

# Brooklands College

Minutes of the Resources Committee meeting held at 8.00am on 1<sup>st</sup> November 2017,  
Room MC5, Weybridge Campus.

Present:	Steve Brice Jerry Tapp Brain Harris Richard Shaw Marcus Youden Paul Stedman	Chair     Observer
In Attendance:	Shereen Sameresinghe Patrick Hodgson Josephine Carr	Vice Principal Head of IT and MIS Clerk to the Governing Body

**Item 1      Action in the event of fire**

R/11/18/1      Action in the event of fire was noted.

**Item 2      Welcome and apologies**

R/11/18/2      Apologies were received from Terry Lazenby, Gail Walker, Christine Ricketts and Andrew Barrett. The Principal, Gail Walker, the Deputy Principal, Christine Ricketts and Executive Director of Brooklands Business Solutions, David McLoughlin sent their apologies because their attendance was required at the introductory meeting with the OFSTED Inspectors. The Chair welcomed Marcus Youden to the Committee and Paul Stedman who is in the process of becoming an Associate Governor (subject to PRG and FGB approval).

R/11/18/3      Further to the FGB meeting of 22<sup>nd</sup> September, the meeting agreed that Steve Brice should Chair and Richard Shaw Vice Chair of Resources Committee 2017/18.

**Item 3      Declarations of interest**

R/11/18/4      There were no declarations of interest.

**Item 4      Minutes**

R/11/18/5      R/06/17/65 (P7) correction required: Unit 4 cost £40,000 and not £140,000. Other than this specific typographical error, the minutes of the meeting held on 14<sup>th</sup> June 2017 were approved as a correct record. The Clerk to amend the minutes.

**Item 5      Matters Arising**

R/11/18/6      The Committee received and noted the paper on matters arising. The CAFM project will be discussed during the QIP item 9.2

R/11/18/7      Staff are being encouraged to report “near misses” and the reporting form has been amended to facilitate this. The new Health and Safety Officer, Gary Smith, commences his role at the College today and will attend future meetings. A Governor asked if one Health & Safety Officer provided sufficient cover. The Vice Principal assured the meeting that one Health & Safety Officer and the use of a Health & Safety consultant on an ad hoc basis to provide additional support when required meets the College requirements. Managers across the College, and all staff, have a responsibility for their own and their students Health & Safety.

**Item 10      Enrolments**

R/11/18/8      In the Deputy Principal’s absence, the Vice Principal and Clerk responded to Governor questions. The meeting noted that enrolments for apprentices are considerably slower than in previous years due to the introduction of the Levy, the employer contribution and contracts. However, this is a national problem as highlighted in last week’s update – re AoC and FE News).

R/11/18/9      The Governors noted that Music had previously been popular and students had achieved good grades. However, the student numbers have dwindled recently, with students preferring to study at ACM in Guildford, a specialist music college established some 4-5 years ago. There are no first year music students at Brooklands for 2017/18 with only second year students progressing. The provision of music in 2018/19 will be discussed at the November CPR meeting.

- R/11/18/10 The Vice Principal suggested that the dip in numbers was linked to the dip in the demographic.
- R/11/18/11 HE programmes have been identified as a growth area; however the recruitment numbers have steadily declined for the last 2 years. The College is competing with other HE institutions, many of which have lowered their entrance requirements. The College is looking to increase its HE provision, particularly with higher apprenticeships. The College has been reliant on internal progression and is sharing HE marketing and recruitment with the other 3 Surrey GE Colleges.
- R/11/18/12 The meeting asked for further information regarding the range of programmes within the “Full cost” programmes and other general information regarding this area of provision.  
**Action:** Deputy Principal
- R/11/18/13 The meeting requested that the Summary of enrolments sheet should be landscape rather than portrait format: **Action:** Deputy Principal
- R/11/18/14 An updated enrolment report will go to Curriculum and Performance Review Committee on 22<sup>nd</sup> November. The Resources Chair will liaise with the CPR Chair for any updates.
- Item 6 Finance**  
**Item 6.1 To authorise expenditure of capital items within the Committee’s limits of financial authority under the College Financial Regulations**
- R/11/18/15 There were no items requiring Committee approval.
- Item 7 Update from the Capital Strategy Committee regarding the Weybridge Master Plan**  
R/11/18/16 The Chair reported that further to the Fusion Presentation at the Strategy Day, the Master Plan Phase 1 report has been submitted. The scoping for Phase Two document was discussed at length at the October Capital Strategy meeting and recommends that, subject to price; the College continues to work with Fusion during Phase Two. The Phase One contract allows the College to extend working with Fusion into Phase Two subject to their fee being less than £50,000 (in accordance with College Financial Regulations). The Principal is currently negotiating with Fusion regarding their proposed fee for Phase Two.
- R/11/18/17 The Vice Principal confirmed that external consultants will be used in addition to Fusion who will project manage Phase Two. The College will recruit external consultants directly as a one-off piece of work. This will help to ensure that the accompanying indemnities are with the College as opposed to the Project Management Team. A debate ensued regarding Fusion and their lack of planning expertise and their reliance on external planning specialists. Fusion has agreed not to continue working with Colliers on this project should they be appointed for Phase Two. The Vice Principal expects Fusion fee will be under £50,000 and this is in the budget. However, the overall total expenditure of the other external consultants may exceed £50,000.
- R/11/18/19 A debate regarding the intrusive condition survey for Mansion House ensued. The meeting agreed that the work was necessary.
- R/11/18/20 Timeline for Phase Two: Conclude in February 2018 with a report to Resources March Committee
- R/11/18/21 The Committee confirmed that they agreed with the Capital Strategy Committee’s recommendations regarding Phase Two and continuing to work with Fusion subject to price.
- Item 8 Finance**  
**Item 8.1 September 2017 Management Accounts**  
R/11/18/22 The Vice Principal advised that there is little to conclude from these month two accounts. The saving in the staffing budget is principally the result of August vacancies with start dates for many new staff in September. Staff vacancies will be included in the October management accounts
- R/11/18/23 In response to a Governor question, the Vice Principal advised that the Head of Finance, Marie Ghansah finishes at the College on Friday 3<sup>rd</sup> November, but will attend the final meeting with the External Auditors on Monday 13<sup>th</sup> November regarding 2016/17 financial statements.

