

Brooklands College

Minutes of the Resources Committee meeting held at 3 pm on 7th November 2018,
Room MC5, Weybridge Campus.

Present:	Terry Lazenby Steve Brice Richard Rawes Paul Stedman Andy McDonnell Rupert Moor Andrew Barrett Fred Gray Gail Walker	Chair of Governors Governor Chair of CSC Governor Associate Governor Associate Governor Staff Governor Associate Governor Principal
In Attendance:	Shereen Sameresinghe Sarah Glasspool Patrick Hodgson Sue Lockett Josephine Carr	Vice Principal Director of Finance Director of IT and MIS Director of Estates and Property Development Clerk to the Governing Body

Item 1 Action in the event of fire

R/11/19/1 Action in the event of fire was noted.

Item 2 Welcome and apologies

R/11/19/2 Welcome Andy McDonnell to the Committee, Sarah Glasspool and Fred Gray (observer)

Item 3 Declarations of interest

R/11/19/3 There were no declarations of interest.

Item 4 Minutes

Item 4.1 Resources Committee 6th June 2018

R/11/19/4 Subject to amending R/06/18/17 from President to Principal, the Committee approved the minutes as a correct record of the meeting.

R/11/19/5 The Principal informed the meeting that she had been contacted by FE Week yesterday with regard to Brooklands' subcontracting relationship with a training provider,

Item 5 Matters Arising

R/11/19/6 None that are covered elsewhere in the agenda.

Item 6 Election of Chair for 2018/19

R/11/19/7 The Chair of Governors has asked Paul Stedman to stand as Chair of Resources as per PRG discussion and Paul has agreed. After Paul Stedman had left the room, the remaining members all voted in favour of this proposal.

Item 7 Finance for approval

Item 7.1 To authorise expenditure of capital items within the Committee's limits of financial authority under the College Financial Regulations

R/11/19/8 There were no items to authorise

Item 8 CSC update regarding the Weybridge Master Plan

R/11/19/9 This item was deferred to Part Two of the meeting.

Item 9 Finance

Item 9.1 September 2018 Management Accounts

R/11/19/10 The Director of Finance advised the meeting that she had changed the report format compared to previous meetings, in particular with regard to risk, cash flow, pay and capital spend and welcomed any comments or suggestions going forward.

- Cash flow – previously a graph for three months and in future proposing a 12-month rolling graph

- Pay – includes current number of staff in post at month end.
- Capital spend - amended presentation

R/11/19/11	ESFA income is as at September 2018. The 16-18 funding is secure as this is lag-funded based upon 2017/18 student numbers. It is too early in the academic year to know whether the other student income targets will be met. This is a risk which is closely monitored by SLT.
R/11/19/12	The Director of Finance informed the meeting that the 2017/18 deficit had been reduced to £310,000. The R14 (the final ILR funding return submitted at the end of October 2018) reduced the deficit to £83,000 before non-cash pension adjustments. This figure is subject to review by the external auditors.
R/11/19/13	This is a better than the figure presented to Barclays Bank; not until after the submission to Barclays did a subcontractor confirm an additional 200 apprentices which made a significant difference to the income for 2017/18.
R/11/19/14	Staff expenditure current variance of £239,000 may not convert to 100% savings as there is little requirement for sessional teaching staff during August, Also there is always a lag caused by receipt and processing of agency invoices. Agency teaching costs are a risk and are closely monitored.
R/11/19/15	The Chair of Governors asked where the income risks would be on the heat map and what they would be if RAG rated. These would all be included within the funding allocation risk: <ol style="list-style-type: none"> 1. HE Income – Red 2. ESFA Income - Green 3. Adult Education Budget - Amber
R/11/19/16	Section 7 trade Debtors: T Mobile relates to previous year's mast rental income The Director of Finance advised the meeting that the College was very unlikely to recover the student fees outstanding of £28,359. These are pursued by debt collectors for as long as possible. There is a provision within the Income and Expenditure for debts outstanding over 90 days and uncollected debts.
Item 9.2 R/11/19/17	Bank Covenant – 2 debt service and operational leverage. The College has two covenants with Barclays Bank in regard to debt service and operational leverage. Since the September FGB the Vice Principal has met with the Barclays Business Support team. They are scheduled to meet again before Christmas when the Financial Statements have been prepared. Barclays Bank are reassured by the College's strategic approach to the longer term and College being pro-active.
Item 9.2 R/11/19/18	LGPS Pensions Update As reported at previous meetings Surrey County Council have increased the risk rating for members of their pension scheme and consider FE to be a bigger risk than schools and therefore are required to pay a higher percentage contribution, 20%. Brooklands are trying to reduce this to 18.3% by offering security on their pension liabilities. This work has been ongoing for some 18 months; originally security worth £8M was requested and this has subsequently been reduced to £4M. The Surrey CC Fund Managers are currently reviewing the College's offering. The Vice Principal is not confident that the County Council will accept the security because of the potential difficulty of realising the value of the asset.
R/11/19/19	The Vice Principal confirmed that support staff are usually in the LGPS (Surrey CC) whilst teaching staff belong to the Teachers' Pension Scheme.
Item 10 R/11/19/20	Brooklands Business Solutions Report The Principal introduced the report advising the meeting that the Executive Director of Brooklands Business Solutions (BBS) had been unwell a large proportion of this term. The recent internal self-assessment validation which had assessed the Department as Good (as opposed to Outstanding) because whilst overall success rates remain high, the timely

