

## 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

<b>Date</b>	<b>Tuesday 7<sup>th</sup> March</b>
<b>Time</b>	18:00 to 19:45
<b>Location</b>	Via Teams
<b>Present (Governors):</b>	Fred Gray (Committee Chair) Ian Carey (Support Staff Governor) Melanie Harding Christine Ricketts (Principal and Chief Executive) Barbara Spittle (Acting Chair of Governors) (Item 1-3 only) Paul Stedman
<b>In attendance</b>	Ashok Patel (Interim Executive Director Finance) Andrew Russell (Executive Director, Student Support and Stakeholder Relationships) Donna Wall (Head of People) – item 4 Jordi Garcia (Logixx) – Item 6 Melissa Drayson (Director of Governance)
<b>Apologies for absence</b>	None received
<b>Quorum</b>	The meeting was quorate throughout

<b>Item</b>	<b>Action lead</b>
<b>1. Preliminary items</b>	
<b>1.1 Chair's welcome</b>	
	Paul Stedman was welcomed as an interim member of the Resources Committee, following the approval of Hilary Omissi's sabbatical as a governor.
	The Chair of Corporation would be present for item 3 only
<b>1.2 Apologies for absence</b>	
	No apologies were received
<b>1.3 Declarations of interest</b>	
	There were no new declarations of interests relating to matters on the agenda. Previously declared interests were carried forward.
<b>1.4 Urgent other business notified in advance</b>	
	No urgent items of other business had been notified.

## 2. Minutes

- 2.1 **The Part 1 Minutes of the meeting on 30<sup>th</sup> November were APPROVED as an accurate record for signing by the Chair**
- 2.2 **The Pt 2 (confidential) Minutes of the meeting on 30<sup>th</sup> November were APPROVED as an accurate record for signing by the Chair**
- 2.3 **The Minutes of the Joint meeting with the Audit Committee 30<sup>th</sup> November 2022 were APPROVED as an accurate record and would be signed by both Committee Chairs.**

### 2.4 **Matters arising**

*Supporting paper by the Director of Governance*

It was noted that the Business Continuity Plan had yet to be shared with governors. This would be completed immediately after the meeting.

Governors were updated on the sign off of the financial statements following Corporation approval on 27<sup>th</sup> February. The ESFA had suggested a minor wording change to Note 17, relating to interest rates. Advice had been taken, which was that the wording was required by ESFA guidelines/FRS 102 and should be retained. The accounts would be signed off once finalised transaction documents were received.

## 3. Finance

### 3.1 **January 2023 Management Account**

*Supporting paper presented by Interim EDF*

Discussion was recorded in Part 2 confidential minutes

### 3.2 **Deficit Reduction Plan (Part 2)**

*Verbal report by the Interim EDF*

Discussion was recorded in Part 2 confidential minutes

### 3.3 **Early Budget assumptions 2023-24**

*Supporting paper presented by the EDFRPP*

A zero-based approach was being taken to setting the 2023-24 budget, which would include rebasing all assumptions. This was not unusual for a college.

**AGREED: That an update on the development of the 2023-24 budget would be brought to the Corporation meeting on 29<sup>th</sup> March**

### 3.4 **Fees Policy 2023-24**

This item was deferred to the Corporation meeting on 29 March

### 3.5 **Treasury Management Annual Policy Review**

It was noted that the previous year's policy had been rolled on with minor changes to job titles.

**AGREED: That, subject to final review by the Interim Director of Finance, the Treasury Management Policy be recommended to the Corporation FOR APPROVAL**

#### 4. **People Report**

*Supporting paper presented by the Head of People*

Governors received an update on the staff satisfaction study that had been undertaken by a specialist company, following the previous year's staff survey. This had involved conversations with groups of staff. Common themes had been identified and reported back for discussion by management. The key themes had then shaped questions for the staff survey.

The survey response was 96 staff. Of these, 73% indicated that they were satisfied with Brooklands College as a place to work, compared with a target of 75%.

The areas that staff most value were working with colleagues and students. Areas for development include training and development and the visibility of the senior team. An online forum with all staff had been set up. Outcomes from this would be collated and would drive an action plan

Other report headlines were:

- The People team structure had been reviewed and roles and salaries aligned with current trends and demands. The department had moved to a business support model to help to deliver college strategy
- Gender pay data was presented to comply with legal requirements. The reasons for any difference was being investigated for underlying inequities, for example in promotion and development opportunities.
- There had been 29 leavers over the period, which was at similar levels to the previous year. Staff retention was a priority for the people team.

