OLDHAM COLLEGE

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 11 March 2025

Present:	**Members:**	Sue Kershaw	Governor (Chair)
		Adrian Barrass	Governor
		Jonathan Edwards	Governor
		Catalina Cenusa	Student Governor
		Mashukul Hoque	Governor
		Simon Jordan	Principal
		Danielle Vipond	Staff Governor
	Officers:	Janet Frost	Clerk to the Corporation
		Rebecca Johnson	Finance Director
		Rachel James	Deputy Principal
		Claire Symons	HR & OD Director (Part)
		Stephen Hurst	Health, Safety and Environment Manager (Part)
		Apologies:	Adrian Barrass

47/24 **Introductions and Apologies for Absence**

Apologies of absence for the meeting had been advised prior to the meeting from Adrian Barrass.
The apologies were accepted by the committee.

The Chair updated the committee on recent changes to the membership of the committee, noting Jonathan Edwards had joined the C&Q Committee and Alex Gardiner had now resigned from the Corporation.

It was further noted the Governance and Search Committee were meeting on 19 March 2025 to consider three new governors with the intention of new appointees joining the Resources Committee.

48/24 **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.

49/24 **Minutes of the Previous Meeting held 9 December 2024**

The minutes of the previous meeting held 9 December 2024 had been circulated to members prior to the meeting for their consideration.
It was **RESOLVED** that the minutes reflected a true record of the meeting.

50/24 **Matters arising from the minutes of the previous meeting**

There were no matters arising.

51/24 **<u>Rolling Action List Update</u>**

1. 9 September 2024 Min 29/24 - Business Continuity Plan

Training to be provided to departments / faculties on how to implement the disaster recovery plan for their area of business.

Report timeline for training at the next meeting

Carry out actual simulation of scenarios to support the training

Identify the priority for data reclamation

Requested the Disaster Recovery Plan be shared at the March 2025 meeting.

Noted the plan is reviewed annually (add date to plan)

It was RESOLVED this action would be carried forward to the June 2025 meeting

2. 9 September 2024 Min 35/29 - Staff Annual Pay Award 2024

A comprehensive discussion took place, resulting in the agreement to conduct a strategic review of salaries.

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

52/24 The Chair proposed a change to the sequence of reporting with the following items brought forward on the agenda:-

- Item 11 Strategic Pay Review
- Item 12 Health and Safety Mid Year Report

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

53/24 **<u>Performance Management</u>**

The HR Director Claire Symons began by updating members on the college's approach to performance management advising this is a strategic priority with the aim of clarity and consistency in the implementation of the college's approach. CS reported the PDR process was currently being redesigned following feedback from staff. It was reported the business planning process had commenced which included curriculum and workforce planning. To improve the HR service an account manager model has been implemented which would offer improved support to faculty staff and managers.

A member asked the timeline of the PDR review and it was reported staff feedback and trade union views would take place throughout April, training for staff would be provided in May to coincide with the launch of the new PDR process. This would allow PDRs to be completed before the end of term and all staff being clear on their actions for the start of the 2025-26 term. **<u>Q</u>**

Further discussion took place and a member sought assurance that there was sufficient resource within HR to deliver the model. In answer CS provided clarity on the HR team. **<u>C</u>**

A discussion ensued regarding ways in which staff are motivated and rewards provided to those staff that are performing well and conversely how the college deals with those staff not performing well. Examples of rewards and topics being considered to support staff included; teaching career pathways and extra responsibility payments.

The Chair thanked CS for her update on the performance development reviews and requested a further report be presented to the committee at its June meeting on progress being made with its implementation. **ACTION**

Strategic Pay Review

The HR Director had previously circulated a report that provided a strategic pay update with a specific focus on comparable FE salaries within Greater Manchester. The HR Director guided members through the report noting that pay across the GM FE colleges was very competitive. The report provided the 2024-25 pay awards for the GM colleges which demonstrated the variation in pay increases awarded.

The HR Director further reported the approach the college has taken to ensure salaries remain competitive and where salaries had fallen behind the steps taken to address the imbalance.

A discussion ensued and the HR Director provided clarity on the additional benefits available to staff, adding the college is always looking at new benefits and incentives to improve its offer.

The Chair thanked the HR Director for her detailed report and requested a further report be presented to the October meeting to update on recruitment and retention and current position on pay.

It was RESOLVED that governors noted the report and supported the actions being taken by management to address the imbalance of salaries across GM.

5.30pm - Claire Symons HR Director retired from the meeting

54/24 **Health and Safety Mid-Year Update (Item 12)**

A copy of the mid-year Health and Safety report had previously been circulated to members for consideration prior to the meeting. The Health, Safety and Environment Manager Stephen Hurst (SH) introduced the report advising the report provided a summary of the resultant corrective actions taken including statistics collected from College reactive and active monitoring processes and procedures during the year commencing 1st September 2024 to 28th February 2025.

SH continued and drew out key points of the report as follows:-

- There were 31 work-related accidents/incidents reported in the period, of which 23 related to students and 8 to staff
- There has been six RIDDOR incident within the timeframe reported and details of the incident was reported to members
- The highest number of accidents related to injury from sharp/coarse materials, equipment or trapped fingers (17 incidents)
- There had been no environmental incidents during the reporting period

A member sought assurance that lessons learned were disseminated as part of staff and student training and SH reported that risk assessments are carried out by faculties alongside the Health and Safety Manager to ensure staff can learn from the process and the faculty staff can then disseminate this learning to students. **C**

The Chair thanked SH for his report.

It was RESOLVED that members noted the health and safety report as presented.

