

OLDHAM COLLEGE

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 6 March 2018

Present:	Members:	Raiz Ahmad	Governor (Chair)
		Kashif Ashraf	Governor
		Graham Fleming	External Member
		Alun Francis	Governor (Principal)
		Richard Guy	Governor
	Officers:	Janet Frost	Clerk to the Corporation
		Rebecca Johnson	Asst. Director of Finance
		Allan Tyrer	Interim Director of Finance
		Debra Woodruff	Deputy Principal
	Apologies:	Laura Smart	Governor
		Sohail Siddique	Student Governor

20/17 **Apologies for Absence**

An apology for absence had been received from Laura Smart and Sohail Siddique.

21/17 **Declaration of Conflicts of Interest**

There were declarations of interest reported.

22/17 **Permission for Officers of the Organisation to be Present**

Permission was given for officers to remain in the meeting

23/17 **Minutes of the Previous Meeting held 28 November 2018.**

The minutes of the previous meeting held 28 November 2018 had been circulated to members prior to the meeting for their consideration.

It was **RESOLVED** that the minutes of the meeting be approved and signed by the Chair as a correct record of the meeting.

24/17 **Matters arising from the minutes of the previous meeting**

There were no matters arising.

25/17 **Rolling Action List Update**

1. 28 November 2017 Min 28/17 - Management Accounts October 2017

A report be presented to the next meeting on the impact of the marketing campaigns that had taken place since the summer 2017.

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

2. 28 November 2017 Min 30/17 - Equality and Diversity Staff Data 2016/17

Comparable data be sought from neighbouring colleges to determine trends/ concerns and report on this to the Resources Committee in June 2018.

It was **RESOLVED** that this action was not yet complete.

3. 28 November 2017 Min 32/17 - Risk Register

Include a risk relating to governance

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

4. 28 November 2017 Min 33/17 - Financial Regulations

Present to the Full Corporation at its December meeting for approval.
It was **RESOLVED** that this action was complete.

5. 28 November 2017 Min 34/17 - College Staff Annual pay Review

Recommend to the Full Corporation that a 1% pay-rise is given for all staff from the 1st January 2018, and that all staff receive a minimum pay rise of £250 per annum, with the additional guarantee that all staff, with exception of apprentices, are paid as a minimum the living wage hourly rate
It was **RESOLVED** that this action was complete.

The Chair proposed a change to the sequence of reporting with Item 14 Health and Safety Update, Item 13 Gender Pay Gap and Item 9 Marketing and Recruitment Update be taken in advance of Item 7.

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

5.05pm – Ian Nuttall, Campus Manager joined the meeting

26/17

Health and Safety Report (Item 14)

A report had previously been circulated to members that provided an update on health and safety management for the period 1st August to 31st January 2018. The Campus Manager introduced the report and drew member's attention to key points within the it. In summary:-

- Oldham Council has carried out a College Health & Safety Audit and the outcome identified the College as 'good'. Members asked what actions had taken place to improve the grade. The Campus Manager reported that a detailed action plan had been produced and would be monitored by the H&S Group.
- Noted that Health and Safety Policy was reviewed in February 2017 and updated again January 2018
- Reported that Risk Assessments are stored on the SharePoint system. High priority focus is placed on areas of significant risk.
- Noted that the College is obtaining membership of CLEAPSS, an advisory service providing support in science and technology for a consortium of local authorities and their schools, including establishments for pupils with special needs. This will provide us with model Risk and COSHH assessments, Element hazards and method statements as well as providing a telephone helpline. The cost of this is already included in the OMBC S.L.A.
- **Training** - The current compliance rate for smartlog is 86%. This is below the expected target of 90%. The inclusion of training into the appraisal form has identified staff who still have outstanding training
- **Evacuation** - The college has now purchased additional Evacuation chairs to allow a safe evacuation of disabled students and staff
- **Accident Statistics** – reported that there have been 41 accidents in the first 6 months of this year compared to 46 accidents in the whole of 2016/17. Analysis of the accidents have taken place and there are no patterns emerging. A member observed that the number of staff having accidents is disproportionate to students and asked for reasons for this. In response the campus manager reported that they have evidence to show that staff are more likely to report than students
- There has been 2 **RIDDOR** reportable accidents in 2017-18 to date compared to 1 the previous year and details of each were noted

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The Chair thanked the Campus Manager for his report.
It was **RESOLVED** that the report as presented was noted.

5.15pm – Ian Nuttall, Campus Manager left the meeting
5.15pm – Pamela Cowen, Head of HR joined the meeting

27/17

Gender Pay Gap Reporting 2017 (Item 13)

A report had previously been circulated to members that detailed the summary data relating to Gender Pay Gap reporting for the College. The Head of HR summarised the key points of the report:-

- the Gender Pay Gap data must be published by 30th March 2018
- the data to be published for the College shows that the mean gender pay gap across the college is 10.41%. In response to a member's question the Head of HR explained that this is due to the large number of part time female employees and a higher number of female employees in the lower quartile occupations
- Noted that an Equal Pay Audit is to be completed and once available will be published with the Gender Pay Gap report.

