

Brooklands College

Minutes of the Resources Committee meeting held at 8.00am on 11 November 2015,
in room MC5, Weybridge Campus.

Present: Steve Brice Chair
Chris Barlow
Frank Hanna (associate)
Brian Harris
Jerry Loy
Jerry Tapp

In Attendance: David McLoughlin Director of Business
Development
Ian Pocock Clerk to the governing body
Diana Pogson Interim Vice Principal
Gail Walker Deputy Principal

Item 1 Action in the event of fire

R/11/15/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

R/11/15/2 Apologies for absence were received from Maureen Kilminster and Ricky Zalman.

Item 3 Declarations of interest

R/11/15/3 There were no declarations of interest.

Item 4 Minutes

R/11/15/4 The minutes of the meeting held on 1 July 2015 were approved as a correct record.

Item 5 Matters Arising

R/11/15/5 The committee received and noted the paper on matters arising. There were no matters to carry forward.

Item 6 Finance – for approval

Item 6.1 Authorisation of expenditure on boilers

R/11/15/6 The interim vice principal outlined the need to install replacement heating boilers in the catering block. Currently the area was without heating. The budget for this expenditure had originally been £90K including VAT as the original intention had been to replace one rather than both boilers. However, technical advice had been received which indicated that both boilers needed replacing at the same time. The recommended tender was therefore at a cost of £149,725 including VAT, which would be met from the 2015-16 capital budget.

R/11/15/7 The committee agreed to this expenditure.

Item 7 Finance – for discussion

Item 7.1 July 2015 Year end position

R/11/15/8 The interim vice principal presented an update on the financial year end position for 2014-15 as at 9 November 2015. This followed the external audit and provided an update on the information reported to the full governing body in September 2015. Final

accounts would be presented to the joint meeting of the audit and resources committee on 25 November 2015.

- R/11/15/9 The committee noted an increase in underlying operating surplus reported from £115K to £219K. This included some adjustments for increased apprenticeship income in July and at the year end.
- R/11/15/10 Jerry Tapp asked about the £33K income adjustment agreed with the auditors recorded under paragraph 3.2. The deputy principal explained that this related to the termination of an arrangement with Caterham cars which had resulted in £33K being returned to the College.
- R/11/15/11 Chris Barlow asked about the deficit of £197K recorded on appendix 1 and how this reconciled to an operating profit. The interim principal noted that this was explained by the exceptional cost of restructuring which were included in table 1 of the paper.

Item 7.2 September 2015 management accounts

- R/11/15/12 The interim vice principal introduced this paper, noting that due to the early stage of the year the full year forecast was primarily based on budget. The report noted that the College had been notified of a further reduction in SFA funding for 2015-16 which had been reflected in the full year forecast. There was however the opportunity to make a further bid to the SFA of between £1.2 and £1.7m for apprenticeships. Chris Barlow asked if apprenticeships were slightly reduced from the previous year. The deputy principal and director of business development explained that a cautious approach was adopted and only income that had been fully secured was shown. The College would continue to bid for apprenticeships but only deliver once it was confirmed that costs would be met.
- R/11/15/13 The chair asked about how capital activity would be reported and monitored going forward and, whether table 7 could include a column for 2016/17. The interim vice principal noted that she was developing cash flow projections and the information available would be developed to show the phasing of capital expenditure, most of which was planned for 2015-16.
- R/11/15/14 Frank Hanna asked about the commitment of £91K for the Weybridge feasibility study. Senior leadership (SLT) members clarified that this was for items such as a full measured building survey, a topographical survey, an asbestos survey and a mechanical engineering survey, all providing information that had not been previously available. The figures in the table were expenditure to date.

Item 8 Shared Services in Sussex and Surrey Colleges (SISSC)

- R/11/15/15 The deputy principal confirmed that Brooklands College was now up and running with all modules of the SISSC system. Staff were becoming more familiar with the system and audit have indicated that there no major issues of concern.
- R/11/15/16 Guildford College was still to go live. Additional server capacity was however needed which would be provided but would be a cost to the project. North East Surrey were potentially interested in joining the collaboration and there would be a financial commitment from them to enter. Some income to the original members of the collaboration could accrue from this but details would need to be confirmed.
- R/11/15/16 A further development was area reviews. The SISSC project was producing a statement on how SISSC could relate to that process. There had been some discussion on how shared back office functions could work but the costing of this was complex due to the need to potentially relocate staff. The options would become clearer during the course of the area review process

