

**OLDHAM COLLEGE**

**RESOURCES COMMITTEE**

**Minutes of the meeting held on Tuesday 13 October 2020**

<b>Present:</b>	<b>Members:</b>	Sue Kershaw	Governor (Chair)
		Graham Bradbury	Governor
		Shauna Dixon	Governor
		Alun Francis	Governor (Principal)
		Jonathan Edwards	Governor
		Andrew Swain	Associate Member
	<b>Officers:</b>	Janet Frost	Clerk to the Corporation
		Rebecca Johnson	Asst. Director of Finance
		Allan Tyrer	Finance Director
		Cath Inchbold	Capital Project Manager
		Josie Elson	HR Director
	<b>Apologies:</b>	None	

**1/20**

**Election of Chair**

The Clerk reported that as this was the first Resources Committee meeting of the new academic year, members were required to elect a Chair and Vice Chair of the committee for 2020/2021.

The Clerk invited nominations for Chair for 2020/2021 and Sue Kershaw was nominated by Jonathan Edwards and this was seconded by Shauna Dixon.

**Election of Vice Chair:**

The Chair asked for nominations for Vice Chair and Shauna Dixon nominated Andrew Swain and this was seconded by Jonathan Edwards.

It was **RESOLVED** that:-

- (a) Sue Kershaw be appointed as Chair for the academic year 2020/21 and,
- (b) Andrew Swain be appointed Vice Chair for the academic year 2020/21.

**Sue Kershaw took the Chair**

**2/20**

**Apologies for Absence**

None received all members were present.

**3/20**

**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.

**4/20**

**Minutes of the Previous Meeting held 2 June 2020.**

The minutes of the previous meeting held 2 June 2020 had been circulated to members prior to the meeting for their consideration.

It was **RESOLVED** that members confirmed the minutes reflected an accurate record of the meeting and were approved by the members present.

**5/20**      **Matters Arising from the Previous Minutes**

None reported

**6/20**      **Rolling Action List Update**

**(i) 2 June 2020 Min 49/19(i) – Funding Presentation**

A presentation be delivered at the October 2020 Resources Committee to explain further the complexities of apprenticeship funding. Deferred to December 2020 meeting

It was **RESOLVED** that this item was not complete.

**(ii) 2 June 2020 Min 52/19i - Grievance Procedure**

Grievance Procedure to be presented to the June 2020 Corporation meeting (subject to any final amendments being received from the Unions).

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

**(iii) 2 June 2020 Min 52/19ii – Disciplinary Policy and Procedure**

Disciplinary Policy and Procedure to be presented to the Corporation at its June 2020 meeting (subject to the final version being made available).

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

**(iv) 2 June 2020 Min 52/19iii – Probationary Policy**

Draft policy to be presented to the October 2020 Resources Committee

It was **RESOLVED** that this item was not complete.

**(v) 2 June 2020 Min 54/19 - Draft Budget 2020/21**

(i) Members recommended approval of the Budget for 2020/21 to the Corporation at its June 2020 meeting

(ii) monthly budget reports are presented to the Chair of the Committee and Chair of the Corporation

(iii) Costs related to the implementation of social distancing measures are included in the plan.

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

**(vi) 2 June 2019 Min 58/19 – Scheme of Delegation**

Scheme of Delegation to be presented for approval to the Corporation at its June 2020 meeting.

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

**7/20**      The Chair proposed a change to the sequence of reporting with Item 16 – Equality and Diversity Annual Report including E&D Policy, Item 17.1 Grievance Procedure and Item 17.2 Disciplinary Procedure being taken in advance of Item 7.

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

**8/20**      **Equality and Diversity Annual Report 2019/20 (Item 16)**

The HR Director had previously circulated for consideration by members the Equality and Diversity Staff Data and Student Data report for 2019/20. She advised that the report showed the College's commitment to promoting equality and reducing education inequalities, and set out how the College had fulfilled its responsibilities arising from the Equality Act 2010, for students and as an employer.

The HR Director added that the report also set out how the College had demonstrated the stated equality and diversity aims and objectives and highlighted new challenges, advised of future areas for development and demonstrated its approach to inclusion.

The HR Director informed members in previous years the College had provided sector data for benchmarking purposes. However the DfE wound up its contract with the Education and Training Foundation (ETF) to provide the Staff Individual Record (SIR) service in 2019 and there was currently no alternative benchmarking service available to the FE sector. The DfE was developing its own workforce survey which would be discretionary for 2020/21 and mandatory in 2021/22.

