



CORPORATION COMMITTEE
MEETING OF THE RESOURCES COMMITTEE
HELD AT 8.30 AM ON FRIDAY 3 JULY 2015
IN THE BOARD ROOM, TOWN CENTRE CAMPUS

MINUTES

MEMBERSHIP:

- * Mr R Clarke (**Chair**)
Mrs E Brocklehurst
- * Dr J Burford
- * Mr N Hall
- * Mrs S Jee
- * Mr P Round

* Denotes member present

IN ATTENDANCE:

Mr R Molloy, Deputy Principal
Mr J Hays, Director of HR
Mrs C Jones, Clerk to the Corporation

1863 DECLARATIONS OF INTERESTS

There were no declarations of interest notified.

1864 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs E Brocklehurst.

1865 NOTIFICATION OF URGENT BUSINESS

- a Recent national publications (**Chair/Deputy Chair**)

1866 MINUTES OF THE PREVIOUS MEETING HELD ON 12 JUNE 2015

The open and confidential minutes of the above meeting were **agreed** and signed as a correct record, apart from the following adjustment:

Membership and apologies for absence: The Membership should indicate that Mr N Hall was present at the above meeting, with the reference to Mr N Hall joining the meeting at 1.00 pm to be deleted. Apologies for absence should be recorded from Mrs E Brocklehurst.

1867 MATTERS ARISING

There were no matters arising from the above minutes.

1868 GOVERNORS' PLANNING CONFERENCE: PROGRESS REPORT

The Principal presented a revised progress report following the Governors' Planning Conference, with the following issues highlighted:

1 Improve Turnover:

1a Commercial Income

- LEP involvement: The Principal reported that there is £13m of LEP capital funding (building strand) remaining, with the possibility of a relaxing of current rules of matched funding. If the rules are relaxed, then the College is planning to make further bids. The Deputy Principal outlined the various strands of the bidding process including the equipment and low carbon strand which the College intends to bid against as well.
- Strategic Priority areas: The logistics expression of interest submitted to the LEP in collaboration with Knowsley College to set up a Northern Logistics Academy has been approved to go forward to full application to a deadline of 4 August 2015.
- Potential Partners: A positive meeting with Stobarts was held on 4 June 2015, with the details outlined, with other potential links being explored. Governors re-affirmed their commitment to these strategic developments.
- Overseas business: The Britlink brochure was circulated for information. Some potential centres have been identified in Malaysia by Britlink. Experiences from another local college of working with Britlink have been positive. Some further initial overseas developments in the Baltic States were also reported.

1b Funded Income:

- Higher Apprenticeships: The LEP (Liverpool City Region) have set a target for this relating to the number of higher apprenticeships, with the College aiming to contact some of the larger employers to take this agenda forward eg: links have been made with Whiston Hospital. An expansion from 2 to 6 Higher Apprenticeship frameworks are to be offered next year.

2 Partnerships:

- A progress report was received about the developments thus far. A positive meeting had been held with Leeds College to share their experiences. The Chair reported that a letter had recently been received from the FE Commissioner about merger/partnerships which will be presented at the next Corporation meeting, along with a separate report about the same issue, both of which support a strategic drive of this agenda. This subject will be a separate agenda item at the next meeting of the Resources Committee. The need to ensure that the curriculum is refreshed to continue to meet local need was discussed by the Committee, with a curriculum review report to be presented at the next Corporation meeting. Eversheds is to attend the next MCA meeting.

3 Improve Performance:

- Internal Cost reduction: The full impact of the recent in-year cut announcements by George Osborne on the 4 June 2014 was still unknown, although the EFA funding allocations have been announced as 'safe'. SFA/EFA audits have been scheduled for approximately 50% of all colleges including St Helens College.

The Resources Committee accepted the Governors' Planning Conference action plan progress report as presented.

1869 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT

The Deputy Principal gave an update on the Technology Centre Re-development. The work on the food court is progressing with Seddons scheduled to complete to plan. An update was given about the meetings held with the architects about the new library with costings to be agreed.

The Committee endorsed the signing of the new contract which would be reported at the next Corporation meeting. Delegated authority to the Chair for authorisation of the contract would be sought from the Corporation should the contract not be ready at that time.

ACTION: Deputy Principal to raise at the next Corporation meeting the proposal for delegated authority to be awarded to the Chair for signing of the new contract if not available at that time

The Resources Committee accepted the progress report relating to the Technology Centre Re-development.

1870 LEARNER PERFORMANCE REPORT

The Principal presented the latest Learner Performance Report, with the position continuing to be closely scrutinised by Governors.

The Committee raised concerns about the success statistics being reported for 19+ learners which seems to vary from that reported at Standards and Curriculum Committee, which will be further explored.