R/11/15/17 The committee noted that some work remained to be done on end user reporting. It was agreed that it would be helpful if the project manager, Tim Strickland, attended the next meeting **Action Interim: Vice Principal/Clerk.**

R/11/15/18 The committee explored in detail how the new SSSC system would assist managers in the College and the committee in 'drilling' down so as better to understand income and expenditure related to various parts of the College.. It was agreed that SLT members would consider an example of a report on department area, engineering, for the next meeting **Action: SLT.** The committee noted that a large part of the control of the College budget related to pay expenditure which was set and monitored at higher level. One of the significant benefits to managers was the HR management module of SSSC.

Item 9 Quality Improvement Plan(QIP) Updates

Item 9.1 QIP Aim 2 Updates

R/11/15/19 The director of business development introduced this item, noting that this was the final update for the 2014-15 QIP. Work was in progress to develop the QIP for 2015-16. The new QIP would build on the previous work, bringing into focus improvements in sponsorship and partnership work, work with General Further Education (GEF) south, and the Local Enterprise Partnerships (LEP). The new QIP would include more measurable outcomes.

R/11/15/19 The deputy principal confirmed the process for producing the 2015-16 QIPs. These would be derived from the College self-assessment which was being considered on 24 November 2015. Due to the timing of this the new QIPs would be considered by FGB in December 2015. The SAR was the opportunity for governors to provide their input to the QIPs. The 2015-16 QIP for Aim would however be circulated to the committee before FGB. **Action Director of Business Development/Clerk** . It was also a working document so items could be added during the course of the year.

R/11/15/20 The director of business development highlighted some of the longer term developments on pages 11 and 12, some of which would be reflected in the new QIP. In response to a question from Chris Barlow the continued importance attached to developing partnerships was stressed, and also some direct delivery of apprenticeships where there was confidence in the business model.

R/11/15/21 Discussion by the committee noted the importance of supporting student enterprise within the College and examples such as the Christmas tree sale organised by Ashford students and Boom box. In respect of item 6 Chris Barlow noted that he had experience of the current Department of Business, Innovation and Skills start up programme and could pass this on to the director of business development. **Action: Chris Barlow.**

R/11/15/22 It was agreed that Patrick Hodgson, Head of Technical Services and Management Information, would attend the next meeting and provide an overview of Moodle. Log in details had been issued to governors to undertake training such as equality and diversity. The clerk could check that all governors had received these. **Action: Clerk.**

Item 9.2 QIP Aim 3

R/11/15/23 The committee noted that this QIP was in development and would be considered at the joint meeting of resources and finance on 25 November 2015.

Item 10 Enrolments

R/11/15/24 The deputy principal updated the committee on enrolments, tabling supporting information. This indicated, for EFA funding, recruitment of 1635 learners against a target of 1884. In terms of SFA apprenticeships recruitment was:

16-18 561
19-23 189
24+ 177
Classroom learning 843

Overall the deputy principal was confident that targets would be achieved when in year recruitment was added..

- R/11/15/25 Brian Harris asked if comparative information could be included with the enrolment report, perhaps with the equivalent point the previous year The deputy principal noted that it was difficult to identify the best point of the year with which to make comparison but she would define an approach and include this in the full written report for the curriculum committee **Action: Deputy Principal.**
- R/11/15/26 The committee also received a report detailing students coming forward for interview with a view to enrolment in September 2016. The committee noted some changes consequent upon sale of the Ashford campus, principally that for 2016-17 the Ashford hair and beauty salon there would be small and students would be encouraged to come to Weybridge. Otherwise there should be no significant impact. It was noted that a major open day would be taking place during the current week and this would change the numbers significantly.

Item 11 Business and Marketing Update

Item 11.1 Business and Marketing Unit Update

- R/11/15/27 The director of business development introduced this item, highlighting the considerable achievement of delivering a 16-18 apprenticeship contract of £7m. Quality underpinned the approach with timely success rates increased by 11% in the year. If there a negative it was the delay in receiving further details of bidding opportunities for European Social Funding for the current year. No figures had therefore yet been included in the business plan for 2015-16.
- R/11/15/28 The committee were also briefed on the 'E-careers' initiative which provided access to on line courses provide by a third party. Around 450 courses were available through Brooklands branded section of the website. The College received 20% of each course fee.
- R/11/15/29 In response to a question from the chair, the director of business development confirmed that he expected the targets for funding streams for 2015-16 to be met. Close liaison continued with SCL Security as the largest sub-contracting partner.
- R/11/15/30 The director of business development drew attention to the financial assurance summary on page 7 of this report. Given the significant investment by the SFA, the levels of assurance required in respect of partnership arrangements had been enhanced. In January 2015, Mazars, internal auditors, had carried out an audit in order to certificate that the College's process for sub-contracting were satisfactory. All Colleges had to provide this for the SFA at their own cost.