The HR Director drew member's attention to the following key points within the report:-  
Staff:

- The proportion of staff reporting as white British is 64.35% (2019, 79.8%).
- The data showed only 2% of employees with a disability. However it was reported previously the College's Equality Monitoring form did not have the 'prefer not to say' option for disability and there is a possibility that some staff who have stated 'No' may have a disability but prefer not to disclose. The new iTrent system will provide the further option of 'prefer not to say' and in future years the college will monitor how many people have chosen not to disclose
- The majority of the workforce (77%) are aged between 31-60 and distribution between the three age sub groups of 31-40, 41-50 and 51-60 is evenly spread.

The Principal reported the college was looking at ways to address issues around equality and diversity, including race, and also other forms of equality in terms of learners, staff and the college as a whole. He advised conversations were planned with two colleges, Cheshire and Blackburn, to form a network to share practice and ideas.

The HR Director referred to the Staff E&D Action Plan adding this would be updated in light of the work with Cheshire and Blackburn.

**Students:**

- Participation of BAME residents has gradually increased from 45% to 50% over the last 3 years, reflecting the changes in the local school age population.
- Reported the percentage of learners from disadvantaged postcodes has increased from a 3 year static 60% to 69% in 2019/20. 16-18 achievement of learners from a disadvantaged postcode is +1% compared to those not from disadvantaged postcodes.
- Noted that 16-18 year old learners who received Free School Meals achieved at a slightly higher rate than those that have not, currently at a 3% differential.
- There was a positive 3% differential for Learners in Care in this age range and this differential was even greater for the Adult AEB cohort at +6%.

A member asked what level do students enter the college at and it was reported the majority of full time learners enter with low prior achievement with only 12% in 2019 entering with the equivalent of 5 good GCSE's. However despite this 31% of learners were studying at L3 or above, and college achievement rates were at or above the national rate. The Principal added that 25% of 16-18 students are identified as being at risk on entry (AROE) by their school due to attendance and/or behaviour and therefore a great deal of work takes place with these students around retention and achievement. Q

A member observed that whilst the achievement of AROE was 6% lower than the college's overall position, great strides were taking place to improve this position. C

Equality and Diversity Policy – the Policy had been circulated to members prior to the meeting for their consideration and comment. The HR Director advised the policy applied to governors, staff, students, visitors and contractors. Members reviewed the policy and approved with no further changes.

The Chair thanked the HR Director for her presentation.

It was **RESOLVED** that:-

- (i) members received the report as presented
- (ii) approved the Equality and Diversity Policy.

### 9/20 **Grievance Procedure (Item 17.1)**

A copy of the updated Grievance Procedure had previously been circulated to members for their consideration.

The HR Director reported the key changes to the procedure reflecting the aim was to seek resolution through informal routes such as mediation. A member asked how managers are being updated on the revised procedure and the HR Director explained that training would be put in place to ensure those managers responsible for implementing the procedure were skilled in mediation and able to effectively apply the procedure. In addition HR staff will be available to guide and steer managers where necessary. Q

It was **RESOLVED** that members approved the Grievance Procedure as presented.

### 10/20 **Disciplinary Policy and Procedure (Item 17.2)**

A copy of the updated Disciplinary Policy and Procedure had previously been circulated to members for their consideration.

The HR Director reported the revised Disciplinary Policy and Procedure was more straightforward and easy to understand than the previous version and kept the Probationary Procedure separate.

A member asked how the college ensures staff were sufficiently trained to implement the policy and was advised briefing sessions have been delivered to senior staff and webinars have been produced so staff can refer back to these if required. Q

It was **RESOLVED** that members approved the Disciplinary Policy and Procedure as presented.

## 5.20pm Josie Elson retired from the meeting

### 11/20 **Construction Centre Project Update (Item 12)**

A report had previously been circulated that provided members with an update on the progress with the College's Construction Skills Centre and detailed the current key issues, risks and actions required to ensure progress.

Cath Inchbold, Project Manager, introduced the report. The key points reported included:-

- The project has continued to progress throughout lockdown and is ahead of programme by four weeks
- The College is reviewing its programme and match funding allocations with GMCA
- The property related legal charges were executed in July 2020
- The GMCA changed the project intervention rate from 77.5% to 100% in July 2020 and a deed to govern this was executed by the College.

