



## CORPORATION COMMITTEE

### RE-SCHEDULED MEETING OF THE RESOURCES COMMITTEE HELD AT 9.30 AM ON FRIDAY 20 MARCH 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

#### **1797 DECLARATIONS OF INTERESTS**

There were no declarations of interest notified.

#### **1798 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs S Jee.  
Apologies for absence were received from Ms C Lascelles.

#### **1799 NOTIFICATION OF URGENT BUSINESS**

- a LEP Logistics Bid (**Deputy Principal**)

#### **1800 MINUTES OF THE PREVIOUS MEETING HELD ON 3 FEBRUARY 2015**

The minutes of the above meeting were **agreed** and signed as a correct record, subject to the following adjustment:

Minute 1794 p4 – HR Report : December 2014: The first sentence should read 'The Director of HR presented the HR termly report to **December 2014**, ... (not November 2014)'

#### **1801 MATTERS ARISING**

There were no matters arising from the previous minutes with all the actions addressed through the presentation of separate reports at today's meeting.

## **1802 GOVERNORS' PLANNING CONFERENCE: ACTION PLAN**

The Chair presented a revised Governors' Planning conference action plan, following a further categorisation of the actions by the Chair under the headings of 'Improving Turnover', 'Partnership/merger' and 'Improving Performance'.

It was **agreed** to retain the former action plan more as notes from the outcomes from the Planning Conference with the revised categorisation to be presented to the Corporation as the key actions.

**ACTION: Principal to present the revised action plan to the Corporation**

## **1803 PERFORMANCE DASHBOARD INCLUDING REVIEW OF TARGETS**

The Chair of Standards and Curriculum Committee reported that, as agreed at the last round of meetings about developing more challenging targets, the recent Performance Dashboard had been discussed again at last week's meeting of the Standards and Curriculum Committee, which had included a review of the 3-year rolling targets based on the new performance measures (including Functional Skills).

The Principal explained the challenges that lie ahead with regard to achieving some of the targets eg GCSE English and maths. The Committee asked for some of the proposed targets to be re-checked before presentation to the Corporation.

After a full discussion and scrutiny of the proposed targets, the Performance Dashboard, which included the three-year rolling targets, were approved by the Resources Committee, subject to any identified amendments, and recommended for approval to the Corporation.

**ACTIONS: Director of Contracts and Data Analysis to amend the Performance Dashboard as agreed by the Committee;  
Chair of Standards and Curriculum Committee to present the Performance Dashboard to the full Corporation**

## **1804 TECHNOLOGY CENTRE RE-DEVELOPMENT: PROGRESS REPORT**

The Deputy Principal gave an update on the Technology Centre re-development, which included a presentation of architect's proposals about the new entrance area, which were endorsed by the Resources Committee as a positive alternative.

## **1805 HELENA HOUSING PROPOSAL: YORKSHIRE GARDENS**

This item was considered to be confidential by the Resources Committee, with the details therefore recorded within the confidential minutes of this meeting.

## **1806 LEARNER PERFORMANCE REPORT**

The Chair of Standards and Curriculum Committee presented the latest Learner Performance Report which had also been discussed at last week's meeting of the Standards and Curriculum Committee.

The Committee expressed concern about retention patterns not improving significantly with the previous, and the Committee discussed the reasons for drops in retention in some detail.

As requested at the last meeting, the current overall success rates for Engineering and Construction apprentices were presented. The Committee requested further information about Construction apprentices fully broken down into the various programme areas.

**ACTION: Principal to provide further information about Construction apprentices broken down into the various programme areas in the next report**

The Learner Performance Report was accepted by the Resources Committee and recommended for acceptance to the full Corporation.

**ACTION: Chair of Standards and Curriculum Committee to present the Learner Performance Report to the full Corporation**

### **1807 RETENTION REPORT: 16-18 LEVEL 3 DIPLOMA PROGRAMMES**

As requested at the last meeting, the Deputy Principal presented a report which detailed the current performance of 16-18 Diploma programmes, in particular retention for programmes with end dates in 2014/15 and the first year of 2 year programmes with end dates in 2015/16.

In summary, it was noted that 1<sup>st</sup> year retention had improved but is still not at the national rate.

The Chair had requested a training session for Governors about the new performance measures, which will be scheduled.

**ACTION: Clerk to arrange a training session for Governors about the new performance measures**

The Retention report for 16-18 Level 3 Diploma programmes was accepted by the Resources Committee as presented.

### **1808 MANAGEMENT ACCOUNTS: JANUARY 2015**

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

It was reported that the College had a deficit of £985k for the month of January 2015, which was £662k behind the business plan for the same period. This brought the surplus for the year to date to £1,204k, a negative variance of £296k against budget. The surplus was particularly high at this point in the year due to the receipt of the majority of the HE tuition fee and Full Cost income for the year, and it was noted that this would balance out during the year, as presented in the year- end forecast provided as part of the presented commentary.

The variance from the planned surplus was largely a result of the negative variances in income of £385k, partly offset by a positive variance on overall expenditure of £89k, which was also detailed in the presented commentary. The contribution made by each department was also provided.

