

**OLDHAM COLLEGE**

**RESOURCES COMMITTEE**

**Minutes of the meeting held on Tuesday 5 March 2019**

<b>Present:</b>	<b>Members:</b>	Riaz Ahmad Graham Bradbury Alun Francis Sue Kershaw Katrina Hann	Governor (Chair) Staff Governor Governor (Principal) Governor Independent Member
	<b>Officers:</b>	Janet Frost Rebecca Johnson Allan Tyrer Debra Woodruff Gill Ellis Anna Lambert	Clerk to the Corporation Asst. Director of Finance Finance Director Deputy Principal Interim HR Director (part) Head of Marketing (part)
	<b>Apologies:</b>	Jonathan Edwards Richard Guy	Governor Governor

**40/18**      **Welcome and Apologies for Absence**

The Chair welcomed Sue Kershaw and Katrina Hann to their first Resources Committee. An apology for absence had been received and accepted from Jonathan Edwards and Richard Guy.

**41/18**      **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 agenda.

**42/18**      At this juncture the Chair requested Item 16 – Presentation on Policy updates and Item 12 – Marketing Update to be taken next on the agenda.

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

**43/18**      **HR Policies – Presentation (Item 16)**

Gill Ellis, Interim HR Director updated members on work that had taken place to review a number of HR policies including; Disciplinary and Grievance, Supporting Colleague Attendance (Sickness) and Probation and Capability.

GE presented the proposed changes in each policy that were currently being consulted on with staff and unions. She added that the proposed changes had considered legislative changes and taken into account current research relating to sickness absence and managing disciplinary and grievance matters.

A governor asked where mediation fits into the process and would it be offered at the informal stages. GE replied that if the college considers mediation to be an option it actively uses it.

Governors noted the proposed changes and requested feedback from the consultation process.

The Chair thanked GE for her presentation.

**C**

**Gill Ellis retired from the meeting at 5.10pm**

**44/18      Marketing Update – Presentation (Item 12)**

Anna Lambert, Head of Marketing provided members with a presentation that updated them on the new website for Oldham College and UCO and showed members how prospective students and parents can navigate the site to find the right course and relevant information. She advised that there is ongoing discussions with Kenyon's regarding the work they had been commissioned to complete to seek the best way to deliver further website improvements and search functionality.

AL advised that the summer recruitment plan had been agreed and there is ongoing work to develop a comprehensive employer campaign.

Members discussed the website and observed that it was essential that potential students could easily source the data they required that would lead them to enrolling at the college. The Chair thanked AL for her report.

**C**

**Anna Lambert retired from the meeting at 5.25pm**

**45/18      Minutes of the Previous Meeting held 4 December 2019.**

The minutes of the previous meeting held 4 December 2019 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.

**46/18      Matters arising from the minutes of the previous meeting**

There were no matters arising.

**47/18      Rolling Action List Update**

**1. 18 December 2019 Min 29/18 - Treasury Position and Cash Flow**

Circulate the December management accounts once finalised.

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

**2. 18 December 2019 Min 34 /18 - Financial Regulations**

Present to the Full Corporation at its December meeting for approval.

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

**48/18      Principal's Update (Item 7)**

The Principal presented his report and highlighted key areas as follows:-

- There had been a number of visits and key meetings that the Principal had attended since the previous meeting including; a visit by David Russell from the Education and Training Foundation who met with staff involved in Teaching for Distinction and a meeting between the Principal and Richard Atkins, FE Commissioner on the 1<sup>st</sup> March. Both were positive meetings.
- Members were informed that the FE Commissioner's team would attend the College on 6<sup>th</sup> March to review the progress achieved on its financial position and quality outcomes
- Noted that there was a planned visit from North Hertfordshire College on 18 March and Angela Rayner, Shadow Secretary of State for Education on 28 March
- Reported that work continues on agreeing terms on the lease for the UTC
- Awaiting feedback on the Skills Capital Bid from GMCA and it is anticipated that this should be received imminently.

- Members were advised that the lack of sports facilities continues to be a problem for curriculum and community use and meetings are continuing regarding Futsal. However the issue with the football pitches remains.

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

49/18

#### **Management Accounts for January 2019 (Item 8)**

A copy of the management accounts up to January 2019 had been circulated to members prior to the meeting. The Finance Director drew members attention to the following key points:-

- The EBITDA (earnings before interest, tax and depreciation) for the six months is £881k (budget £949k), slightly below expectations
- The UCO financial position shows a steadily improving position, however the contribution is below departmental targets. The enrolled numbers are ahead of last year and should they be retained will generate £3.923m (2017/18 £3.656m)
- Noted that 19+ AEB, Apprenticeships and grant income are each on track to achieve the predicted outturn. Whilst tuition fees are forecast to achieve £20k less than forecast.
- 16-18, EFA adult income and High Needs Element 2 income are each on lagged funding and therefore the income is secure
- Salary cost for the year to date are slightly below budget by £15k, but are forecast to be slightly above budget by year-end. Part of the additional cost relates to a cost originally budgeted in non-pay costs being added to payroll
- Non pay costs are forecast to be just over budget but include the additional maths income.

The Finance Director presented the contribution analysis report that showed the targeted contribution rate by faculty and compared the figures to the latest forecast for the year. It was reported that the main shortfall was in income in the faculties that relate to 16-18 income as this is paid on a lagged funding basis, whilst the faculty contributions reflect the shortfall, the college overall figures include the contracted amount for 2018/19.