- Noted the works to take place throughout October which will see the facing of brickwork, the continuation of internal M&E on both floors, internal partitions fitted and cladding to the north elevation
- Site operatives continue to maintain social distancing and a temperature reader has been installed in the site offices to allow all visitors to sign in and record their temperatures and consideration is being given to installing a thermal imaging camera on the site compound to detect any abnormal temperatures
- The biggest supply chain issue to date has been with the roofing and glazing contractors who have reported delays obtaining glass for the roof lights and curtain walling. It was reported Willmott Dixon are working with the supply chain to mitigate the delays and will install temporary measures (temporary protection, heating and lighting) in order to proceed with follow on trades as planned and not impact the overall programme
- Spend to September 2020 by Willmott Dixon was £3,967,750 on a contract sum of £7,121,988.89
- It was reported the planned social benefit programme had been curtailed due to coronavirus but progress had now been made to adapt the original offer. This has included offering training opportunities on 'in-house' courses to the College Facilities team which will continue where appropriate, developing a Virtual Work experience week which we will be delivering to students on construction related courses, delivering industry talks to students at both craft and professional level, on site Work experience placements are being offered.

A member asked if there had been any Covid related instances to report and was advised two days had been lost on site due to a worker testing positive and the resultant deep clean that therefore had to take place. Q

A further question was asked relating to the college's contribution to the scheme and if the college was holding this funding due to the upfront payments by GMCA. In reply the Finance Director reported this was the case and referred to the cashflow report where this could be demonstrated. Q

The Principal provided an update on the handover of the Bronte and Bevan and the move into the UTC advising that as planned the UTC building would revert to the College at the end of October with moves by staff taking place early November.

A governor observed there may be a risk to the timeline of moving staff from the old buildings to the new should key staff such as those from the IT department go off sick and asked what contingency plans were in place. In reply the Finance Director reported plans had been considered and would be implemented should the need arise.

The Chair thanked the Project Manager for her report.

**12/20**

**Principal's Update (Item 7)**

The Principal's Report had previously been circulated to members for their consideration prior to the meeting. The Principal guided members through the report and highlighted key areas as follows:-

- The final financial return to the ESFA presents an out-turn for 2019-20 which if agreed will result in a "good" financial health assessment. The Chair added this was excellent news
- Reported the College had received £842k from the Government's capital investment in colleges fund. He advised this money has to be spend by March 31<sup>st</sup> 2021 and can be used on a matched funded basis to address estates and ICT issues.

- Noted income for this year was almost as planned, with 16-18 and adult as expected, and adult and higher education very close to the adjusted targets. He updated members on the announcement of a new “Lifetime Guarantee” for all adults seeking to do a Level 3 qualification, which goes live in March 2021, advising that it opens the prospect of growing a significant adult programme in Oldham.
- **Estates – see minute 11/20**
- Covid – Safe College – It was reported a significant investment of time and funding has been made in ensuring the College is secure, including enhanced hygiene and social distancing measures. Investment in additional laptops and ICT infrastructure to support remote learning has also been a priority since September to ensure staff and students have the necessary equipment to teach and learn.
- Marketing and Recruitment continues to be a priority with the latest Virtual Open Day taking place on Saturday 3<sup>rd</sup> October.
- Noted T Levels Launch event involving Oldham schools was planned for 21<sup>st</sup> October 2020.
- National Colleges Week – Reported that governor Lorna Unwin would be talking at an Association of Colleges debate on 22<sup>nd</sup> October. 2020
- The College is continuing to reform and update policies, and is investing in its “Trusted Leadership” programme with senior and middle managers which is being received well by staff.

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

**13/20**

**Management Accounts to the Year Ended 31<sup>st</sup> July 2020 (Item 8)**

A report detailing the draft management accounts for 2019/20 had been prepared by the Finance Director and previously circulated to members for consideration. He advised that the EBITDA for the year was £2.4k (budget £2,5k) with the deficit reflecting the anticipated EBITDA as a result of the College closure due to Covid. It was reported the College had experienced a deficit of £118k against budget, but a £350k shortfall against the last pre Covid year end forecast which had been partially offset by savings in costs.

The Finance Director was pleased to report the financial position moved the College to ‘good’. The Chair added that this was an excellent achievement against a backdrop of an extremely difficult year and thanked the Finance Team for their relentless effort in improving the financial position.

The Finance Director continued and summarised the key points from the report. In summary:-

- Income for 16-18 year-old students, 19+ learners on continuing programmes and high needs learners was based on a lagged funding model and the indication from the ESFA was that grants would be received in full
- Apprenticeships – reported the pre-lockdown predictions would not be achieved and a shortfall of £236k had been allowed for in the outturn figure
- Income from fees and full cost courses were below expectations for the year
- Salary costs were above budget by £124. It was reported the majority of catering staff that had been TUPE’d over to the College from its contractor, following the contractors decision to revoke the contract had been furloughed and this was likely to continue until commencement of the new term
- It was reported the shutdown of college had produced a net saving of £1133k in non pay costs

In discussion a member asked if there was any indication of starts improving for apprenticeships and the Deputy Principal advised the construction and hair and beauty industries were showing limited numbers.

