies for absence were received and accepted from Riaz Ahmad and Abdul Alim.

41/16 **Declaration of Conflicts of Interest**

All members and officers present declared that they had no interests, personal, fiduciary, or otherwise in any item on the open agenda for the meeting.

42/16 **Permission for Officers of the Organisation to be Present**

Permission was given for officers to remain in the meeting

43/16 **Minutes of the Previous Meeting held 22 November 2016.**

The minutes of the previous meeting held 22 November 2016 had been circulated to members prior to the meeting for their consideration.

It was **RESOLVED** that the minutes as presented reflected a true record of the meeting and were approved and signed by the Chair as a correct record.

44/16 **Matters arising from the minutes of the previous meeting**

Min 33/16 – Sale of Grand Piano

It was reported that no VAT had been payable on the sale of the piano.

45/16 **Rolling Action List Update**

i. **22 November 2016 Min 29/16 - Risk Management Report**

Present the Risk Management Register at the next Resources Committee in March 2017.

It was **RESOLVED** that following discussion at the current meeting this action was complete.

ii. **22 November 2016 Min 29/16 - Budget Review and Update on Financial Plan incorporating Management Accounts October 2016**

Requested that a copy of the October 2016 accounts be made available at the Special Meeting of the Corporation being held on 28 November 2016.

It was **RESOLVED** that this action was complete.

- iii. **22 November 2016 Min 32/16 - Fees Policy 2017/18**
The Fees Policy to be recommended for approval to the Full Corporation at its December 2016 meeting
It was **RESOLVED** that this action was complete.
- iv. **22 November 2016 Min 34/16 - Review of Financial Regulations**
The Financial Regulations to be recommended for approval to the Full Corporation at its December 2016 meeting.
It was **RESOLVED** that this action was complete.

A change to the sequence of reporting was requested, Item 11 Health and Safety Update report to be taken in advance of Item 7.

It was **RESOLVED** that the change to the sequence of reporting was accepted by members.

46/16

Health and Safety update (Item 11)

A report that updated members on Health and Safety management matters had previously been circulated to members for consideration. The Campus Manager summarised key points of the report and drew members attention to the following:-

- There had been no RIDDOR reportable incidents in the reporting period (August 2016 – March 2017)
- The highest number of accidents (6) had occurred in Building A and within the grounds. It was reported that there were no patterns to these accidents
- Increased security measures have been installed on campus and the college is working closely with Oldham Council to increase awareness of counter terrorism
- An audit of the CCTV has been completed and actions implemented
- The fire evacuation routes have been reaffirmed across campus
- Six certificated evac-chairs have been purchased and staff will be trained in their use
- Noted that H&S inspection is yet to be completed for the Grange and fire risk assessment is yet to be completed for Butterflies. It was reported that these would be completed imminently
- Reported that internal auditors RSM UK Ltd had highlighted a number of concerns as part of the Facilities Management audit relating to compliance with the asbestos policy. The Campus Manager advised of the measures that had now been put in place to rectify the position. A member asked how compliance will be monitored and it was reported that the Risk Management Group will continue to monitor to ensure all actions have been completed.

The Chair thanked the Campus Manager for his report.

It was **RESOLVED** that members noted the report.

47/16

Financial Plan incorporating Management Accounts for January 2017 (Item 7)

47/16.1 Financial Recovery Plan

A copy of the latest draft of the Financial Recovery Plan had previously been circulated to members for consideration and comment. The Director of Finance drew members' attention to the key points of the report, namely that:

- by re-engineering the plan and considering the curriculum needs a more efficient model is being developed
- an integrated business review process has been introduced for each faculty, sector and support area
- the business review process will generate sufficient cash to cover loan commitments, refresh essential equipment and return the college to 'good' financial health status by the end of 2018/19.

In discussion the Director of Finance drew members' attention to each of the income streams and the forecast assumptions. In addition, it was reported that investigation into options that would improve the overdraft position were being explored and this was supported by members, reflecting that this would also assist to improve the financial rating.

The Chair proposed that the Task Group, agreed at Full Corporation, be convened as soon as possible to interrogate the data in more detail and this was supported by members.

It was **RESOLVED** that members noted the report and requested that the Task Group be convened as early as possible to interrogate the data in more detail.

47/16.2 Management Accounts as at 31 January 2017 (Item 7)

A report detailing the management accounts as at 31 January 2017 had been prepared by the Director of Finance and previously circulated to members for consideration. The Director of Finance summarised the key points:-

- the projected outturn is to return the College's financial health rating to satisfactory by 31 July 2017
- pay costs take account of projected savings from the recent restructure
- further savings are being identified to reduce non pay costs
- the projection for the adult budget at year end showed that there is £84k of starts that are planned but have not yet started
- noted that to date £305k capital funding has been spent, with £14k committed and £51k authorised through the business review process. The budget is £350k and therefore any overspend will be vired from the income and expenditure budget.

Members noted the report and the Chair requested that at the next meeting a breakdown of the apprenticeship budget be presented to members.

It was **RESOLVED** that the Committee accept the summary for the management accounts for the six months to January 2017.

