

**HERTFORD REGIONAL COLLEGE
RESOURCES & GP COMMITTEE**

27th February 2014

Members Present; Ian Cowin (Chair)
Andy Forbes (Principal)
David Tweedie
Warren Gordon
Mike Carver

In Attendance; **Desdra Kingdon (DP Finance & Resources)**
Olive Oliver (VP of Technical & Information Services)
Sarbdip Noonan (VP Curriculum & Quality)
Barbara Stone (Head of Employer Engagement)
Nicola Conibear (Director of Academic Quality and Development)
John Fowl (Clerk to the Corporation)

206. To Receive Apologies for Absence.

Apologies were received from Karen Fleet.

207. Declaration of Interests and to Notify Part 2 Agenda Items

There were no declarations and no Part 2 agenda items notified.

208. To Approve the Minutes of the Resources Committee held on 05/12/13.

The minutes were approved.

209. Matters Arising.

David Tweedie made a request that staff turnover figures should be shown as part of the assumptions used to prepare the budget estimates. There was some discussion as to whether this would have any benefit or whether it was possible to do. It was subsequently agreed that Karen Fleet as Director of HR & Corporate Development should be asked to provide staff turnover information to enable Governors to have an informed discussion about the impact of such a change in the assumptions.

Desdra Kingdon agreed to meet with David Tweedie outside of the meeting to discuss how such information might be used when setting the budget.

210. To Receive a Report on Sub-Contractors.

Barbara Stone presented a report to show the logistics and rationale behind the use of the RME Consultancy sub-contractor for the delivery of external apprenticeships. RME are based in Leicester and a 'due Diligence' exercise has been carried out on them. Members were informed that the company is financially sound and that they deliver a wide scope of training where outcomes for learners is good. They are also working with Barnet and Southgate colleges. It was confirmed that the proposed contract will be for 16-18 year olds and 19+ students in year 1 and in 2014-15 it will secure funding for the college as part of the £1.702million contract for 16-18 aged apprentices.

It was **Resolved** that the Board supports the engagement of RME to deliver 16-18 aged apprenticeships, subject to further individual quality and due diligence checks.

Members were asked to consider a report on the sub-contract with Playsomething. In view of the commercial sensitivity of this discussion it was agreed that the Minute should be kept confidential.

211. To Receive an Update Report on CK Assessment.

Governors were told that since Christmas 2013 there has been a temporary operations Manager in post. His time with the company has proven difficult due to a number of factors outlined by Desdra Kingdon. The Committee was told of a number of staffing changes and the company systems are being migrated onto the same systems used by the College. Once fully migrated the Governors will receive monthly accounts as are produced for the College.

It was **Resolved** that the Report be Received.

212. HR Reports.

Members received the report prepared by the Director of HR & Corporate Development. This set out a proposal that the dismissal of staff should be delegated to all members of the SLT with appeals being heard by the Principal provided he has not been part of the earlier dismissal process. The Clerk informed the Governors that there was no need to change the Articles of Governance to enable this as they already provide for the Board to delegate such matters.

It was **Recommended** that the Board approves the proposed changes to the staff dismissal procedure.

(No change to the Articles of Governance is necessary.)

The Committee noted the restructuring underway due to the loss of the Youth East contract and the negotiations taking place to change the teaching staff contract.

Following agreement at the last Resources Committee, talks with the Trade Unions have been reopened with the College offering a pay rise of 1% to those on low salaries. This cost (£34,000) is not included in the 2013-14 budget.

It was proposed to run the payroll for CK Assessment on the current college system. David Tweedie urged caution when doing this as the provider may charge the college as an agency provider. The Members were supportive of the decision to offer pensions to all staff but noted the additional costs this will incur.

Detail of the Career Development Framework was discussed in light of the discussions from the Governors development day around the automatic progression through the salary scales.

It was **Resolved** that the report be received.

213. Safeguarding Annual Report 2012-13.

The Committee was told that the report was a requirement under the Education Act 2002 section 175.

During 2012-13 a total of 33 cases had been referred to other agencies with a further 19 not triggering inter-agency action. Governors considered each of the cases dealt with and noted that no single theme emerged. It was considered that the College arrangements for Safeguarding are sound.

In reviewing the policy it was noted that the revised policy clearly states the role of the Governing Body and includes the definition of 'vulnerable adult' as used by Hertfordshire County Council.

It was **Resolved** that the report be received and the revised Safeguarding Policy be approved.

214. To Receive the KPI's for 2013-14.

The KPIs were presented using the Red, Amber Green system. Governors were informed that it is intended to make this information available to the Board online using the 'Sharefile' facility in Microsoft.

Instruction in how to access the system will be sent to Governors shortly.

Governors asked that the definitions of the terminology used should be included in these instructions.

Members were pleased to receive the KPIs as a significant step forward and noted that the financial KPIs were a full year prediction

It was **Resolved** that the report be received

215. To Receive the Management Accounts – January 2014.

The overall figures in the accounts now include £90,000 for the set up costs of the Saudi Arabia project and consequently the accounts show an increase in the deficit predicted due in part to this. If the Saudi Arabia bid is successful the majority of the costs will be recovered.

The main variances in income and expenditure were noted and Governors reiterated their requirement that the deficit should be eliminated for the 2014-15 financial year.

It was **Resolved** that the Management Accounts be received.

216. To Receive A Report on the Deficit Reduction Plan.

The SLT have been reviewing the outcomes of the Full Time programmes of study and this could lead to significant savings but a number of anomalies have still to be worked through as they have the potential to affect staffing levels. A change to the teaching staff contract so that staff have class contact time of 828 hours a year will generate significant savings. This will present a problem in how best to handle the staffing of Maths & English teaching as these staff will have their teaching concentrated into 30 weeks.

The Committee was surprised to be told that at this late stage of the academic year the funding allocations for 2014-15 had still to be confirmed.

The Principal pointed out that growth in student numbers was not happening as hoped and as such the College needed a 'Growth Plan' as well as a 'Deficit Reduction Plan'. The view was expressed that Heads of Department needed to look for innovative programmes to deliver and thereby attract students.

It was agreed that the full Board needed to be involved in discussing how the decline in student numbers can be halted and reversed and this would be presented to the full Board on 20th March 2014.

The members of the Committee were of the view that there should be a meeting where all governors can attend to informally discuss the proposed budget for 2014-15 and it was agreed that this should be held on **29th April 2014.**

It was **Resolved** that the Report be Received.

217. Any Other Business.

There was no other business.

218. Date of Next Meeting

The next scheduled meeting will be held on 19th June 2014

Signed.....

Date.....