Q

Clarity was sought on the retention numbers for 16-18 for 2020/21 and was advised the situation is being closely monitored with at risk students identified and actions taking place to improve their attendance. The critical date was day 42. Report to next meeting.

It was recognised that whilst some staff had had to be furloughed, if the staff member had skills that could be utilised elsewhere in the College this approach should be taken. The Finance Director added the furlough costs in September was £8.5k

It was **RESOLVED** that:-

- (i) Member's noted the College's financial health status had improved to 'good' 31<sup>st</sup> July 2020, and
- (ii) Members received the management accounts as at 31 July 2020 and presented them for approval to the Full Corporation at its October 2020 meeting.

**14/20**

#### **ESFA Two Year Financial Plan 2019-2021 (Item 9)**

A copy of the two year financial plan for year ending July 2021 had previously been circulated to members for information. The Finance Director reported the College's recent financial performance had been improving, with steadily increasing cash balances and a positive trading position. He added that whilst the COVID-19 situation was likely to impact negatively on the trading position the cash balances would continue to rise.

In discussion a member asked where the greatest risks were and was advised the largest impact had been on forecast apprenticeship out-turn in 2019/20 which had been reduced by £200k at the year end. In addition there were income reductions in for Full Cost courses, Catering, Futsal, Theatre and Hair Salon income. C

A governor asked how financial planning was being managed for 2020/21 and was advised that whilst the situation remains considerably more uncertain it is likely that the macroeconomic picture will be one of recession in the short-term. The plan presented has been designed to consider the likelihood of decreases in income in affected areas, particularly in apprenticeship delivery, HE income, commercial income and fee income. The Finance Director reported a revised curriculum plan, taking account of estimated COVID-19-induced delivery reductions had been produced and would form the basis for income estimates where appropriate. It was noted minimal reduction in cost had also been assumed to keep cost structures in place. Q

A member asked if there was additional funding from other sources being identified and the Principal advised of the potential funding for the training of unemployed adding that at this stage it was only speculative. Q

Member's noted the report.

It was **RESOLVED** that:-

- (i) Members received the report and adopted the two-year plan as reported, and
- (ii) Recommended approval to the Full Corporation.

**15/20**

#### **UCO Financial Performance 2019/20 and Plan for 2020/21 (Item 10.1)**

A report had previously been circulated that provided members with the 2019/20 financial outturn for UCO compared to the previous three years and the budget for 2020/21.

The Finance Director reported the actual income fell £230k below finance departmental target, however savings made within the cost base delivered a contribution of £633k (budget £537k) which was an improving position compared to the previous year.

It was reported the budget for 2020/21 was based on limited growth and the curriculum planning and applications to date suggest that a reduction in numbers is likely.

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

**16/20**      **UCO Bursary 2020/21 (Item 10.2)**

A report prepared by the Finance Director explaining the bursary process for 2019/20 and the proposal for 2020/21 had previously been circulated to members for consideration. The Finance Director reported the proposal aligned the offer the bursary to the requirements of the APP and the use of the funds would be targeted to meet the APP priorities. A member asked if the UCO hardship fund would also be offered to eligible students and the Finance Director confirmed that the support would be available. Members considered the proposal and confirmed their approval to the changes as reported. It was **RESOLVED** that members approved the bursary proposal for 2020/21 as presented.

**17/20**      **Treasury Position and Cash Flow (Item 11)**

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 31 July 2020 for each loan and overdraft / cash balance.

The Assistant Finance Director drew members' attention to the following:-

- It was reported that the greatest use of the overdraft facility will be in April 2021 when there will be £2,788k headroom (2019/20 £1,716k)
- The current budget and forecast balance sheet for the year-end indicate a cash position of £1,396. This is in line with the ESFA forecast model
- It was reported the College was not in breach of any of the revised loan covenants.

A member observed that should the college have a large cash surplus at any point of the year it would be prudent to consider the impact of negative interest rates.

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

**18/20**      **Wider Estates Update (Item 13)**

The Finance Director informed members the College had benefitted from £842k capital grant monies, which were distributed as part of an initial capital investment in colleges. He explained the funds can be used on a matched funded basis to address estates and ICT issues and the Estates Team were currently prioritising works.

Members considered the plan and the following points were raised:-

- Whilst colleges await the announcement on FE investment by government the package of projects identified can be delivered either together or in parts depending on the funding available
- Noted that confirmation on the requirements of the matched funding was outstanding

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

**19/20**      **Risk Management Register (Item 14)**

A copy of the Risk Management Register had previously been circulated to members for consideration. The Finance Director reported that the key operational risks had been updated and the mitigated risk scores adjusted to reflect the current position. It was **RESOLVED** that members noted the Risk Management Register as presented.