The new Head of Finance, Jean Maffi commences on 1<sup>st</sup> December but is hoping to attend the Joint Audit and Resources Committee meeting on 29<sup>th</sup> November. Jean has an Academy background.

The Committee agreed to send a letter of thanks to Marie Ghansah: Action Clerk

## **Item 8.2 LGPS Pension update**

R/11/18/24 Richard Shaw and Brian Harris declared that they are current recipients of a Surrey CC pension.

R/11/18/25 The Vice Principal introduced her paper advising the meeting that Surrey County Council had undertaken a review of the employers contributing to the pension fund and in particular assessing the risk of their solvency. As a result FE Colleges are considered a higher risk than schools or academies and so the FE College employer percentage contribution and annual lump sum has been increased. There is a perceived risk that FE Colleges might become insolvent or merge whilst schools cannot.

R/11/18/26 If the College is able to offer a building(s) as security of £8M, Surrey CC will re-categorise the College to category 3 with a lower employer contribution percentage rate. Currently the Art and Engineering building is offered as security with Barclays Bank. However, this security may be transferred to another building or piece of land should this be required by the College. This flexibility will also need to be agreed with Surrey CC because of the development of the Weybridge Master Plan. The College needs to undertake a site valuation for both the Surrey CC Pension Fund and the Master Plan. It will then identify which building(s) will be offered as security to Surrey CC. The potential savings are significant enough to warrant a site valuation.

R/11/18/27 The offering of security to Surrey CC will require Full Governing Body approval and it is anticipated that this will be discussed at the March meeting. Surrey CC is aware that the College is intending to offer security and may backdate any resultant reduction to the beginning of the academic year 2017/18.

R/11/18/28 The meeting confirmed that it was happy for the Vice Principal to proceed further with this proposal.

## **Item 8.3 Capital projects expenditure update**

R/11/18/29 The Vice Principal asked for any questions regarding the October 2017 update of the Capital Project Expenditure and Cash Flow, which is a follow-up from the July Capital Strategy Committee. The Vice Principal confirmed that the remaining capital projects included Ashford Hair Academy. However, these monies are not going to be spent in 2017/18 and so will be transferred to 2018/19. Inland Homes are yet to receive planning permission for the site.

## **Item 8.4 Treasury Management Policy**

R/11/18/30 The Vice Principal introduced the policy and advised that the policy review was overdue. However, there were no significant changes. The Vice Principal confirmed that the Treasury Management Policy did not require approval by the Audit Committee.

R/11/18/31 When asked if the College had sufficient resources and skills to adhere to the policy, the Vice Principal confirmed that the College had not previously had large amounts of cash previously, but thought that the money set aside for the Ashford hair salon should be placed on a notice account. The Vice Principal and Head of Finance, together with advice from the bank had sufficient skills to adhere to the policy.

## **Item 9 Quality Improvement Plan updates**

### **Item 9.1 QIP 2**

R/11/18/32 The Vice Principal confirmed that the 2017/18 QIPs will be presented to the December FGB. The Chair stated that he was unclear when reading the QIP how the actions had developed since the June meeting. The Chair also asked that the last page of the QIP considering external factors be updated, particularly for the 2017/18 QIP. Action Director of Brooklands Business Solutions.

