THE TRAFFORD COLLEGE GROUP

**Minutes of the Meeting of the Resources Committee**

**held at 5.30 pm on Wednesday 10 October 2018**

**in the Boardroom at Trafford College**

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| **Present:** | Guy Robson  John Cowell  Graham Luccock  Louise Richardson  Janet Grant  James Beazley | (Chairperson) |
| **In Attendance:** | Barry Watson  Michelle Leslie  Andrea Bennett | (Corporation Secretary)  (Vice Principal Corporate Services and Planning)  (Director of Finance and Strategy) |

| **Minute No:** |  | |
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| **GRES/22/18** | **Apologies for Absence** | |
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|  | The Corporation Secretary (CS) reported that apologies for absence had been received from Lesley Davies and Sue Derbyshire.  It was noted that the Director of MIS (DMIS) and Vice Principal Curriculum & Quality – Campus Principal (VPCQP) were unable to attend the meeting due to other commitments. | |
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| **GRES/23/18** | **Declaration of Direct or Indirect Interest in any of the Meeting’s Business Items** | |
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|  | There were no declarations of either direct or indirect interest in any of the meeting’s business items. | |
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| **GRES/24/18** | **Minutes of the Resources Committee meeting held on 25 June 2018** | |
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|  | The minutes of the meeting were approved and accepted as a correct account of the meeting’s proceedings. | |
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| **GRES/25/18** | **Matters Arising from the Minutes** | |
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|  |  | GRES/11/18 – Election of Vice Chairperson for the Academic Years 2108/2020  The Chairperson sought nominations for the position of Vice Chairperson of the Committee for the period 2018/2020.  Janet Grant was the sole nomination and it was unanimously resolved that she be elected as Vice Chairperson of the Committee for the period outlined.  There were no other matters arising from the minutes that were not on the agenda for the meetings business items. |
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| **GRES/26/18** | **Financial Reporting Process Update** | |
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|  | The Director of Finance & Strategy (DFS) presented a report which advised the Committee that the Financial Reporting process for 2017/18 would be slightly different following the merger of Trafford College and Stockport College to form The Trafford College Group.  The report advised that two sets of Financial Statements would be prepared for the Committee’s consideration and Board of the Corporation approval as follows:   * Stockport College Report and Financial Statements for the period ended 31 March 2018.   The DFS advised that Report would cover the financial results of Stockport College prior to the merger and that the Stockport College Report and Financial Statements will be for the period ended 31 March 2018 will cover the 8 months pre-merger from 1 August 2017 to 31March 2018.  The DFS also advised members of the timeframe for the audit and commented that comparisons with previous year’s reports would be difficult due to the changes as outlined.   * Trafford College Group Report and Financial Statements for the year ended 31 July 2018.   The DFS advised that the Report would cover the activities of The Trafford College Group and be made up of 8 months Trafford College from 1 August 2017 to 31 March 2018 plus 4 months Trafford College Group (including Stockport) from 1 April 2018 to 31 July 2018.  The DFS also advised members of the timeframe for the audit and commented that aalthough there would be difference in format of information presented within Financial Statements (prepared in accordance FRS102) and the Management Accounts, the underlying data would the same.  The DFS further commented that as the Committee was aware the management accounts had shown 12 months for Trafford College plus a full 12 months for Stockport College so that the financial performance could be monitored against the agreed Financial Plan (CFADS).  It was also advised that to assist in the interpretation of the Financial Statements it was proposed that a high level reconciliation be produced to combine the Financial Statements for both Stockport and Trafford College Group.  The Committee thanked the DF&S for the update report outlining the process for Production of Draft Report and Financial Statements (Trafford & Stockport Colleges) 2017/2018 and resolved that it be noted. | |
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| **GRES/27/18** | **Business Case Approval Process** | |
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|  | The DFS presented a report which provided detailed proposals for the approval of Business cases.  It was noted that the Board of the Corporation at its meeting on 3 October 2018 had approved the Business Case process subject to a detailed review by the Resources Committee.  Members discussed and considered the business case proposals and made the following recommendations:   * With regard to the recommendation element of the process there should be added information relating to the impact on Students together with Quality aspects relating to the proposed business case. The DFS undertook to incorporate this into the process documentation.   **Action: Director of Finance & Strategy**   * What had been the outcome of the recent CITB bid?   The DFS advised that unfortunately the bid had been unsuccessful and that the Group were waiting formal feedback concerning the outcome**.** The DFS further commented that there had been a lot of benefits secured from making the bid including partnership contacts and experience of compiling such bids which in her view was a very strong case and excellent body of work.  The DFS also advised that there may be occasions when the decision making process would need to be swiftly undertaken and in such circumstances she would contact members by e-mail if required. The DFS also asked for members to advise her if they felt anything was missing from the process.  **Action: Members**  After due discussion and consideration it was resolved that the Committee note the update to its Terms of Reference as detailed in the report together with the standard Business Case pro-forma that would be used for presentations to the Committee.  There were no further matters raised by members arising from the report and it was resolved that it be noted. | |