**20/20**

**Health and Safety Annual Report 2019/20 inc. Health and Safety Policy**

The Annual Health and Safety Report for 2019/20 had been prepared by the Finance Director and previously circulated to members for consideration and information.

The Finance Director presented the report advising that the document outlined the progress on the College health and safety management programme in 2019/20 and he summarised the key points within the report.

- An annual review of the health and safety policy had been conducted and copy was provided to members for review
- The report summarised the health and safety and regulatory compliance at Oldham College, and the resultant corrective actions taken including the statistics collected from College reactive and active monitoring processes and procedures during the year commencing September 2019 to August 2020.
- It was reported that due to Covid 19 pandemic and the resulting lockdown of the College the accident statistics would not compare accurately to the previous year because of the reduced number of people on site during that period. Members were informed that for the previous 6 months the main focus of facilities management team had been to ensure that the College was COVID safe and able to open for business.
- Accidents and Incidents – from September 2019 to August 2020 there had been 94 reported accidents/incidents. Of these 36 were reported as non-accidents (ill health or illness e.g. headaches, nausea or vomiting etc.) and a further 11 were reported as other kind of accidents (e.g. seizures, ill health etc.).
- Therefore 47 recorded accidents would be categorised as non-campus related which equates to 54% of all the accidents reported.
- Reported there have been 37 accidents reported that relate specifically to students and examples of accidents were reported to members
- It was noted there had been two RIDDOR reportable events throughout the year
- There had been no fire incidents or environmental incidents during the reporting period

Members considered the work that had taken place directly relating to Covid to make the site safe and noted the Covid statistics as at 4 October. The Chair acknowledged that a tremendous amount of work had taken place by the Estates Team to make the site was safe for staff and students and asked for the committees thanks to be relayed to the staff.

It was **RESOLVED** that the Committee received the H&S Annual report and Policy and recommended approval to the next Full Corporation meeting in October 2020.

**21/20**

**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 with the same supplier and the details and rationale for this arrangement was provided. Members were assured the contracting arrangements were within the parameters of the Financial Regulations through the use of the exemption criteria.

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

**22/20**      **Workplan 2020/20 (Item 19)**

A copy of the Workplan for 2020/21 had previously been circulated to members for consideration and comment. Members noted the workplan and agreed that this be used as a tool to monitor the reporting sequence of activity at each meeting.

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

**23/20**      **Any Other Business**

None reported

**24/20**      **Dates of future meetings for 2019/2020**

1 December 2020

16 March 2021

15 June 2021

**Meeting finished at 6.40pm**

**Approved Date:**

**Chair's Signature:**

**Rolling Action List – Resources Committee 13 October 2020**

<b>Meeting Date(s) &amp; Item No.</b>	<b>Rolling Action List</b>	<b>Actioner</b>	<b>Reported as Completed at meeting of</b>
3 December 2019 Min 21/19 2 June 2020 Min 49/19 (i) 13 October 2020 Min 6/20 (i)	<b><u>Funding Presentation</u></b> A presentation be delivered at the October 2020 Resources Committee to explain further the complexities of apprenticeship funding	Finance Director	
2 June 2020 Min 52/19 (i)	<b><u>Grievance Procedure</u></b> to be presented to the June 2020 Corporation meeting (subject to any final amendments being received from the Unions)	HR Director	13 10 20 Min 6/20 (ii)
2 June 2020 Min 52/19 (ii)	<b><u>Disciplinary Policy and Procedure</u></b> to be presented to the Corporation at its June 2020 meeting (subject to the final version being made available).	HR Director	13 10 20 Min 6/20 (iii)
2 June 2020 Min 52/19 (iii) 13 10 20 Min 6/20 (ii)	<b><u>Probationary Policy</u></b> Draft policy to be presented to the October 2020 Resources Committee. Deferred to a future meeting	HR Director	
2 June 2020 Min 54/19	<b><u>Draft Budget 2020/21</u></b> (i) Members recommended approval of the Budget for 2020/21 to the Corporation at its June 2020 meeting (ii) monthly budget reports are presented to the Chair of the Committee and Chair of the Corporation (iii) Costs related to the implementation of social distancing measures are included in the plan.	Finance Director	13 10 20 Min 6/20 (iv)

2 June 2020 Min 58/19	<b>Scheme of Delegation</b> to be presented to the Corporation at its June 2020 meeting.	Finance Director	13 10 20 Min 6/20 (v)
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