ACTION: Principal to explore the success statistics for 19+ learners

The Committee also raised the issue of student withdrawals, and the Principal agreed that a more comprehensive analysis was required to determine why students decide to leave the College. It was proposed that application of the 'moneyball' approach may be applied to support this analysis.

ACTION: Principal to oversee that a fuller analysis be undertaken of the reasons for student withdrawals during the early part of 2015/16

The Resources Committee accepted the Learner Performance Report.

1871 COMMERCIAL INCOME: PROGRESS REPORT

The Principal presented the Commercial Income progress report, with no areas of concern identified, which was accepted by the Resources Committee,

1872 2015-16 DRAFT BUDGET AND 3-YEAR FINANCIAL PLAN 2015-2018

The Deputy Principal presented the proposed 2015/16 College Business Plan (BP), which highlighted the risks and opportunities contained therein, and also which forecasted an additional 2 years as required by the SFA forecasting process.

The report outlined the planning process and key assumptions taken to achieve the proposed budget and forecast which were summarised. It was noted that each agreed cost centre budget is now internally signed by each manager.

The Committee discussed the risks involved in sub-contracting activity but agreed that the work was an important aspect of the College's portfolio, noting that only very limited sub-contracting was included in the plan.

The staffing costs were also particularly highlighted, particularly with regard to the changes in Teachers' pension and NI costs, which have impacted significantly on the budget. The staffing cost efficiencies were also discussed by the Committee.

The College's loan facility was raised with the position significantly improving towards the 2015 year-end. The planned surplus position going forward over the next three years was noted by the Committee.

The 2015-16 draft Budget and 3-year Financial Plan 2015-2018 was approved by the Resources Committee and recommended for approval to the full Corporation, subject to one identified adjustment.

ACTION: Deputy Principal to present the 2015-16 draft Budget and 3-year Financial Plan 2015-2018 to the Corporation

The Chair left the meeting at this point (10.00 am) and Mr P Round took the Chair for the remainder of the meeting.

1873 MANAGEMENT ACCOUNTS: MAY 2015

The Deputy Principal presented the Management Accounts to 31 May 2015.

It was reported that the College had a deficit of £127k for the month of May, which was £151k behind the business plan for the same period. This brought the year to date results to a surplus of £112k, although this was a negative variance of £363k against budget.

The variance from the planned surplus was a result of the negative variances in income of £329k, and a negative variance on overall expenditure of £34k, which was detailed in the presented commentary. Some sub-contracting opportunities with Crosby Training had been identified which was endorsed by the Committee.

The Principal added that a full SFA/EFA Audit has been scheduled at the beginning of September 2015, with full preparations underway. The Committee noted the risks.

The Management Accounts to 31 May 2015 were approved by the Resources Committee.

1874 BUSINESS PLANNING: PROGRESS REPORT

This item was taken under Minute 1872 above.

1875 HUMAN RESOURCES REPORT: MAY 2015

The Director of HR presented the HR termly Report to May 2015.

It was noted that staff turnover was reported at 10.47% compared with 7.63% for the same period the previous year, reducing to 6.78% excluding redundancies (4.58% for the same period last year).

It was noted that attendance levels for the period were at 95.49% which was below the target of 96.5%. This compared with an overall attendance level for the same period last year which was 94.16%. Clarification was given on the overall % attendance statistics relating to changes to the previous year.

The HR report for May 2015 was accepted by the Resources Committee.

1876 PARTNERSHIP PERFORMANCE REPORT

The Principal presented the latest Partnership Performance Report.

The shortfall for Merseyside and Cheshire Fire and Rescue Services was particularly highlighted.

Following a question from the Committee, it was confirmed that the contractual arrangements were agreed by negotiation on an individual company basis and that the variation in the cost per student was simply a reflection of the funding levels linked to each type of provision.

The Partnership Performance report was accepted by the Resources Committee.

1877 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1865 ABOVE)

a Recent national publications (Deputy Chair)

A number of national publications, including an overview of the changes to the CIF, the FE Commissioner's letter and a BIS document on College structures and partnership options, have recently been published with the reports to either be circulated or presented to Governors.

1878 DATE AND TIME OF NEXT MEETING – 8.30 am on Friday 11 September 2015.

KEY OUTCOMES:

GOVERNORS' PLANNING CONFERENCE: PROGRESS REPORT: Progress against the actions from the Governors' Planning Conference is being closely monitored by the Resources Committee on behalf of the Corporation.

THE 2015-16 DRAFT BUDGET AND 3-YEAR FINANCIAL PLAN 2015-2018:

The 2015-16 draft Budget and 3-year Financial Plan 2015-2018 was approved by the Resources Committee and recommended for approval to the full Corporation.

LEARNER PERFORMANCE REPORT: The learner performance position continues to be closely scrutinised and monitored by the Resources and Standards and Curriculum Committees on behalf of the Corporation.