It was noted that a meeting with the bank was scheduled to discuss the College's bank covenants.

Attention was drawn to the forecasted year-end position, which was noted by the Committee. Regular meetings are being held with the Heads of Department to review the financial forecast position in detail. The Committee asked for the previous month's forecast to be included in future reports for ease of reference. The latest position with the Skillworks audit was outlined. Following a question from the Committee, it was noted that there would be no overspend on capital expenditure.

**ACTION: Deputy Principal to amend the financial forecast report to include the previous month's forecast position**

The Management Accounts to 31 January 2015 were approved by the Resources Committee, and recommended for approval to the full Corporation.

### **1809 SFA LETTER: ST HELENS COLLEGE FINANCIAL STATEMENTS 2013/14**

The Deputy Principal presented a letter received from the SFA relating to the financial health of the College which is reported as being 'Satisfactory' due to a deficit caused by a substantial redundancy programme in 2013/14. This is anticipated to return to 'Good' in 2014/15 and 2015/16.

Following a question from the Committee about why the College's financial position had slipped to 'Satisfactory', the Deputy Principal reported that this was due to loans obtained for the significant rebuild programme. 38% of Colleges' were now graded as 'Satisfactory' for financial status, with a banding under the 'Satisfactory' category to be applied by the SFA. The communication also included financial dashboard information which was also discussed by the Committee. In this context, the Committee raised a recently published OFSTED inspection report which had highlighted the significant financial issues that had led to a low graded inspection. The Executive responded that this judgement had been related to a particular capital programme at that college, and Governors concurred that there were no such financial concerns at the College, with the key indicators reflecting that the College would improve to 'Good' at the next review.

The SFA communication was noted by the Resources Committee.

### **1810 PARTNERSHIP PERFORMANCE REPORT**

The Deputy Principal presented the latest Partnership Performance Report, which was accepted by the Resources Committee. It was reported that the ESF Skills Employment Contract had increased in value which was approved by the Resources Committee.

### **1811 HUMAN RESOURCES REPORT: JANUARY 2015**

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

It was noted that staff turnover was reported at 8.05% compared with 5.28% for the same period the previous year, reducing to 4.02% excluding redundancies (3.40% for the same period last year).

It was noted that attendance levels for the period were at 95.41% which was below the target of 96.5%. This compared with an overall attendance level for the same period last year which was 94.82%. The increase in sickness absence, particularly in relation to academic staff, was particularly highlighted and led to a discussion about the College's Sickness Absence strategy, particularly in relation to the management of long term sickness absence.

The HR termly Report to January 2015 was accepted by the Resources Committee as presented.

#### **1812 TENDERS: PROGRESS REPORT**

The Deputy Principal reported that there were three large services that were due to go out to tender this year, as part of OJEU regulations, as follows:

- Insurance (£130k approx. pa) – it was recommended to the Corporation that tendering arrangements be waived.
- Cleaning contract – A competitive tendering process was approved by the Committee - further proposals may be presented to the Committee with regard to this contract.
- Reprographics/Printing – A competitive tender process was approved by the Committee.

**ACTION: Deputy Principal to seek Corporation approval relating to the insurance tendering arrangements**

#### **1813 PARTNERSHIP/COLLABORATION DEVELOPMENTS**

This item was considered to be confidential by the Resources Committee, with the details therefore recorded within the confidential minutes of this meeting.

#### **1814 BRITLINK CONTRACT (DRAFT)**

The Deputy Principal presented the draft Britlink Contract for consideration by the Resources Committee, who had been awarded delegated authority for approval from the Corporation.

The details of the contract were summarised, including the apportionment of fees to each the contracted parties. Following a question from the Committee, it was confirmed that Eversheds had reviewed the contract on behalf of the College.

After due consideration, the Resources Committee approved the Britlink Contract as part of the College's international developments, as presented, which would be signed by the Principal

#### **1815 URGENT BUSINESS (AS NOTIFIED UNDER MINUTE NUMBER 1799 ABOVE)**

##### **a LEP Logistics Bid (Deputy Principal)**

The Resources Committee endorsed the submission of a joint Logistics Bid with Knowsley Community College, with the details outlined.

#### **1816 DATE AND TIME OF NEXT MEETING - 8.30 am on Friday, 17 April 2015 in the Board Room, Town Centre Campus.**

## **KEY OUTCOMES:**

**REVIEW OF TARGETS:** The Resources Committee accepted the recommendations from the Standards and Curriculum Committee relating to the review of targets which, as part of the new Performance Dashboard, would be presented to the Corporation for approval at the next meeting, subject to some further slight adjustments.

**SFA LETTER: ST HELENS COLLEGE FINANCIAL STATEMENTS 2013/14:** The Committee noted a letter received from the SFA relating to the financial health of the College which is reported as being 'Satisfactory'. This is anticipated to return to 'Good' in 2015/16.

**TENDERS:** The Committee recommended to the Corporation that tendering arrangements be waived with regard to the College's insurance arrangements.

**BRITLINK CONTRACT:** The Resources Committee approved the Britlink Contract as part of the College's international developments.