

Meeting of the Resources Committee

MINUTES (Part 1)

Items to considered confidential on the grounds of commercial or personal sensitivity have been redacted and are recorded separately

Date	Wednesday 30th November 2022
Time	18.45 to 20.00
Location	Via Teams
Present (Governors):	Fred Gray (Committee Chair) Ian Carey (Support Staff Governor) Melanie Harding Hilary Omissi Christine Ricketts (Principal and Chief Executive) Barbara Spittle (Acting Chair of Governors) – pending appointment
In attendance	Sarah Glasspool (Executive Director, Finance, Resources and People Performance) Andrew Russell (Executive Director, Student Support and Stakeholder Relationships) Melissa Drayson (Director of Governance)
Apologies for absence	None received
Quorum	The meeting was quorate throughout

Item	Action lead
1. Preliminary items	
1.1 Confirmation of the Chair for 2022-23 The Committee was reminded that Committee Chairs are appointed for a four-year term of office, but are reconfirmed in position at the start of each academic year. Fred Gray was duly confirmed as Chair for 2022-23	
1.2 Apologies for absence Apologies were as listed above	
1.3 Declarations of interest There were no new declarations of interests relating to matters on the agenda. Previously declared interests were carried forward.	
1.4 Urgent other business notified in advance No urgent items of other business had been notified.	
2. Minutes	

2.1 The Pt 1 Minutes of the meeting on 15th June 22 were APPROVED as an accurate record for signing by the Chair

2.2 The Pt 2 (confidential) Minutes of the meeting on 15 June 22 were APPROVED as an accurate record for signing by the Chair

2.3 Matters arising

Supporting paper by the Director of Governance

Completed actions were noted and updates provided on the following:

Item 6: The Business Continuity Plan had been finalised and published on the staff intranet.

Item 12: The college was currently working with Surrey County Council on the plans to refurbish the first floor of the Vickers building for the new SEND provision. Surrey was working closely with the college to identify the first cohort of learners for 2023-24.

Item 15. A follow up piece of work to the staff survey had been commissioned from external consultants. A set of conversations were due to be held the following week with 36 randomly selected staff. A staff poll would be issued in the New Year. It was hoped that this approach would encourage better engagement than the previous survey.

Item 17: The risk register had been revised and presented to the Audit Committee. It would also be brought to the Corporation on 14 December.

AGREED:

- | | | |
|-----|---|---------------|
| i) | That the Business Continuity Plan would be shared with the committee | EDFRPP |
| ii) | That the outcomes of the staff engagement work would be brought to the next Resources Committee meeting. | P/CE |

3. Finance

3.1 July 2022 (p12) Management Account

Supporting paper presented by EDFRPP

The July Management Accounts reflected the year end audited position and confirmed the small operating surplus. The Committee reflected that this was an achievement given the number of variables involved, but was mindful that the FE Commissioner target was 1% of income.

Governors were keen to share good practice recommendations about the presentation of management accounts from recent AOC. This included using powerpoint to present headlines at meetings.

In response to governors' questions, shortfalls for full-cost, Adult Learning Loan and co-funded income lines were clarified. It was explained that the plan for co-funded income had not been correct. Co-funded income was treated separately to Adult Education Budget income for accounting purposes as it was income received directly from learners although it might apply to the same provision.

The Management Accounts July 2022 were NOTED.

AGREED: That good practice principles about the presentation of management accounts would be discussed further outside the meeting.

HO/EDFRPP

3.2 September/October 2022 (p2/3) Management Accounts

Verbal report by the EDFRPP

Due to the pressures on the finance team caused by the preparation of the financial statements and a five-year cashflow, it had not been possible to bring management accounts to this meeting. The new finance system should, however, make this easier in future.

Draft management accounts and revised forecast indicated the following:

- Increased spend on agency staff to cover staff vacancies.
- The anticipated increase in energy costs, especially gas.
- The forecast was still showing an operating surplus this year.

It was confirmed that the Corporation would receive an update on learner income, once the data had been checked by the Head of MIS.

AGREED: That the October Management Accounts would be presented to the Corporation on 14th December.

3.3 Barclays Facility Agreement

Supporting paper presented by the EDFRPP

Recorded in Part 2 minutes

3.4 Emergency Capital Expenditure

Supporting paper presented by the EDFRPP

The Committee considered a proposal to approve three areas of capital expenditure that were not included in the 2022-23 approved budget.

These related to:

- Flood damage to the Edge Building. An insurance claim was being processed and it was hoped that Capital Transformation Funding might be used to bring forward the refurbishment. £20k was required for initial investigative works, with the possibility of further costs at a later stage.
- The replacement of the IT Firewall in January at a cost of £47k for five years. The Committee was reassured that the security of the IT system would not be compromised.
- Replacement of old machines in Hospitality and Catering, and Hair and Beauty at a cost of £16k. In response to governors' questions, it was confirmed that the students had not been adversely affected by the lack of new machines.

AGREED: That it be recommended to the Corporation that the additional capital expenditure proposals be APPROVED.

3.5 Fusion Contract Extension

Supporting paper by the EDFRPP

Recorded in Part 2 Minutes

3.6 Board Portal budget costs

Supporting paper by the Director of Governance

Recorded in part 2 minutes

4. Resources and People key issues report

Supporting paper by the EDFRPP

The paper provided updates on key issues and risks relating to the People Strategy, other Estates matters, insurance, IT and MIS. Data reports on cyber security and IT helpdesk tickets were provided as appendices.

The Principal and CEO reported that options for a staff pay award were being developed.

AGREED: That staff pay award options would be brought to the Corporation for further consideration and approval.

PCE

5. Sustainability Termly Report

Supporting paper by the EDSSSR

The Committee noted the commitment to being Net Zero by 2030, and commended the progress, led by the Climate Action Group on the 'emerging actions' on the AOC FE Climate Action Roadmap.

Good progress had been made with the collection of scope one and two data for the Streamlined Energy and Carbon Reporting (SECR) tool, However, further support was needed with interpreting key data and setting realistic long-term key performance indicators. Overall energy usage had decreased since 2018-19, with a 32% decrease in gas and 14.6% in electricity. The reduction was due to increased energy saving technology and a reduction in inefficient building use.

A key action was to publish end point targets and commitments on the website. The Executive Director had attended training on user-friendly carbon reporting.

The priorities for 2022-23 were supported, including:

- Continuing on the next steps of the climate action roadmap
- Improving measurement and target setting
- Involving learners in sustainability and climate action
- Reducing paper usage.

The committee noted and considered the recommendations:

- Formal adoption of the Climate Action Roadmap
- Membership of the EAUS Alliance for Sustainability Leadership in Education at an annual cost of £536
- Consideration of a budget for the College to manage the delivery of the College's commitment to the carbon reduction agenda.

- Appropriate investment into climate adaptation, renewable and energy saving technologies as part of the College's Estates Plan.

AGREED:

- (i) **That the formal adoption of the Climate Action Roadmap would be recommended to the Corporation.**
- (ii) **That membership of the EAUS Alliance should be agreed by SLT** SLT
- (iii) **That a sustainability budget should be considered as part of the next year's budget setting round.** SLT

6. Finance and Resources Risk Report

The report highlighted the key strategic risks that fell within the Committee's remit. The Committee confirmed that the risks had been covered through its business.

7. Resources Committee workplan 2022-23

The workplan was noted and agreed.

8. Date of next meeting

Tuesday 7th March 2023

Signed By: _____

Date: _____