

# Brooklands College

Minutes of the Resources Committee meeting held at 8 am on 6<sup>th</sup> June 2018,  
Room MC5, Weybridge Campus.

Present:	Steve Brice	Resources Chair
	Terry Lazenby	Vice Chair of Governors
	Jerry Tapp	Chair of Governors
	Richard Rawes	Chair of Capital Strategy
	Rupert Moor	Associate Governor
	Andrew Barrett	Staff Governor
	Lauren Ward	Student Governor
In Attendance:	Shereen Sameresinghe	Vice Principal
	Patrick Hodgson	Director of IT and MIS
	Sue Lockett	Director of Estates
	David McLoughlin	Director of Brooklands Business Solutions
	Josephine Carr	Clerk to the Governing Body

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

R/06/18/1 Action in the event of fire was noted.

**Item 2 Welcome and apologies**

R/06/18/2 Apologies were received from Gail Walker, Paul Stedman and Marcus Youden. Rupert Moor was welcomed to the Committee.

**Item 3 Declarations of interest**

R/06/18/3 There were no declarations of interest.

**Item 4 Minutes**

**Item 4.1 Resources Committee 7<sup>th</sup> March 2018**

R/06/18/4 The Committee approved the minutes as a correct record of the meeting.

**Item 5 Matters Arising**

R/06/18/5 The Committee received and noted the paper on matters arising. The Director of Estates will discuss CAFM in the Estates Report

**Item 6 Finance for approval**

**Item 6.1 To authorise expenditure of capital items within the Committee's limits of financial authority under the College Financial Regulations**

R/06/18/6 The Vice Principal informed the meeting that the LEP have advised the College that it has progressed to the next stage of match funding bid process. The Vice Principal anticipates having more information by Capital Strategy Committee meeting on 28<sup>th</sup> June

R/06/18/7 The Vice Principal is seeking approval to proceed with capital projects 2018/19.

R/06/18/8 The Chair asked if the College had considered the sustainability aspect of these projects, in particular the use of solar power. The sustainability factor will be considered in all future capital projects.

**Item 6.2 CSC update regarding the Weybridge Master Plan**

R/06/18/9 The Chair of Capital Strategy informed the meeting that the CSC will be presented with options at their next meeting. These options will then be presented to the July FGB.

**Item 7 Finance**

**Item 7.1 March 2018 Management Accounts – for information**

R/06/18/10 The Chair suggested that the meeting consider the April management accounts as these reflect a more current position.

**Item 7.2 April 2018 Management Accounts**

R/06/18/11 The Chair asked the Vice Principal to highlight any matters, which she believed to be pertinent.

- R/06/18/12 Additional Apprenticeship funding relating to existing students on Programme (before May 17) will be received but ESFA yet to confirm amount. These funds were not expected and so were not included in the original budget.
- R/06/18/13 The College has submitted an additional Adult education funding bid and awaits a decision.
- R/06/18/14 The Vice Principal confirmed that the Agency staff expenditure line does not include sessional staff. Agency staff are employed to provide sick cover or to cover posts, which have not successfully recruited a replacement.
- R/06/18/15 The Vice Principal advised that the College is most likely to spend the Pension budget, which is a set figure determined by the Local Government pension scheme.
- R/06/18/16 The Vice President will try to improve the apprenticeship reconciliation for the May accounts: Action Vice Principal
- R/06/18/17 Aged creditors, no real concerns.