completion rates have not significantly improved (which is necessary for the Department to be judged outstanding).

- R/11/19/21 P2 points of clarification: NCS = National Citizen Service who use Brooklands facilities. "relationship with Twickenham" refers to the Rugby Football Union
- R/11/19/22 Traineeships were graded outstanding in 2017/18 with 100% achieving an employability qualification and 99% progressing to a L2 or L3 apprenticeship with the College. The College is looking to expand this provision to include a pre-apprenticeship (Target = 80 but looking to expand this year) which gives employers up to 3 months to ensure that they have the right person. Furthermore, pre-apprenticeships do not incur any levy fees.
- R/11/19/23 1,134 enrolments in adult education with 91.4% achievement rates. The College uses sub-contractors to deliver adult education only when unable to deliver the provision.
- R/11/19/24 CKP (Certificate in Knowledge of Policing) - Full cost activity The College has run a CKP short-course Police Programme for Surrey which is an application requirement for Surrey Police. Police forces with the aim of recruiting graduates only from 2020 are looking to change this and other training provision. The College is trying to work with Surrey and Police College to agree way forward and continue with CKP until a suitable alternative is found.
- R/11/19/25 The apprenticeship achievement rates have declined slightly but remain above the national average. The success rate of Brooklands direct apprenticeship provision has increased over the last two years. However, the timely completion rates are below the national average The College has reviewed its process of timeframe setting, aware that there are external delays such as the verification process of awarding bodies and the delay in the issuing of certificates. The College is now looking at a 15- month timeframe to allow for such external delays.
- The 2017/18 figures were impacted as a result of two subcontracting companies ceasing to trade. Aware that cash flow may be a problem for training providers, the BBS team regularly check on the financial status of subcontractors. The team were aware of the difficulties of the two companies which ceased trading but currently have no concerns regarding the other subcontractors.
- R/11/19/26 The meeting noted that the list of subcontractors who the College now works with has increased. Going forward this list may change as there are a number of new companies wishing to work with the College and there are some companies which the College has concerns regarding quality and so may not agree new contracts. The Principal gave her absolute assurance that the College has not compromised its requirements/criteria in the pursuit of additional learners and funding. Similarly the BBS Managers Team and the Principal are ensuring regular contact with all subcontractors during the absence of the Executive Director of BBS
- R/11/19/27 Point of Clarification: "No achievement 2017/18" indicates that the learners have not yet reached the end of their qualification.
- R/11/19/28 The Principal acknowledged that the lack of good assessors was a risk, particularly with regard to engineering. Currently the College has good quality engineering assessors in post.
- R/11/19/29 The meeting asked for specific examples of new business and the Principal advised them of the national shortage of window fitters and that Heathrow have identified some 54,000 houses requiring double glazing as part of the preparation for the third runway. The College will be starting L2 and L3 fenestration courses as a direct result of this. The aim is to start these courses in March 2019 but September 2019 at the latest.
- R/11/19/30 Facility hire has also increased this term. Direct apprenticeships have also increased.
- R/11/19/31 A discussion ensued regarding the provision of CSCS (Construction Skills Certification Scheme) and the requirement to obtain a CSCS card before being allowed to work on a building site. Brooklands does not offer training for this because there is no central funding and employers do not wish to fund this element of training either.