Governors discussed the staff survey outcomes. It was established that the completion rate was less than half (including casual and hourly paid staff, but not agency staff). Some comments in the study had been negative, especially around workload. The PCE confirmed that these had been taken to the middle managers group for further review and to agree actions. It was recognised that negative comments should be balanced against the positive.

Management were asked whether "reasons were leaving" were known. It was confirmed that exit information was collated and that, whilst a number of reasons were given, pay was not the main cause. Workload was, however, a recurring theme.

*The Head of People was thanked for a useful and comprehensive report.*

**AGREED: That the summer term People Report should include an analysis of reasons for leaving, along with staff absence data**

**5. Estates and Facilities Report**

*Supporting paper by the Head of Estates, presented by the Principal and CEO*

The report was NOTED and headlines highlighted:

- The outcome of the T Level application for Ashford was awaited
- There was a continuing need to reduce estates costs across all three centres. At Weybridge, some buildings were mothballed and further options were being explored.
- The main hall had suffered water intrusion and the cost of repair was estimated at £5k
- Governors had been provided with regular updates on the capital project for the Vickers building
- The outcome of the insurance claim for the Edge was awaited. A request for early release of FE Capital Transformation Funding had been made.
- Security was being tightened around the campus, with the installation of CCTV cameras and greater staff presence.
- Premises team and Health and Safety staffing remained an issue, with difficult recruiting to key posts. The Health and Safety Advisor post remained vacant. A new, more senior combined health and safety and inclusion role was being developed.
- The Director of Estates would be leaving the college at the end of March. He would be greatly missed as a valued member of staff. The post would be filled on an interim basis, whilst the role description was being reviewed to create a senior position that would accommodate the estates project as it moved forward.

**6. Health and Safety Report**

Governors commented that the report lacked the detail that they were used to seeing. It was recognised that this was linked to current staffing levels but, nonetheless, insisted that governors must have sufficient information to allow them to fulfil their legal duties. It would be particularly important to have this assurance once building work commenced.

It was noted that the departure of the Director of Estates might create a further risk in this area.

**AGREED: That a meeting would be arranged between governors and management to ensure that Health and Safety reporting to governors was robust.**

**PCE,  
EDSSSR,  
Paul  
Stedman**

**7. IT Report**

*Supporting paper presented by Jordi Garcia, Logixx*

The written reports were received and the following headlines noted:

- It was being well managed, with no critical incidents
- A profile of Cyber risk showed that existing defences were operating well in terms of protecting college systems
- In order to receive Cyber Essential Plus, work was being done to find ways to control use of mobile devices. It was noted that Cyber Essential Plus was now an ESFA recommendation rather than a conditions of funding requirement.
- A budget to increase cyber security software was sought to ensure that the college maintained its strength. Cyber security was known to be a high risk for colleges. An attack on a London college had been well publicised before Christmas.

The Committee thanked the IT lead for a detailed and helpful report.

## 8. Sustainability Termly Report

*Supporting paper presented by the EDSSSR*

The paper was taken as read and headlines were noted, including:

- The decision to adopt the Climate Action Roadmap, and progress to date. The key challenge continued to be around data collection and target setting
- The College had now joined EAUC: The Alliance for Sustainable Leadership. Governors had been signposted to useful resources on website.
- Implementation of energy efficiencies as part of sustainable development. The goal was a high energy efficiency rating before any green technologies were installed. The estates Project Manager had provided assurance on this. The installation of energy production technologies had not yet been considered although opportunities were recognised.
- The college was developing a wider sustainability/ social justice strategy linked to UN sustainability goals. Governors would be asked to review and provide feedback. This would seek to integrate climate action with equity measures.
- The Climate Action Steering Group now included students.
- Engagement with Surrey University and Royal Holloway had been re-established to strengthen training around carbon literacy and links to teaching and learning. Becoming part of the Surrey University Sustainability institute would increase partnership opportunities.
- Energy usage graphs comparing the current year with the previous year demonstrated the impact of mothballing buildings, particularly the Edge. Further efficiency with building space would have a significant benefit.

The Committee discussed difficulties with the capture of data, and the potential impact of the rail strikes on car usage.

The EDSSSR was thanked for an informative and helpful report.

**9. Finance and Resources Risk Report**

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

**10. Date of next meeting**  
Tuesday 13<sup>th</sup> June 2023

Signed By: \_\_\_\_\_

Date: \_\_\_\_\_