### **Item 7.3 Draft Budget 2018-19 and draft two year plan**

- R/06/18/18 The Vice Principal advised the meeting that the current estimate is based upon information available to date.
- R/06/18/19 The draft budget assumes £400,000 savings. There are a number of vacancies that will not be needed and so will be removed from the establishment and generate savings. SLT are confident that these savings will be achieved.
- R/06/18/20 The College is looking to increase number of students in certain areas, particularly construction.
- R/06/18/21 Commencing in 2018/19 any adult earning less than £15,500 pa will have access to courses at no charge. This presents an opportunity for new courses and potentially may enable the College to provide additional in-house courses.
- R/06/18/22 The budget is based on information currently available. The Vice Principal confirmed that EBITDA is still a positive number. The Vice Principal has met with the bank last week and advised them of the position. The demographics of 16-18 year olds are set to rise in 2019/20.
- R/06/18/23 The meeting asked how strong is the lobbying regarding Apprenticeships and who is co-ordinating this. The AoC is co-ordinating the lobbying, however Colleges do not envisage any changes in short term. The Chancellor is fully aware of the impact on apprenticeships, but has significant other priorities. The meeting suggested that individual Colleges should lobby their MPs. The meeting acknowledged that when the ESFA sees that all Colleges are financially challenged this often triggers action.
- R/06/18/24 The College will be judged to be in satisfactory financial health in 2017/18 due to its cash position.
- R/06/18/25 The Non pay budget for 2018-19 has been developed on a zero-based approach: what do individual departments actually need?
- R/06/18/26 The Vice Principal asked the Meeting to recommend this approach to budget setting for 2018/2019 and the draft budget to the July FGB. The meeting agreed.
- R/06/18/27 The meeting noted the risks:
  - Pension top-up funding, the College awaits confirmation of security from Surrey CC
  - Increase for high needs is reliant on Surrey CC paying the additional funds
  - Depreciation will increase to reflect the planned spend (LEP bid)
  - The staffing budget has been set on the assumption that a similar proportion of the allocation is delivered by partners. If the College recruits additional students then it may need to recruit more staff.
- R/06/18/28 The average class size is around 14 but planning looks for 16 (target). The Performance Reviews include looking at applications and plans for 2018/19. The Executive Director of Brooklands Business Solutions provided an overview of the course costing and viability

processes, which include a details course costing together with projected number of learners. The Vice Principal advised that budget holders are advised of their contribution rates. These will vary from course to course.

R/06/18/29 The meeting approved the 2018/19 draft budget and draft two-year plan and recommended its approval to the July FGB. The Vice Principal agreed to advise Resources Committee members if any changes were required before FGB.

#### **Item 7.4 Financial Regulations Review 2018**

R/06/18/30 The Vice Principal had identified any significant changes in blue underlined italics

R/06/18/31 The Vice Principal agreed to further clarify the sequence of delegations together with greater clarity regarding the business case for less than 2 or 3 quotes. Action Vice Principal

R/06/18/32 The Clerk confirmed that the annual Use of the College Seal is presented to the September FGB: Vice Principal to amend this in the Regulations

R/06/18/33 Once the June PRG has discussed and confirmed the status of the Capital Strategy Committee this will need to be updated in the Financial Regulations together with the updating of Committee names in Appendices C and D Action Vice Principal

#### **Item 8 Procurement update**

##### **Item 8.1 Utilities**

R/06/18/34 The Vice Principal advised that she needs governor approval of the broker appointment process as the College will need to agree the rate on the appointment day. The Clerk is to send to all Governors by email.

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

R/06/18/35 After a discussion it was agreed that a RAG rating system would enable governors to better understand actions that have been undertaken and the most pertinent problems facing the College on a termly basis. Action Deputy Principal.

R/06/18/36 The Vice Chair of Governors stated that with regard to Strategic Aim Two the Committee priorities are improving apprenticeships, increasing employer engagement and the introduction of T Levels.

#### **Item 10 Brooklands Business Solutions report**

R/06/18/37 The Executive Director of Brooklands Business Solutions presented his report. The output achieved from the Employers Breakfast in quantitative terms are the 42 levy apprenticeship starts with a further 10 in the pipeline.

R/06/18/38 The Chair asked how many of 42 apprentices are working with the 10 employers who made a pledge at the Employers' Breakfast.

R/06/18/39 The volume of apprenticeships together with their success rates are the Executive Director of Brooklands Business Solutions greatest concerns. The Vice Principal advised that there are no current proposals to cut staffing within the Brooklands Business Solutions Unit.