5.40pm – SH retired from the meeting

55/24 **Management Accounts for January 2025 (Item 6)**

A copy of the management accounts up to 31st January 2025 and summary report detailing the learner numbers and financial summary for 2024/25 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 year was reported as £4,019k (budget £4,036k). The FD advised the ESFA had originally scheduled to provide Colleges with additional funding details on February 13, 2025, adding this was set to cover 16 to 19 funding rates and formula, in-year growth for 16 to 19 education, the post-16 budget grant, and support for providers facing increased employer National Insurance contributions. However, the announcement has been postponed until March 2025, when it will offer a comprehensive overview of funding levels. The FD continued and assured members a prudent approach continued to take place to effectively manage the finances.
- 19+ Adult Skills Budget (ASB) – Reported Adult recruitment was on target, and included additional courses planned throughout the remainder of the year noting the target would be met
- Noted Apprenticeship income YTD was slightly below budget and the current forecast was at target.
- HE recruitment was above target.
- High Needs Income – noted income earned from the delivery to Higher Needs students was forecast to exceed budget by £700k. However, this forecast included a significant retention factor based on the funding attached to each student.
- Noted Grant income has increased due to funding coming into college after the budget was set
- Pay costs – Pay cost for the period were £177k above budget and it was reported additional salary costs relating to grant income were included in the costs and income is also included accordingly. It was also noted the pay costs now include all costs awarded in January 2025 and the additional NI costs from April 2025 (the College have assumed 70% of the cost will be covered by the DfE).
- Non pay costs – reported non pay costs for the period were £15k above budget.

A discussion took place regarding the ESFA's delay in announcing additional funding details and the associated risks. While this poses some challenges for planning the next academic year, the college remains cautious and bases its plans solely on the current budget.

It was RESOLVED that members received the management accounts as at January 2025.

56/24 **<u>Treasury Position and Cash Flow</u> (Item 7)**

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

The Finance Director presented the report, advising members of the cash position as at 31 January 2025 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
- Noted that the college no longer has the overdraft facility following the reclassification of colleges
- The current budget and forecast balance sheet for the year end indicated a cash position of approximately £7,140k – this is in line with the ESFA Forecast model.

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

57/24 **<u>Capital Grants</u> (Item)**

The Finance Director had previously circulated to members for information a report detailing all capital grants received by the college up to 31 January 2025.

The FD guided members through the report and provided analysis of spend to date including how the college had benefitted from the funds and outlined the matched funding element.

A discussion ensued and the FD reported the reasoning for the current underspend on the CDI project and the FEIF project. Members noted the report as presented and the progress being made to maximise spend on each of the grant funded projects.

It was RESOLVED that members noted the report as presented.

58/24 **<u>Draft Budget Report 2025/26</u> (Item 9)**

A copy of the draft budget for 2025/26 had previously been circulated to members for consideration and comment. The FD reported that whilst the budget continues to be refined and the final report will be presented to the June meeting for approval, current indications show a positive position reflecting an 'outstanding' financial health status.

In discussion members noted the draft budget assumes the college continues to lease the business centre. The FD further reported the draft budget assumes an increase in HE income, High Needs income and Grant income.

It was RESOLVED that members noted the draft budget for 2025/26 and awaited the final report to be presented to the June 2025 Resources Committee.

59/24 **<u>UCO Report</u> (Item 10)**

A report had previously been presented to update members on the current position of Oldham College university curriculum provision and facilities. The FD reported that since the December meeting progress had been made on the following:-

- Starting to integrate current university support services and staff into the main college services
- Produce an accommodation plan that incorporates the space necessary with costings for the space required for the University Students while retaining their identity. This has included reviewing options for the Bellis Building, Campus Central and the Studio Building

In discussion members considered the timeline for completion of the options reported noting that approval by the board would be required. The FD reported a detailed report would be made available for the Corporation at its March meeting to allow discussion and approvals to be made.

It was RESOLVED that :-

(i) members noted the progress achieved to date,

(ii) noted a detailed report would be made available for the Corporation at its March meeting to allow discussion and approvals to be made.

60/24 **<u>Risk Management Register</u> (Item 13)**

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 since the previous meeting and the mitigated risk scores adjusted to reflect the current position. Members noted the changes to the report.

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

61/24 **Contracts over £30k (Item 14)**

A report had previously been circulated that detailed all contracts awarded over £30k since the previous meeting. Members noted the report as presented.

It was RESOLVED that members noted the report.

62/24 **Workplan 2024/25 (Item 15)**

A copy of the Workplan for 2024/25 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.

62/24 **Any Other Business**

None reported.

63/24 **Dates of future meetings for 2024/25**

17 June 2025

Meeting finished at 6.20pm

Signed: ………………………………………………………………………………. **Date: ……………………………………………**

Chair

Rolling Action List – Resources Committee 11 March 2025

Meeting Date(s) & Item No.	Rolling Action List	Actioner	Reported as Completed at meeting of
09 12 24 Min 29/24 11 03 25 Min 51/24.1	**Business Continuity Plan (action c/f to June)** Training to be provided to departments / faculties on how to implement the disaster recovery plan for their area of business. Report timeline for training at the next meeting Carry out actual simulation of scenarios to support the training Identify the priority for data reclamation	RJ	
09 12 24 Min 35/24	**Staff Annual Pay Award 2024** A comprehensive discussion took place, resulting in the agreement to conduct a strategic review of salaries	CS	11 03 25 Min 51/24.2
11 03 25 Min 53/24	**Performance Review Process** Progress on the implementation of the PDR process to be reported to June meeting	CS	
11 03 25 Min 59/24	**UCO Report** Noted update report would be made available for the Corporation at its March 2025 meeting	RJo	Update presented to Corporation March meeting