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| **GRES/28/18** | **Learner Numbers and Funding Update 2018/2019** | |
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|  | The DFS presented a report detailing the College’s learner numbers and funding update for as at 30 September 2018.  The report covered the following funding streams:   * At Stockport the number of 16-18s was just below the allocation and for Trafford the number was greater than the allocation. For the combined Group, there were 95 young people above the allocation. The DFS advised that the Group was still continuing to actively recruit which included late enrolments, recruitment of students on waiting lists and transfers to more appropriate courses to mitigate against further withdrawals. In terms of allocation for full time provision, which was a key element of funding it was advised that the Group was at 104.66% of allocation. * Adult learners continued to recruit throughout the year. For the combined The Trafford College Group, 19+ full time funded learners were already above target at 116% of the curriculum plan. Recruitment of 19+ part time funded learners was at 28% of the curriculum plan target, but numbers would continue all year round. Recruitment of 19+ FT Loan students was at 64% of the curriculum plan, although the Group will still waiting for completed loan agreements in some cases. Recruitment of 19+ PT Loan students was above target at 120% of the curriculum plan. * Recruitment of full time Higher Education students was on track at 98% of the curriculum plan target. The DF&S advised that the present recruitment of part time Higher Education students was below the target at 61% of the curriculum plan. It was noted that a number of enrolments were still to be confirmed as many of the learners were employed and enrol throughout the first weeks of term. The DFS further added that more learners would be funded through apprenticeships and a clearer picture on part time Higher Education would be evident at the half-term point. * Apprentices and community learning students continued to enrol throughout the year and the Group would start to closely monitor performance against the Apprenticeship and AEB allocations from the end of October 2018. * Work was underway to produce the Individual Learner Record (ILR) with funding generated for the year which would further inform the Group of the cash generation performance against planned income.   The Committee considered the report in detail and discussed the following matters:   * Actions taken to retain and recruit students up to the 42nd day. * Historic trends in relation to conversion, retention and 42nd day outcomes. * The position of the Group in relation to Greater Manchester Colleges.   There were no other issues raised by members and after due discussion and consideration it was resolved that the report be noted. | |
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| **GRES/29/18** | **Industrial Relations Update** | |
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|  | The Vice Principal Corporate Services & Planning (VPCSP) provided a verbal report which updated the Committee in respect of Industrial relation issues/ matters at the Group.  The items that were raised and considered were as follows:   * Restructuring had now been completed on schedule and the new organizational structure was in place with effect from 1 August 2018. It was advised that there had been 54 redundancies of which 43 had been voluntary, 11 compulsory and 11 redeployments. * Payroll targets had been achieved and that the current staffing costs were currently comfortably within budget. * Recruitment had largely been successful but that two management posts were proving particularly difficult to fill within the areas of Finance and Management Information Services. In answer to a question raised by a member regarding the search process the VPCSP advised of the actions that were being taken to cover the posts in the short term and seek permanent appointments to the positions. * Work was now ongoing with the new teams in order to ensure that they are functioning effectively and that the great place to work initiatives was working well. A member asked about the harmonisation process and the current position in relation to provision of redundancy and support costs from the Transaction Unit. The VPCSP advised that the harmonistion of terms and conditions of the staff of the Group was currently being discussed with the Trades Unions and outlined the management objectives from this perspective. It was advised that discussions with the Transaction Unit had been held and the VPCSP outlined the breakdown of the harmonistion costs for the 2018/2019 and 2019/20. With regard to redundancy costs the VPCSP advised that the Group had exceeded the initial budget within year but the overall total was within budget. * It was highly likely that the Teachers’ Pension Contribution rate would go up significantly and the VPCSP outlined the likely impact on the Group budget in this respect.   There were no other issues raised by members and after due discussion and consideration it was resolved that the verbal update be noted. | |
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| **GRES/30/18** | **People Strategy / Staff Survey Update** | |
