



CORPORATION COMMITTEE

MEETING OF THE RESOURCES COMMITTEE
HELD AT 8.30 AM ON FRIDAY 15 JANUARY 2016
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 Lascelles, Director of Contracts and Data Analysis

Mrs C Jones, Clerk to the Corporation

1938 DECLARATIONS OF INTERESTS

There were no declarations of interest notified.

1939 APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr N Hall and Mrs S Jee.

1940 NOTIFICATION OF URGENT BUSINESS

There were no items of urgent business notified.

1941 MINUTES OF THE PREVIOUS MEETING HELD ON 27 NOVEMBER 2015

The open and confidential minutes of the above meeting were **agreed** and signed as a correct record, subject to the following adjustment to the Confidential Minutes Minute 1920 2 p9 – Governors' Planning Conference 2015: progress report: The final sentence should read 'The Liverpool City Region Area Review is anticipated in April 2016, **with the Chair to be appointed by the Combined Authority**'

1942 MATTERS ARISING

There were no matters arising from the previous minutes.

Minute Number 1941 was taken at this point in the meeting with the details recorded within agenda order

1943 GOVERNORS' PLANNING CONFERENCE 2015: PROGRESS REPORT

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

- 1 Improve Turnover:
 - 1a Commercial Income
 - Strategic Priority areas: A project manager has now been appointed in relation to the Logistics Academy with the first event held at the St Helens Chamber earlier this week. A significant company has approached the College about partnership working, with a meeting scheduled. Specialisms will be discussed at the forthcoming Governors' Planning Conference, along with the STEM Strategy, which has been well-received by the Local Authority. A partnership opportunity was reported, which involves SMART metering training. This is a good example of employer engagement.
 - Potential Partners: A meeting was held with O2 in December in Slough, with a variety of initiatives underway, including a 'Think Big' competition involving College students and local schools. The College was given free wi-fi in the public areas by O2. A project to train Digital Advisors for O2's Preston Brook site was discussed. Following a question from the Committee, the progression of the developments with Fiat were details, which will include a tendering process.
 - Overseas business: A visit to the Baltic States was scheduled on 17 January 2016, focusing on Business and Management. A further meeting has been held with Britlink, with the details outlined. The marketing challenges being experienced were noted by the Committee.
- 2 Improve Performance:
 - Internal Cost reduction: A financial summary will be presented at the Governors' Planning Conference.
 - Employability check for each 16-18 course: This detail will be advised separately.
 - Improve TLA: The marginal gains approach is having a positive impact on Teaching, Learning and Assessment performance improvement. The ILT champion is leaving the College today, with working relationships to continue with the College.
 - CPD: The Head of Department held a planning day last week, with alternative 'work routes' to most of the 16-18 level 3 programmes are being developed in every department

The Resources Committee accepted the Governors' Planning Conference 2015 action plan progress report as presented, with the final progress report to also be presented at the forthcoming Governors' Planning Conference.

1944 AREA REVIEWS

The Committee considered this to be a confidential item, with the details recorded within the confidential minutes of this meeting.

Mr J Hays left the meeting at this point to attend a Safeguarding meeting.

1945 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT

The Deputy Principal gave an update on the Technology Centre Re-development, which was progressing very well. A recent photograph of the new reception/library area was circulated to the Committee. Negotiations continue with the former contractor, with the details outlined. The furnishings for the new area was discussed with confirmation that these would be fit-for-purpose and colour co-ordinated.

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

1946 TOWN CENTRE LIBRARY: PROGRESS REPORT

The Deputy Principal gave an update on the Town Centre Library Re-development, which was also progressing well. The ceiling has been changed which includes good sound-proofing. Some issues have occurred which are being resolved, with the details outlined.

It was reported at this point that the LEP had announced a financial allocation of £308k to support the College's maintenance programme, as part of the Skills Capital Fund process. The money has to be spent by end of May 2016 with a description of the expenditure requested by the LEP, to support the allocation process. The Senior Leadership Team's proposals relating to this expenditure were approved by the Resources Committee. The proposed robotics workshop with a business incubator facility sat outside of these proposals, with the reasons outlined.