R/06/18/40 The College has not been included in the first wave of approved Colleges for T Levels.

The Executive Director of Brooklands Business Solutions left the meeting at 10.15

#### **Item 11 IT Report**

R/06/18/41 The Director of IT and MIS presented his report

R/06/18/42 The Director of IT confirmed that these funds should be sufficient to improve the student experience.

R/06/18/43 The Student Governor for Weybridge agreed that the Wi-Fi is considerably better than previously but need cabling in place to support usage. The Staff Governor uses a standard PC but is aware that many of his colleagues use their phones through Wi-Fi. Staff are happy that IT are making steps in the right direction.

R/06/18/44 The increase in Help Desk tickets is as a result of better information and increased usage rather than increased problems with IT services.

R/06/18/45 The Director of IT and MIS confirmed to the meeting that he is happy with the College's GDPR policy; the policy defines individual's rights and what College is aiming to do in order to be compliant. New students enrolling and students re-enrolling in 2018/19 will be specifically asked to agree to the new policies.

The Director of IT and MIS left the meeting at 10.35

**Item 12 Estate and Property**

**Item 12.1 Estate and Property Update**

R/06/18/46 The Director of Estates & Property Development presented her report and noted that the Estate looks much better and that the new cleaning contract is making a difference.

R/06/18/47 Some progress regarding the full utilisation of CAFM has been made. Basic staff training has taken place and the process of accessing what has been loaded into the system has commenced. Supplier and contractor data entry is going well. CAFM is a work-in-progress and the College is not yet realising the full potential of the system.

**Item 12.2 Health & Safety Report**

R/06/18/48 The Health & Safety Officer presented his report and the meeting asked for any particular aspects, which they should be aware of. The Health & Safety Officer asked the meeting to note that two "near miss" accidents had been reported. The Health & Safety Officer has visited several departments as part of an internal H&S audit, explaining the necessity of recording near misses.

R/06/18/49 One RIDDOR incident has been reported this term; student missed a step and turned their ankle over. This incident became a RIDDOR report because the student was taken straight from site to hospital.

R/06/18/50 The Health & Safety Officer advised the meeting that nothing of any significance in termly comparison of accidents occurred in the Spring Term 2018.

**Item 12.3 Health & Safety Policy Update**

R/06/18/51 The Vice Principal advised the meeting that any changes in the policy had been highlighted. The revised policy looks to further emphasize that the College managers and not just SLT have Health & Safety responsibilities together with individual members of staff responsibilities.

**Item 13 Committee Governance**

**Item 13.1 Review of Terms of Reference**

R/06/18/52 It was noted that the status of the Capital Strategy Committee would be discussed at the June PRG and July FGB.

**Item 13.2 Committee Self-Assessment**

R/06/18/53 The Committee agreed to complete the self-assessment after the meeting.

**Item 13.3 Business Calendar 2018-19**

R/06/18/54 Financial Regulations should be reviewed in the summer term

R/06/18/55 Unit 4 (previously SISSC) reports to PRG and so should be removed from the Resources Business Calendar.

**Item 14 Chair's Business**

**Item 14.1 Review of committee business for merging risks**

R/06/18/56 There were no new emerging risks from the meeting

**Item 14.2 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/06/18/57

- Apprenticeships
- Budget concerns
- Staff resources
- Students and recycling
- Sustainability to be considered for all future capital projects.

**Item 15      Any other business**

R/06/18/58      There being no other business the Chair closed the meeting.

**Item 17      Dates of next meeting**

R/06/18/59      Wednesday 7<sup>th</sup> November at 15.00

The meeting closed 16.54

Decisions made:

1. The Meeting to recommend the approach to budget setting to the July FGB.
2. The meeting approved the 2018/19 draft budget and draft two-year plan and recommended its approval to the July FGB. The Vice Principal agreed to advise Resources Committee members know if any changes were required before FGB.
3. The Committee recommended the utilities procurement approach to FGB