

Resources Committee Meeting

Tuesday 11 March 2025, 08:30 - 10:00

Over Teams

Attendees

Board members

Dave Vasse (Principal), Usha Puri-Dewage (Member), Andy Boucher (Corporation Chair), Husa Al-Mima Ali (Finance Director), Harriet Muxlow (HR Director), Kay Sandford-Beal (Governance Director), Nazerine Noorani (Staff Governor), Chloe Hall (Member), Patrick Philpott (Member), Julian Cambridge (Member), Matthew Franks (Assistant Principal), Barbara Nearchou (Assistant Principal (Observer))

Absent: Rosali Pretorius (Member)

Meeting ID: 392 034 839 221

Passcode: SmzADN

Meeting minutes

1. Welcome, apologies for absence and quoracy

Information

Andy Boucher, Acting Committee Chair

To welcome members, including new members, to note apologies and to confirm that the meeting is quorate

The Acting Committee Chair welcomed governors and staff to the meeting, in particular new governors, Patrick Philpott and Julian Cambridge, for whom this was their first Committee meeting. Assistant Principal, Matt Franks was joining the Committee for the first time in his role of Assistant Principal, Planning and Resource, now overseeing the college Estates and IT teams and leading on the digital strategy.

Apologies had been received from the Committee Chair, Rosali Pretorius.

The meeting was confirmed as quorate.

1.1. Confidentiality Statement

Information

Andy Boucher, Acting Committee Chair

All matters discussed during this meeting are confidential until the minutes are approved. Any items recorded as Reserved Minutes remain confidential after the Reserved Business minutes have been approved.

The Chair drew members' attention to the standard Confidentiality Statement.

2. Declarations of interest

Information

Andy Boucher, Acting Committee Chair

Members to declare conflicts of interest against any item on the agenda.

The Chair explained to new Governors the need to declare any conflicts of interest against specific agenda items.

There were no conflicts of interest declared.

3. Minutes of the previous meeting of the Resources Committee on the 12th November 2024

Decision

Andy Boucher, Acting Committee Chair

To approve the minutes of the meetings as a true record.

DECISION: The minutes of the previous meeting on the 12th November were **approved** and confirmed as a true record.

 3. DRAFT Minutes_Resources Committee Meeting_121124.pdf

4. Matters Arising from the minutes of the meeting on the 12th November 2024

Information

Andy Boucher, Acting Committee Chair

To monitor the progress or completion of actions not covered elsewhere on the agenda.

The Chair drew Governors attention to the Action Log, which documented that all outstanding actions had been completed.

 4. Action log Resources Committee 121124 updated.pdf

5. College Finances

Information And Discussion

Hussa Al-Mima Ali, Finance Director

5.1. Management Accounts Period 6 January 2025

Information And Decision

Hussa Al-Mima Ali, Finance Director

To update the committee on college financial performance in the first half of the year.

The Finance Director supplemented her formal report with a brief overview of the college's financial status, highlighting that the end of year forecast and budget were aligned. This included the cost of living pay rises, which had been agreed to be backdated to 1 September 2024; 3.5% from 1st September and an additional 2% (total 5.5%) from 1st April 2025.

It was clarified that, within the scheme of delegation, while approval for staff pay rises (other than Senior Post Holders) was not the role of the Corporation, the approval of an increased in year budget required Governor approval at Resources Committee Level.


DECISION: Governors agreed to **approve** the revised in year budget

For the benefit of new governors who had joined the committee, the acting Chair provided committee members with additional background information regarding the college's finances. Significant work had been carried out by the college to manage the finances within a period of continual growth as part of a deliberate strategy. AB explained that funding is provided in retrospect (lagged), based on actual students enrolled in a previous year. The financial health of the college had been rated consistently as 'good' in recent years and there had been no need to borrow.

The Principal shared that little surplus generated by the college, which in turn inhibits reinvestment. The introduction of T Levels brings with it efficiency challenges around the management of space and staff, should the T level offer not attract a full complement of students. DV also explained how the number of hours required of students for the college to receive the Band 5 level of full learning, had been increased to 580 rather than 540. 400 of Monoux students were not in a position to participate in 580 hours, and as such the college received a lower rate of funding per learner. Increasing all students to this level would require additional resources and would result in a high proportion of students being disaffected. If the college was only focussed on the provision of A levels, the funding rate would differ,

The acting Chair also explained to Governors that the college owned a large estate, parts of which were not currently being utilised. Investigation was underway to ascertain ways in which the estate could be proactively monetised. The Principal highlighted the example of the newly refurbished theatre, with ambitions for external hire to local community groups to attract income. This was already the case for one local community group.

 5.1a January 2025 Management Accounts.pdf

 5.1 Management Accounts to Period 6 January 2025 FINAL.pdf

5.2. Financial Regulations

Hussa Al-Mima Ali, Finance Director

Governors to be provided with a verbal update on progress made with the college Financial Regulations

The Finance Director informed Governors that the Financial Regulations work had not been progressed due to capacity within the Finance Team. A replacement Management Accountant had recently started their employment at the college. This piece of work would be progressed after this year's budget work had been completed. AB reminded the Finance Director of the pro bono work that had been offered by Linklaters and that this support could be accessed once she was ready to progress. The Finance Director thanked AB for negotiating this external support.