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

Mr J Hays re-joined the meeting at this point

1947 REVIEW OF TARGETS 2015/16 – 2017/18

The Resources Committee noted that the QAR national averages would not be available until mid-March 2016, after which it was **agreed** that the rolling-targets would be reviewed by the Corporation. The revised SAR, and Executive Summary, would be shared with the Chair and Deputy Chair of the Corporation, with the final inclusion of targets to be included once the QAR was published. It was decided to review the latest version of the Executive Summary of the SAR before posting on the Gateway

ACTION: Deputy Principal (Curriculum and Excellence) to forward the revised SAR to the Chair and Deputy Chair of the Corporation

1948 LEARNER PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Learner Performance Report.

The Committee expressed concern at the 1% dip in 16-18 and 19+ retention, which was discussed in detail, including the reasons for the withdrawals. The Chair of Standards and Curriculum Committee requested reassurances that the identified 68 Level 3 Diploma students compared positively to the previous year, but the Principal reported that this number had increased this year, which had led to a detailed analysis being undertaken. This has led to the College needing to changing the curriculum to have alternative 'work routes' to most of the 16-18 level 3 programmes.

The Principal reported that the College had held their first English and maths mock examinations this week, which had included approx. 700 students.

The Chair asked for the previous year's apprenticeship numbers to be included in appendix I, to be provided in a table format for ease of reference. The Chair also asked for the reasons to be provided for the 'un-timely' learners

ACTION: Director of Contracts and Data Analysis to provide the previous year's apprenticeship numbers within Appendix I and the reasons for the 'un-timely learners'

The Resources Committee accepted the Learner Performance Report.

1949 MANAGEMENT ACCOUNTS: 30 NOVEMBER 2015

The Deputy Principal presented the Management Accounts to 30 November 2015.

It was reported that the College had a surplus of £2,353k for the year to date, which was £484k behind the business plan for the same period.

The variance from the planned surplus was a result of the negative variances in income of £839k, offset by a positive variance on overall expenditure of £354k, which was as detailed in the presented commentary.

It was reported that this week's Enrolment session had been better than planned. The March cash position was outlined which was being closely monitored.

The Management Accounts to 30 November 2015 were approved by the Resources Committee.

1950 PARTNERSHIP PERFORMANCE REPORT

The Director of Contracts and Data Analysis presented the latest Partnership Performance Report relating to Waterside Training Ltd and the ESF Skills for Growth Contract. A new ESF contract with Mersey travel World Host, was reported, which was endorsed by the Committee.

The Partnership Performance report was accepted by the Resources Committee.

1951 HUMAN RESOURCES REPORTS FOR NOVEMBER 2015

The Director of HR presented the HR Reports for November 2015.

It was noted that staff turnover was reported at 4.28% compared with 5.94% for the same period the previous year.

It was noted that attendance levels for the period were at 95.84% which is below the target of 96.5%. This compared with an overall attendance level for the same period last year of 95.79%.

The HR Report for November 2015 were accepted by the Resources Committee.

1952 POLICY:

1952.1 Bomb Evacuation Procedures (Draft)

This report should have been marked as confidential on the agenda. The Bomb Evacuation Procedures were approved by the Resources Committee as presented. It was endorsed that although the Policy may not always advise evacuation, it is the College policy to evacuate for all bomb or terrorist threats, unless specifically instructed not to by the Police.

1953 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1940 ABOVE)

There were no items of urgent business notified.

1954 DATE AND TIME OF NEXT MEETING – 8.30 am on Tuesday 2 February 2016.

KEY OUTCOMES:

GOVERNORS' PLANNING CONFERENCE 2015: PROGRESS REPORT: Progress against the actions from the Governors' Planning Conference continue to be closely monitored by the Resources Committee on behalf of the Corporation, and a final progress report would be presented at the forthcoming Governors' Planning Conference. The agenda for the forthcoming Governors' Planning Conference was discussed by the Committee.

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.