In discussion, a member asked what incentive there is for staff to maintain the budget position and the Finance Director gave an example where UCO would only receive additional funding if higher numbers were achieved. Q

A further question was asked regarding accuracy of predicting outturn figures and the Finance Director explained the business review process and timeliness of these meetings. Q

The Finance Director drew members attention to the cashflow report advising that the greatest use of the overdraft facility will be in April 2019.

It was **RESOLVED** that members received the management accounts as at January 2019 and noted the position.

50/18

#### **Treasury Position and Cash Flow (Item 9)**

A report detailing the cash and treasury position of the College had been prepared by the Assistant 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 22 February 2019 for each loan and overdraft / cash balance. A discussion took place and the following points were highlighted:

- The college continues to monitor the cash balance daily
- The greatest use of the overdraft facility will be in April 2019 when there will be £1,859k headroom (2017/18 £1,350 headroom)
- The current budget and forecast balance sheet for the year end indicate a cash position of approximately £1,259K which is £60k below the ESFA forecast model
- The College is not in breach of any of the revised loan covenants

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

**51/18**      **Business Planning Timeline (Item 10)**

The Deputy Principal provided a report to members that updated them on the proposed approach to curriculum and financial planning in 2019/20 and the key timescales that will culminate in the production of the College Integrated Delivery Plan for 2019/20. Members noted the report.

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

**52/13**      **Estates Masterplan Update – Presentation (Item 11)**

The Finance Director updated members on the estate masterplan and construction skills centre. He presented a number of slides that pictorially showed the proposal and the process that had been undertaken and progress since the last meeting. Governors discussed the proposed build and layout and asked how the decision had been made to invest in the construction faculty. The Principal reported that the decision had been driven by the GMCA, the local authority and the college with consideration given to the growth sectors, demands of the faculty and poor condition of the existing teaching space.

The timeline for build and decanting of staff/classrooms was reported and it identified that there was 16 moves across campus that had to be managed.

Further questions were raised regarding the bidding process of the Capital Skills Funding and members were advised that the college were in the process of submitting its final information to GMCA.

It was reported that the outcome of the application should be known in time for the next meeting.

The Chair thanked the Finance Director for his report.

**53/18**      **Risk Management Register (Item 13)**

A copy of the Risk register had previously been circulated to members for consideration. The Finance Director reported that the key operational risks had been updated since the previous meeting and the mitigated risk scores adjusted to reflect the current position. A member observed that with the uncertainty around the pension increases on salaries, should this be reflected as a risk within the register. The Finance Director responded that the cost to the college could be £300k approximately (figure not yet determined). He agreed to add a line to the register to ensure the risk is regularly reviewed.

It was **RESOLVED** that members noted the Risk Management Register as presented.

**54/18**      **Health and Safety (Item 14)**

A report that updated members on health and safety matters had previously been circulated to members for consideration and comment. The Finance Director summarised the key points from the report:-

- In the reporting period (1 August 2018 to 16 January 2019) there had been 35 accidents recorded (36 2017/18)
- There had been two RIDDOR reported incidents and members noted the details of each
- A tannoy system will be installed imminently. This will allow communication to all buildings together or select a single building to broadcast to
- There have been five reported fire alarm activations during 2018/ 2019
- Noted that GDPR has been added to the staff training programme

Members noted the report.

It was **RESOLVED** that members received the report and noted the actions taken to ensure the college is compliant with all health and safety related matters.

**55/18**      **Oldham College and UCO Equality and Diversity Staff and Student Annual Report (Item 15)**

The Deputy Principal had previously circulated the E&D Staff and Student Annual Report for 2018/19 to members for consideration. The Deputy Principal reported that it showed the colleges commitment to promoting equality and reducing education inequalities, and sets out how the college has fulfilled its responsibilities arising from the Equality Act 2010, both to students and as an employer.

The report included overviews of the colleges role and aims, and of Oldham's diverse population and education challenges and also lists the new Equality Objectives that have been adopted.

Members noted the report and the progress being achieved in reducing inequalities for staff and students and supported the proposed actions and priorities for the next 12 months.

It was **RESOLVED** that members received the report and noted the progress being achieved in reducing inequalities for the colleges staff and students.

**56/18**      **OfS Monitoring Return (Item 17)**

Members were advised that the Access Agreement and Student Premium Funding, 2017-18 Monitoring Form had been submitted to OfS on 23 January 2019. A copy of the document was circulated to members for information.

It was **RESOLVED** that members noted the report and content of the Monitoring Form.

**57/18**      **Contracts over £30k (Item 18)**

The Finance Director had previously circulated a report that detailed contracts awarded over £30k since the last meeting. In summary two contracts had been entered into; Softcat Campus licences and Tribal EBS. Members noted the contract sums for each.

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

**58/18**      **Workplan 2018/19 and Commentary on Changes (Item 19)**

A copy of the Workplan for 2018/19/18 including changes to the reporting sequence for the current meeting was presented to members for consideration. Members noted the changes to the workplan.

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

**59/18**      **Any Other Business**

None reported

**60/18**      **Dates of future meetings for 2018/19**

4 June 2019

**Meeting finished at 6.45pm**

**Rolling Action List – Resources Committee 5 March 2019**

Meeting Date(s) & Item No.	Rolling Action List	Actioner	Reported as Completed at meeting of
18 12 18 Min 29/18	<b><u>Treasury Position and Cash Flow</u></b> Circulate the December management accounts once finalised	Finance Director	5 03 19 Min 47/18.1
18 12 18 Min 34/18	<b><u>Financial Regulations</u></b> Present to the Full Corporation at its December meeting for approval	Finance Director	5 03 19 Min 47/18.2