R/11/18/33 The employer satisfaction survey is undertaken annually.

**Item 9.2****QIP 3 Part 1**

R/11/18/34

The Vice Principal confirmed that the CAFM system is up and running together with the helpdesk. is working despite the front interface with users being slightly cumbersome. However, the system is currently lacking data regarding routine maintenance, compliance and contracts; i.e. the planning tool function is not currently used.

R/11/18/35

The Director of Estates joined the College at the beginning of October and has been working with the Facilities Team and CAFM system provider to prepare an action plan for full implementation of the CAFM system. The Action Plan is currently work in progress. This process has been further hampered by the vacancy for a Facilities Team Administrator that is currently being advertised for the third time. This post is key to the implementation of the CAFM project

R/11/18/36

The Chair requested that the Director of Estates attend the March Resources Committee and give a formal report regarding the implementation of the CAFM system. Action Director of Estates.

R/11/18/37

The meeting noted the general risk for projects where one key member of staff leaves or is absent for whatever reason (sick/leave et al). This is recognised in the College Risk Register under staff absence. The Vice Principal advised that the support staff teams are lean and sometimes it is easier to fill teaching vacancies than specialist support staff via agencies.

**Item 10****BMU report**

R/11/18/38

The meeting noted the uncertainty surrounding the Apprenticeship levy and the apparent absence of strategy and Government proposals to address this in the short-term. The meeting discussed the opting out of employers and the impact upon the College and its sub-contracting provision. At this juncture, it is too early to tell whether this is a one-year blip of indicative of a trend.

R/11/18/39

The meeting noted that the variances within benchmarking and success rates between internal as opposed to external provision were improving.

R/11/18/40

The meeting requested that the Director of Brooklands Business Solutions attends the end of the Joint Audit and Resources Committee and provide an update regarding the apprenticeship levy and SCL.

**Item 11****IT update report**

R/11/18/41

The Head of IT and MIS presented his report and advised the Committee that IT had had a busy summer with installations and that overall he was delighted with the progress made.

R/11/18/42

There have been a number of student hacking attempts; IT have plugged holes where identified by the hacking attempts and continue to work students regarding hacking. The Head of IT confirmed that the disciplinary process is instigated where students have deliberately hacked or attempted to hack the College systems. IT have spent time with one student who hacked the system "simply because he could" to encourage him to stay on the right side of the law and have a profitable IT career. The meeting suggested using the best IT student hackers to test the College system. IT have worked with them to understand how they gained access and how best to protect the systems. IT currently use Watchguard as the firewall and Bit defender is installed on all College PCs,

R/11/18/43

The Head of IT advised the meeting that the College IT systems were in a significantly better position than two years ago; IT are aware of most problems but the College now has secure networks. Installing new cabling in the Tower Block will be difficult because of the risk of disturbing asbestos. A more detailed cost and benefit analysis needs to be undertaken.

R/11/18/44

Wi-Fi at Ashford has been resolved by installing 3 Ubiquiti AC High Density units costing less than £300 each. A further 4 units have been installed in Weybridge (Childcare, 2 in Library and 1 in the Science building).

R/11/18/45

With regard to hardware, brand new servers with a 5-year maintenance contract are installed and operational together with new storage and back-up devices. AV in the Screening Room and Training Restaurant has been installed. The new multifunctional Devices (printers) have been installed and are generating savings for the College.

- R/11/18/46 The next stage is to review and draft a replacement plan for old classroom equipment at least 6 projectors need replacement. Similarly, the Head of IT anticipates hard drive problems with some of the classroom PCs, some of which are 8 years old. IT is looking to commence a replacement programme of client-facing aspects of IT and upgrade process. The Head of IT is looking to buy A1 reconditioned PCs (about 1 year old); these have significantly improved the student experience in the College library.
- R/11/18/47 The Head of IT advised the meeting that the Bring your own device strategy is working well. It is currently trialling the printer management device which allows students with their own devices to print at College and access VLE. The difficulty arises with PAT testing the students' devices. A discussion ensued regarding the different levels of computer access required by students varied considerably dependent upon their programme of study from basic word and excel to statistical programmes and CAD drawing and media editing. The meeting was also mindful of ensuring provision for those students who were unable to afford their own portable computing devices.
- R/11/18/48 The Head of IT advised the meeting that the College receives some £5,500 per 16-18 year old full-time learner. The cost to refurbish a classroom with A1 PCs will cost £5,500. The IT capital budget for 2017/18 is £50,000 compared to £85,000 in 2016/17. The Vice Principal informed the meeting that the College website was identified as a greater priority for the current year, given the considerable investment in IT during 2016/2017.
- R/11/18/49 The Head of IT confirmed that the College tracking systems are working as evidenced earlier this term.
- R/11/18/50 GDPR: The College has a working group led by the Principal to agree a strategy encompassing the use of staff, students and Governors' own devices and remain GDPR compliant.
- R/11/18/51 The meeting thanked the Head of IT for his detailed paper. The Head of IT advised that his team were looking to help users to understand the technology and how to use it and to do so he needs to grow IT team. The Vice Principal advised the meeting that the College is currently recruiting an IT apprenticeship.