Members considered the report and requested that the report clearly states that the College is committed to ensuring all employees are paid fairly and equally for their contribution to the organisation.

It was agreed that an additional statement should be included in the report that demonstrates the college's commitment to a clear and transparent pay framework, with pay-scales applied to posts, irrespective of whether the post is held by a man or a women.

It was **RESOLVED** that members noted the report and its content and requested that it be amended with an additional statement that demonstrates the college's commitment to a clear and transparent pay framework prior to inclusion on the website.

5.30pm – Pamela Cowen, Head of HR left the meeting
5.30pm – Heather Green, Vice Principal joined the meeting
5.30pm - Kashif Ashraf joined the meeting

28/17

Marketing and Recruitment Update (Item 9)

The Vice Principal provided members with an update on the progress of the implementation of the College Marketing Strategy following the appointment of Kenyon's the marketing consultants.

The Vice Principal advised that Kenyon's are leading on strategy and planning and social media management, whilst the internal team has merged with the recruitment function to provide events management, PR and internal communications and website maintenance.

The report provided data on learner numbers and the Vice Principal summarised the key points:-

- In 2017/18 the College retained 25% of the market share of 16-18 year olds and continue to recruit the most disadvantaged learners in Oldham.
- The proportion of learners entering with at least 5 A*-C (4-9) GCSE's has remained low at 13%,
- The recruitment of school leavers for 2018/19 is currently better than last year's performance, there have been 1306 applications compared to 1049 last year. The conversion rate from application to offer has improved from 49% last year to 61% in 2017/18
- Apprenticeship starts year to date are below target and lower than the same point last year, this reflects the national position, due to uncertainty of the employer levy changes

- UCO recruitment was challenging last year as a result of restrictions on the provision being on UCAS, this has now been resolved. This year there have been 30 more applications than the same time last year

Q

In discussion, members asked what the priorities are up to the end of the academic year and it was reported that the conversion of offers to enrolment, progression of learners and the maximisation of apprenticeship recruitment were the focus up to September.

A member asked for a breakdown of the levy and non-levy employer data for apprenticeships It was **RESOLVED** that:-

- members noted the report as presented
- a breakdown of the levy and non-levy employer data for apprenticeships be provided to the next meeting.

5.40pm – Heather Green, Vice Principal left the meeting

29/17

Principal's Report (Item 8)

The Principal provided a summary update on a number of strategic areas, including:-

- Strategic College Improvement Fund – successful bid for £158,000 of which £40k is match. A detailed work plan has been produced and reports will be scrutinised at the Curriculum and Quality Committee
- Opportunity Area has allocated £124k to the College. This will provide activities linked to the Oldham Pledge (mainly enrichment) until summer 2019.
- GM UTC – currently waiting on lease arrangements – issue is with the DFE.
- Futsal Centre – lease needs extending with Oldham Council.
- City in the Community – the College has an option to bid, with City in the Community as partner, and Oldham Athletic – for Community Asset Transfer.
- Skills Capital Bid – Noted that Adrian Mitchell is working with Allan Tyrer to develop a strong proposal. The deadline for submission is end of March.
- Noted that the College caterers have had a very unsatisfactory environmental health report. The College is seeking legal advice on termination of the contract.
- Noted that a new performance management system as part of the SCIF proposal is being considered and this will be allied with strengthening of HR function. It was reported that an interim appointment to oversee the implementation of a new system and review of the wider function was being explored.

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

30/17

Financial Plan incorporating Management Accounts for January 2018 (Item 8)

A copy of the management accounts for the period ending 31st January 2018 had previously been circulated to members for consideration. The Director of Finance drew members' attention to the FE Commissioner benchmarks that showed the progress the College is making to achieve a satisfactory rating by year end.

The Director of Finance continued and advised:-

- The EBITDA (earnings before interest, tax and depreciation) for the six months is £1,095k (budget £997k), which is slightly ahead of expectations
- Income for 16-18 year-old students, 19+ learners on continuing programmes and high needs learners is based on a lagged funding model and therefore the income is secure as an allocation from the ESFA. The actual in-year learner numbers affects next year's allocation and the impact will be factored into the 18/19 budgeting process.
- The 19+ ASB forecast for the year has been boosted by the inclusion of £26k relating to 16/17 income not accounted for last year.
- The roll in numbers and starts for apprenticeships has been positive

- HE recruitment has been close to target and enrolled numbers are ahead of last year. If all students are retained this will generate over £3.75m
- There are minor concerns that some projected Grant and Project income will not be fully achieved and a prudent reduction in outturn has been included in the forecast. It is anticipated that the shortfall will be made up as the year progresses
- Advanced Learner Loans are currently behind target and the predicted outturn reduced accordingly
- It is currently forecast that Tuition fees income will fall short of target by £29k (December forecast £48K)

A member referred to the 16-18 faculty data and asked how the shortfall in numbers is being managed. In response members were advised that the shortfall in 16-18 numbers has resulted in most areas not reaching their income targets, however as this is lagged funding, the income is still received and the 'unearned' amount is included in a cost centre referred to as 'contingency'. The shortfall will be reflected in next year's contract and sufficient efficiency savings are already being identified as part of the 2018/19 budget process. Q

It was **RESOLVED** that members received the management accounts as at January 2018 and noted the position.