Item 11.2 Innovation

- R/11/15/31 The director of business and marketing noted the purpose of the report, which was to highlight developments in innovation relating to the organisation rather than the support given to students in realising entrepreneurial initiatives. In this context he noted the success of the construction department in realising sponsorship, particularly with the support of Michelmars Bricks.

R/11/15/32 Another achievement for the College would be the launch of the level 3 space engineering course from September 2016.

Item 12 Health and Safety Report

R/11/15/33 The committee noted the health and safety report for 2014-15. There were no issues of particular significance, and no RIDDOR incidents to report. A new health and safety officer had been appointed with effect from January 2016, and interim consultant was providing support in the meantime.

R/11/15/34 Frank Hanna noted that changes in the law in respect of corporate responsibility for health and safety would be changing at the end of 2015 and that he could provide some further briefing **Action: Frank Hanna**. It was agreed that this should be an area for governor training in 2016 **Action: Clerk**.

Item 13 Facilities and Property Update

R/11/15/35 The interim vice principal gave a verbal update.

R/11/15/36 There had been some delays in implementing the computer aided facilities management system but this was now up and running. This would assist the facilities maintenance team in managing workload and planned maintenance.

R/11/15/37 Since the last meeting work had taken place at Ashford over the summer break in readiness for vacating the site and other works during 2015-16. Work on the Vickers building at Weybridge had been concluded. Work was also taking place on emergency lighting. Various pieces of audit work had been completed across the campus in readiness for the investment programme.

R/11/15/38 Brian Harris asked if the constitution of the large number of trees on the site were monitored. The interim vice principal confirmed that this was the case and work was periodically carried out, for example recently near the public services building.

Item 14 Committee Self-Assessment

R/11/15/39 The clerk tabled a revised paper which incorporated two further responses which had been received. The paper would be reviewed in more detail to ensure that these two responses were adequately reflected in the paper.

R/11/15/40 The clerk noted that the responses to the self-assessment largely indicated that the committee felt that its terms of reference were adequate and that the committee was discharging them effectively. Points that had been highlighted by members of the committee included:

- a. The need to develop and monitor an underpinning financial strategy.

The clerk noted that the interim vice principal had presented on this subject at the strategy day and would be developing a paper for the FGB in December 2015.

- b. The need for review of financial regulations

This had also been considered by the audit committee and was pending the permanent appointment to the vice principal post. Depending on other priorities the interim vice principal would aim to review those sections relating to tendering.

- c. Review of salaries

The clerk noted that responsibility for human resources issues had passed to the planning, remuneration and governance committee, and some further changes to the terms of reference were needed to address this.

R/11/15/41 The clerk would review the full set of responses now received and bring forward proposals for adjustments to the terms of reference where necessary.

Item 15 IT Update

R/11/15/42 The deputy principal provided an update on staffing. There had been a successful restructuring with Patrick Hodgson appointed as Head of Technical Services and Management Information. Temporary staffing support was being provided by an agency, Chrome, and the position had improved on six months previously.

R/11/15/43 The committee's discussion noted that the College would be developing an IT strategy and that it might be possible to bring this to the next Committee meeting in February 2016 in outline form. Frank Hanna offered some in-put from his company's IT department. The development of the strategy could also form a part of the Committee's discussion with the College's Head of Technical Services and Management Information when he was able to attend **Action Deputy Principal/SLT**.

Item 16 Chair's business

Item 16.1 Review of committee business for merging risks

R/11/15/44 No new emerging risks were identified

Item 17 Any other business

R/11/15/45 Jerry Tapp updated the committee on the appointments process for the vice principal and principal posts.

Item 18 Dates of next meetings

Wednesday 25 November 2015 at 8.00am

(Apologies were noted from Jerry Tapp, Frank Hanna and Brian Harris)