## **Item 12 Health & Safety**

- R/11/18/52 The Vice Principal highlighted the key elements of the 2016/17 annual statistics
- R/11/18/53 Two RIDDOR accidents recorded, both of which entailed falling up stairs on the back staircase of Mansion House. There is a lip on the stairs and more hazard signs are now displayed on the stairwell.
- R/11/18/54 One RIDDOR accident has been recorded this term where a member of staff fell up stairs at Ashford and broke a bone in their wrist.
- R/11/18/55 The Vice Principal assured the meeting that there are no other mitigating actions/signs required going forward.
- R/11/18/56 The Vice Principal is not happy with the format of the accident statistics table and will present a new format including trend data at the March meeting. **Action** Vice Principal
- R/11/18/57 The Vice Principal confirmed that the Director of Estates will be the College lead for Health & Safety supported by the new H& S officer.
- R/11/18/58 The College is aware that staff should encourage student reporting of accidents. The accident reporting form also needs revising to ensure that the data captured details where the accident happened and not the department which the student belongs to. One near miss has been reported this term regarding almost tripping over the doorstep in MC5.
- R/11/18/59 With regard to maintenance contractors and visitors, one visitor accident was reported in August 2017.
- R/11/18/60 In response to the question who checks the contractors, the Vice Principal advised that the Facilities Team have a permit to work system and this is agreed with each contractor at the outset of their contract. The meeting requested further assurance regarding the process of checking these on an on-going basis. The Health & Safety Officer will address this at the March meeting. **Action** Health & Safety Officer.

**Item 13 SISSC**

R/11/18/61 The Vice Principal explained that the Unit 4 system is exactly the same system as before but without the help desk function. The College will need to buy in extra support (using the SISSC savings of some £36,000). The College system is working, but some reports, previously available with the SISSC system are not currently available. So there is some work to be undertaken to ensure that the current system is at same level as before transition.

R/11/18/62 The Vice Principal conceded that the system is not ideal and that there are plans to buy in consultants with specialism with Unit 4 to ensure report-writing facilities meet the College's requirements. The College is also working with other Surrey Colleges regarding Unit 4; however each College has a completely different set-up with Unit 4

**Item 15 Chair's Business****Item 15.1 Review of committee business for merging risks**

R/11/18/63 There were no new emerging risks from the meeting

**Item 15.2 Summary of the main issues/decisions/topics that have arisen during the meeting and that would help other governors, not at the meeting, better understand what is happening in the College**

R/11/18/64 Cross committee: Enrolment update, in particular Apprenticeships.

**Item 16 Any other business**

R/11/18/65 There being no other business the Chair closed the meeting.

**Item 17 Dates of next meeting**

R/11/18/66 Joint Audit and Resources Committee Meeting Wednesday 29<sup>th</sup> November 2017 at 08.00  
Wednesday 7<sup>th</sup> March 2018 at 15.00

Jerry Tapp and Richard Shaw offered their apologies for the Joint Audit and Resources meeting on Wednesday 29<sup>th</sup> November.

The meeting closed.

Decisions made:

1. The meeting agreed that Steve Brice should Chair and Richard Shaw Vice Chair of Resources Committee 2017/18.
2. The meeting confirmed that it was happy for the Vice Principal to proceed further with the proposal to provide security to Surrey CC Pension Fund to reduce its contributions.

Actions required:

1. Further information regarding the range of programmes within the "Full cost" programmes and other general information regarding this area of provision. **Action:** Deputy Principal
2. Summary of enrolments sheet should be landscape rather than portrait format: Action Deputy Principal
3. The Committee agreed to send a letter of thanks to Marie Ghansah: Action Clerk
4. The Health & Safety Officer will provide further details regarding the monitoring of the permit to work with contractors on site at the March meeting. Action Health & Safety Officer.
5. The last page of the QIP 2 considering external factors be updated, particularly for the 2017/18 QIP. Action Director of Brooklands Business Solutions
6. The Director of Estates attends the March Resources Committee and gives a formal report regarding the implementation of the CAFM system. Action Director of Estates.
7. The Director of Brooklands Business Solutions attends the end of the Joint Audit and Resources Committee and provides an update regarding the apprenticeship levy and SCL.
8. The Vice Principal will present a new format report for the accident statistics table including trend data at the March meeting.
9. The meeting requested further assurance regarding the process of checking contractor permits to work these on an on-going basis. The Health & Safety Officer will address this at the March meeting. Action Health & Safety Officer.