31/17 Treasury Position and Cash Flow (Item 10)

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 Assistant Director of Finance presented the report advising members of the cash position as at 31 January 2018 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 including the current position on the accounts
- The overdraft position was reported and members were advised that the low point on the overdraft continues to be in April 2018 and is in line with the ESFA forecast model.
- The current balance and forecast sheet for the year end was noted

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

32/17 UCO Restructure (Item 11)

The Director of Finance had previously circulated a report to members that updated them on the restructuring work at UCO. The Director of Finance advised that in light of the low contribution levels at UCO, the senior team had established a Task Group and were carrying out an extensive review of operations at UCO that will include the management structure and teaching structures. It was noted that the proposed changes have the potential to produce annual savings of £210k from September 2018 onwards.

It was **RESOLVED** that members received the report and noted the work that is taking place on the restructure at UCO.

33/17 HE Fees and Access Agreement 2019/20 (Item 12)

A report had previously been circulated that provided members with the proposed fee structure for UCO for 2019/20.

The Director of Finance advised that the current fee is set at £7,500 per year for full time courses, with part time fees calculated on a pro rata basis. He advised that after considering local competitors it was proposed that the fees for 2019/20 remain at £7,500 per annum, pro rata for part times courses, with the right to charge a higher fee of £8,000 for any courses that are expensive to run.

It was also noted that the College has completed an Access Agreement and submitted it to OFFA (the Office for Fair Access) stating that fees will be up to a maximum of £9,000 and this was supported by members.

It was **RESOLVED** that:-

- (i) Members approved the fees for 2019/20 at £7,500 per annum, pro rata for part times courses, with the right to charge a higher fee of £8,000 for any courses that are expensive to run.
- (ii) Members noted that the College had completed an Access Agreement and submitted it to OFFA (the Office for Fair Access) stating that fees will be up to a maximum of £9,000.

34/17 Contracts over £30k (Item 15)

The Director of Finance reported that since the last meeting one new contract had been entered into over £30k with Softcat Campus licences for the sum of £53,328.

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

35/17 Workplan 2017/18 and Commentary on Changes (Item 16)

A copy of the Workplan for 2017/18 including changes to the reporting sequence for the current meeting was presented to members for consideration. Members noted the additional reports that had been discussed at the current meeting which included Principal’s Report, UCO Fees 2019/20 and UCO Restructure Report.

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

36/17 Any Other Business

None reported

37/17 Dates of future meetings for 2017/18

Tuesday 5 June 2018 (Meeting to take place 5.00pm – 7.00pm)

Meeting finished at 6.15pm

**Oldham College Corporation
Rolling Action List – Resources Committee 6 March 2018**

Meeting Date(s) & Item No.	Rolling Action List	Actioner	Reported as Completed at meeting of
28 11 17 Min 28/17	<u>Management Accounts October 2017</u> A report be presented to the next meeting on the impact of the marketing campaigns that had taken place since the summer 2017.	Principal	06 03 18 Min 28/17
28 11 17 Min 30/17 06 03 18 Min 25/17 (ii)	<u>Equality and Diversity Staff Data 2016/17</u> Comparable data be sought from neighbouring colleges to determine trends/ concerns and report on this to the Resources Committee in June 2018.	Head of HR	

28 11 17 Min 32/17	<u>Risk Register</u> Include a risk relating to governance	Director of Finance	Audit 08 03 18
28 11 17 Min 33/17	<u>Financial Regulations</u> Present to the Full Corporation at its December meeting for approval.	Director of Finance	Full Corp 18 12 17
28 11 17 Min 34/17	<u>College Staff Annual pay Review</u> Recommend to the Full Corporation that a 1% pay-rise is given for all staff from the 1 st January 2018, and that all staff receive a minimum pay rise of £250 per annum, with the additional guarantee that all staff, with exception of apprentices, are paid as a minimum the living wage hourly rate	Director of Finance	Full Corp 18 12 17
06 03 18 Min 22/17	<u>Gender Pay Gap</u> Amend the report with an additional statement that demonstrates the college's commitment to a clear and transparent pay framework prior to inclusion on the website.	Head of HR	
06 03 18 Min 28/17	<u>Marketing and Recruitment</u> A breakdown of the levy and non-levy employer data for apprenticeships be provided to the next meeting.	Deputy Principal	