47/16 Treasury Position and Cash Flow (Item 8)

A report detailing the cash and treasury position of the College had been prepared by the Director of Finance and previously circulated to members for consideration and information.

The Director of Finance informed members of the cash position as at 28 February 2017 for each loan and overdraft / cash balance. A discussion took place and the following points were highlighted:

- The two loan facilities with Santander were noted
- The overdraft position was reported and members were advised that the low point on the overdraft remains April 2017 however this has slightly improved since the report was written with £700k headroom now projected at April
- The current balance and forecast sheet for the year end was noted.

A member asked if the retention on Building B had yet been paid and it was reported that it had not yet been paid however there was an allowance in the cash flow position.

It was **RESOLVED** that members noted the report as presented and endorsed the current position.

48/16 Pay Award 2016/17 (Item 9)

The Principal reported that due to the financial situation the college finds itself in it is prudent not to award a general pay award this academic year 2016/17, however all due increments will be made.

The Principal added that extra benefits are given to staff e.g. extra closure days at Christmas.

It was **RESOLVED** that members supported the proposal and recommended no general pay award this academic year 2016/17 to the Full Corporation at its next meeting.

49/16 Risk Register (Item 10)

A copy the Risk Register was circulated to members for their consideration. The Director of Finance drew members attentions to the changes in the report since it was last reported:-

- additional risk relating to the FE Commissioners actions and merger discussions
- additional risk added to cover the management of asbestos throughout the estate

- a number of risks relating to HE had been added.

Members discussed the register and requested that the Task Group consider the key risks as part of its remit.

It was **RESOLVED** that members noted the report as presented.

50/16

Scheme of Delegation (Item 12)

A copy of the Scheme of Delegation had previously been circulated to members for consideration and comment. The Clerk advised that the C&Q Committee had requested reference to the Principal's responsibility for ensuring quality is achieved and this would be added to the document for completeness. No further amendments were requested.

It was **RESOLVED** that the Scheme of Delegation be updated to include reference to the Principal's responsibility for ensuring quality is achieved, and presented to the next Full Corporation for approval.

51/16

51/16.1 Contracts over £30k (Item 13)

None reported.

51/16.2 Alumni Project

The Principal updated members on an Alumni Project that could improve recruitment numbers for September. Members discussed the benefits of such a scheme and supported the investment of £20k. It was **RESOLVED** that members supported the Alumni Project at a cost of £20k.

51/16.2 Vocational Scholarships

The Principal asked members to consider ways in which prospective students could be incentivised to come to the College and a 'technical scholarship scheme' was proposed. A broad discussion took place and a number of ideas were suggested. It was agreed that a detailed report be presented to the next meeting for members' consideration on the viability and delivery of a vocational scholarship. It was **RESOLVED** that a detailed report on 'technical scholarships' be presented to the next meeting.

52/16

Deviation to Resources Workplan 2016/17 (Item 14)

The Workplan for 2016/17 had previously been circulated to members for consideration. The Clerk advised members that there was one change to the planned reporting sequence related to the Bad Debt report which had been presented at the November 2016 meeting.

It was **RESOLVED** that members noted the revised Workplan.

53/16

Any other business

None reported.

54/16

Dates of future meetings for 2016/17

Tuesday 6 June 2017, 5.00pm – 7.00pm

Meeting finished at 6.40pm

**The Oldham College Corporation
Rolling Action List – Resources Committee**

Meeting Date(s) & Item No.	Rolling Action List	Actioner	Reported as Completed at meeting of
4 10 16 Min 14/16 22 11 16 26/16	<u>Risk Management Report</u> Present the Risk management Register at the next Resources Committee in March 2017	Director of Finance	21 03 17 Min 45/16 (i)
22 11 16 Min 29/16	<u>Budget Review and Update on Financial Plan incorporating Management Accounts October 2016</u> Requested that a copy of the October 2016 accounts be made available at the Special Meeting of the Corporation being held on 28 November 2016.	Director of Finance	21 03 17 Min 45/16 (ii)
22 11 16 Min 32/16	<u>Fees Policy 2017/18</u> The Fees Policy to be recommended for approval to the Full Corporation at its December 2016 meeting	Director of Finance	Full Corp 13 12 16 Min 29/16
22 11 16 Min 34/16	<u>Review of Financial Regulations</u> The Financial Regulations to be recommended for approval to the Full Corporation at its December 2016 meeting	Director of Finance	Full Corp 13 12 16 Min 29/16
21 03 17 Min 47/16.1	<u>Financial Recover Plan</u> The Corporation Task Group be convened as early as possible to interrogate the financial data in more detail.	Director of Finance	
21 03 17 Min 48/16	<u>Pay award 2016/17</u> The recommendation for no general pay award this academic year 2016/17 to be reported to the Full Corporation for approval.	Director of Finance	
21 03 17 Min 50/16	<u>Scheme of Delegation</u> The Scheme of Delegation be updated to include reference to the Principal's responsibility for ensuring quality is achieved and presented to the next Full Corporation for approval.	Director of Finance	
21 03 17 Min 51/16.2	<u>Vocational Scholarships</u> A report be presented to the next Resources Committee on the viability and delivery of a vocational scholarship.	Director of Finance	