Item 11 IT Report

- R/11/19/32 The Director of IT and MIS presented his report and identified the principal highlights
- Wifi is stable and the majority of fundamental issues of staff and students relate to their own devices as opposed to the College IT systems.
 - The 42 days password was raised by auditors and 42 days seem to be a reasonable timescale. Staff, students and Governors may change their password via their College email/Outlook.
 - Cabling update has demonstrated an improvement in performance as evidenced by a straw poll of computing students.
 - 10 gig data lines to all buildings except one. The switches that the lines feed into now need to be updated.
 - IT Back-ups are distributed amongst College buildings
 - 90 PC s in computing have been replaced together with the installation of solid state hard drives have been welcomed by students and staff. The Construction department is now running wirelessly which enables them to run lessons over WiFi
 - AV: 5 projectors and boards have been upgraded and some existing boards have been moved to other facilities and the Tower Block
 - Help desk support are resolving tickets but not always closing them on the system which needs to be addressed.
- R/11/19/33 A discussion ensued regarding whether the College should aim to be paperless and so reduce reprographic requirements. It was agreed that a College strategy regarding paper reduction was needed. It was noted that the reprographic rates are less than those of the multifunctional printing devices. Reprographics is a central cost. The Reprographics printer is the only printer in the College which is not recharged to departments.
- R/11/19/34 A RIDDOR incident occurred when a member of staff (not IT) unplugged a computer and received a static shock from the carpet and not the PC. As they went directly to hospital the incident becomes a RIDDOR. The member of staff is fine.
- R/11/19/35 The IT Department currently comprises of a small team particularly since one technician left last term and one member has been on long-term sick which impacted upon the summer works programme. Two temporary staff have been employed. The team is responsible for 1,400 devices across three sites. .
- R/11/19/36 The meeting re-iterated the importance of IT supporting the curriculum and the need to ensure sufficient resources made available. An IT Strategy group has been established to prepare an IT strategy to identify what the College IT next steps will be. The meeting asked when the IT strategy will be available – no date agreed. The meeting thanked the Director of IT and MIS for his input.

Item 12 Health & Safety Report

- R/11/19/37 The Director of Estates and Property Development advised the meeting that the tabled report was similar to the report presented to the last College H&S Committee.
- R/11/19/38 The comparison statistics record 19 incidents this term including one RIDDOR incident which has been thoroughly investigated and the College is satisfied that there was not an electrical issue at the root cause of the incident. The Chair of Resources questioned whether the incident was actually a RIDDOR incident given that the member of staff was taken to hospital as a precaution and that this alone does not constitute a RIDDOR reportable incident. The Director of Estates and Property Development agreed to investigate and check the regulations. **Action**
- R/11/19/39 The Director of Estates & Property Development confirmed that the fire training strategy regarding fire warden training does not include students.
- R/11/19/40 There are no plans to roll out First Aid training for students. The meeting noted that this would be of assistance to construction students. The H&S officer delivers talks to construction students as part of their H&S modules. The College does not plan to have trained first aiders in examination rooms but will review raising awareness of procedures in case of any incidents and offering first aid awareness training to invigilators.
- R/11/19/41 Further work is being undertaken to promote the reporting of near misses. Statistically there should be 10 near misses reports for every actual reported accident. A discussion

regarding the relative merits of secret/anonymous reporting of hazards was discussed and agreed that the existing reporting system should remain.

R/11/19/42 It was noted that not all College policies on the old website have been migrated to the new website as this is a work in progress.

R/11/19/42 The meeting agreed that Estates should be re-instated as a standing item on the Resources Committee termly agenda. However, the Estates Report to Resources should be regarding revenue expenditure whilst capital expenditure is reported to Capital Strategy Committee. The Director of Estates and Property Development agreed to circulate a report to the Committee members **Action**

Item 13 Chair's Business

Item 13.1 Review of committee business for merging risks

R/11/19/43 There were no new emerging risks from the meeting

Item 13.2 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/11/19/44

- IT challenges and that an IT strategy for next steps forward is being prepared
- H& S under reporting of near-miss accidents
- Operating deficit significantly better than reported in September
- BBS is successfully pursuing new ventures
- BBS: the new fenestration installer courses to commence in 2019

Item 14 Any other business

R/11/19/45 The meeting agreed that the new website, whilst still being developed is a significant improvement compared to the old website. The previous Chair of Resources agreed to prepare a list of items which he would like to see included in the new website, including employer feedback, facility hire and tracking of community. **Action**

R/11/19/46 The Chair of Governors thanked Steve Brice for his efforts over the years as Chair of Resources.

R/11/19/47 Clarification of the College's Depreciation Policy will be given at the Joint Audit and Resources meeting when the financial statements are presented. Most items are depreciated on a straight-line basis albeit over different time periods. The amounts are listed in the financial statements

R/11/19/48 The meeting expressed concern regarding the impact upon other SLT members of the absence of the Executive Director of BBS. The Principal is managing at the moment but is reviewing workloads on a weekly basis.

Item 15 Dates of next meeting

R/11/19/49 Joint Audit and Resources: Wednesday 28th November 2018 at 08.00

Resources Committee: Wednesday 13th March 2019 at 08.00

The meeting closed 17.08

Decisions made:

1. Paul Stedman was elected as Chair of Resources Committee 2018/19

Actions required:

1. The Director of Estates and Property Development agreed to investigate and check the RIDDOR regulations.
2. The Director of Estates and Property Development agreed to circulate an Estates report to the Committee members in two weeks' time.
3. The previous Chair of Resources agreed to prepare a list of items which he would like to see included in the new website.