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|  | The VPCSP provided a verbal report which updated the Committee in respect of progress with regard to the People Strategy and the Staff Survey.  With regard to the People Strategy the VPCSP advised that the Organisational Development Plan 2018/2019 had now been completed and outlined some of the initiative’s contained within the plan including a leadership programme with the Association of Colleges and the Health and Well-Being initiative. It was noted that a new Director of HR had recently been appointed and commenced her duties.  In discussion it was agreed that a copy of the Organisational Development Plan should be emailed to all Governors and that the People Strategy be presented to the Committee at its meeting in February 2019.  **Action: Corporation Secretary/ Vice Principal Corporate Services & Planning**  The VPCSP also advised the Committee updated plans with regard to the Staff Survey and that it was intended at this stage, given the timings in relation to the recent merger, to undertake monthly temperature checks the week before half term and after and then every half term. The VPCSP undertook to provide an update on the progress at the February 2019 meeting.  **Action: Vice Principal Corporate Services & Planning**  A member commented regarding the display around the Campuses of the Great Place to work initiative and the VPCSP undertook to liaise with the Marketing Director over the suggestion.  **Action: Vice Principal Corporate Services & Planning**  There were no other issues raised by members and after due discussion and consideration it was resolved that the verbal update be noted. | |
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| **GRES/31/18** | **Review of Staff Disciplinary Procedure** | |
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|  | The VPCSP presented a report which update Committee members in respect of changes to the Group’s Staff Disciplinary Procedure. The report included a copy of the proposed Staff Disciplinary Procedure.  The VPCSP advised that the Disciplinary Procedure was reviewed every two years or earlier if statutory changes require amendment and that due to the establishment of the Trafford College Group it was proposed that a harmonised procedure should be agreed for the Group.  The VPCSP further advised that as part of the harmonisation process agreement had now been reached with all of the accredited trade unions to adopt the Trafford College Procedure for the Group.  It was noted that the Procedure was consistent with statutory requirements and ACAS good practice and that more explicit information had now been included in relation to Data Protection requirements.  Members raised a number of issues arising from the report as follows:   * How the new procedure would be communicated to staff. The VPCSP advised of the process that would be undertaken to ensure that all staff had access to the procedure to the member’s satisfaction. * In answer to a members question the VPCSP clarified the position with regard to appeals from a Governance perspective. * Whether national disagreements between some of the accredited trades unions had impacted on local negotiations. The VPCSP advised that the local negotiations had been undertaken effectively and that there had been no major issues that had impacted on the negotiations. The VPCSP added that whether this would remain the case going forward remained to be seen. * Whether the Group had similar processes in place with regard to performance management. The VPCSP advised that agreement had been reached with two of the accredited trades unions in respect of the capability and Appraisal processes and that there were still a number of queries that needed to be signed off with the support staff Union. It was advised that the appraisal process had been updated and that there would be a staff briefing in relation to the new process.   There were no other issues raised by members arising from the report and after due discussion and consideration it was resolved that it be noted. | |
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| **GRES/32/18** | **Accommodation Strategy – October 2018** | |
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|  | The VPCSP presented a report which provided Committee members with a copy of the proposed Accommodation Strategy for the Trafford College Group.  The report also included a copy of the Stockport College Draft Masterplan and the VPCSP advised that it should be noted that the document was very much a working document and as the Corporate Plan is further developed it is anticipated that further accommodation ambitions will be identified and implemented.  It was noted that Members of the Strategic Property Working Group and Transition Board had previously approved an accommodation strategy as this needed to be submitted with the application for capital funds from GMCA. The VPCSP commented that this Strategy formed the basis of the presented strategy although the document had been further developed to reflect progress made since January 2018.  It was also noted that a copy of the Strategy had been submitted to the Transactions Unit in August 2018 in order to satisfy the relevant conditions subsequent of the Transactions Unit Funding Agreement.  The VPCSP also advised that in the revised covenant with Barclays Bank the Bank was unwilling to increase the maximum permitted capital spend (without agreement) to reflect the increase in the college income and estate post-merger and therefore it will be necessary for the Group to be more selective with future capital spends on smaller projects and equipment than had been the case for Trafford College previously.  Members consider the report and Strategy in detail and made the following comments:   * The Strategy document was an excellent narrative and a good summation of the core business of the Group. In discussion it was agreed that a copy of the Strategy should be sent to all members of the Board of the Corporation for their information.   **Action: Corporation Secretary**   * With regard to the revised covenant with Barclays Bank a member asked when would it be lifted if at all? The VPCSP advised that it was likely to be for the 3 year period but that in any event the Group would not want to exceed the maximum permitted capital spend from a cash perspective. * A member commented that it was an excellent and well written document.   There were no further issues raised by members arising from the report and it was resolved that the report be noted. | |
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| **GRES/33/18** | **Any Other Business** | |
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|  | There were no matters raised under any other business. | |
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| **GRES/34/18** | **Date of Next Meeting** | |
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|  | It was agreed that the next meeting would be held on Thursday 22 November 2018 at 5.30 pm in the Boardroom at Trafford College.  **Action: Corporation Secretary** | |
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|  | The meeting closed at 6.37 pm | |
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