ACTION: HA

5.3. National Funding Policy

Hussa Al-Mima Ali, Finance Director

Governors to be provided with updates on national funding policy

At the time of committee paper distribution, the college was awaiting agreement of national funding levels by the Department for Education (DfE) and a "toolbox" of data to enable planning. A funding update had been released the previous Thursday, confirming that the college would receive between an additional £900k to £1 million, as a result of the changes in funding methodology. Approximately half of this figure would need to be allocated to the staff pay rise and the remainder would be allocated in accordance with strategic priorities.

The ESFA (Education and Skills Funding Agency) is currently the executive agency of the Department for Education (DfE) and the funder of sixth form colleges. The ESFA use a funding formula to determine the level of funding allocated to each institution and produces a grant funding agreement to the college detailing the specific responsibilities and reporting requirements, with assurance being provided by external auditors. As previously discussed, funding is lagged and based on the submission of enrolment data and the number of student hours delivered

The Principal clarified that the national rate per learner had shifted. There had previously been disparity between school and college funding and an extra £300 million had been granted to the Further Education sector.

Those teaching in schools had had their pay awards covered by the ESFA, but colleges were required to make provision for this themselves.

Sixth Form Colleges had not been in receipt of this pay rise last year, but the Sixth Form College Association had fought legally on behalf of the sector, resulting in an additional one off grant to be received in May which will allow for the 5.5% increase.

The Chair reflected that a useful training opportunity for governors might be the production of a glossary or summary document to aid governors in the understanding of the funding formula.

ACTION: KSB

 5.3 National Funding Policy Update.pdf

6. Annual HR Report

Harriet Muxlow, HR Director

Governors to consider and note the Annual HR Report.

Harriet Muxlow, Director of HR joined the meeting and presented highlights from the Annual HR Report. She informed Governors that the new Wellbeing Strategy and Policy documents would be shared with governors after the meeting.

ACTION: HM and KSB

Governors were reminded of the inadequate data which had been received from the Staff Pulse Surveys, distributed to all staff over a period of 9 months. These had mainly been utilised by a small percentage of staff as a forum through which to lodge complaints and had unfortunately not produced useful data for analysis.

A decision had therefore been made to introduce a series of 'Staff Forums'; each based around a specific theme. Due to the introduction of the new Wellbeing Policy and Strategy, this had been the starting point for the first series of forums.

Appraisals and Development opportunities had also been a focus for discussion, where the importance, not only of training for a current role, but development opportunities to progress beyond a current role, were highlighted as a priority for staff.

HM shared that the recent internal audit had highlighted issues with the three different online systems, currently in use by HR to manage appraisal monitoring, annual leave monitoring and payroll processing. These were considered not fit for purpose. Ali Khan, the college's web manager, had been commissioned to design a fully integrated system to accommodate all HR requirements. It was anticipated that this would be designed ready to be delivered by the beginning of the next academic year.

Gov Q: Is there any penalty for cancelling the current contracts and can the data be easily extracted?

HM A: There is no penalty - the companies have been informed and we are able to extract and retain the necessary data.

UPD offered to support with any helpful guidance around lifecycle, as this was part of her professional role.

The Chair thanked HM for her report and contribution and UPD for her offer of help and guidance.

 6. Annual HR Report - Resources Committee (2023-2024) Final.pdf

7. Estates and Health and Safety

Andy Boucher, Acting Committee Chair

Decision And Information

7.1. Health and Safety Policy


Andy Boucher, Acting Committee Chair

Decision

Governors to review and approve the updated Health and Safety policy for recommendation to the Board for approval.

Minimal amendments had been made to the Health and Safety Policy as advised by Committee members at the previous meeting.

DECISION: The Committee **approved** the policy to be recommended to the Corporation for approval.

 7.1 Health and safety policy_december_24 v7Feb 25KSB.pdf

7.2. Annual Health and Safety Report

Clive McGhie, Estates Manager

Information

Governors to consider and note the annual Health and Safety Report

Clive McGhie, the Estates Manager joined the meeting. Governors received and noted the annual Health and Safety Report presented to them.

 7.2 Annual H & S Report Resources 110325 FINAL.pdf

7.3. College Maintenance Report

Clive McGhie, Estates Manager

Information

Governors to receive an update from the Estates Manager on Maintenance Priorities, Review of the year and evaluation of Planned Preventative Maintenance.

Governors received and noted the Maintenance Report. Clive McGhie left the meeting. Governors were requested to input guidance and advice into the development of the Preventative Maintenance Plan. PP was happy to offer support in the negotiation of improved terms with external providers and UPD offered supported with any tender process required.

ACTION: DV/PP/UPD

 7.3 Maintenance Report Resources 100325.pdf

8. IT update

Information

Matt Franks, Assistant Principal, Planning and Resources

To provide Governors with a verbal update on the college's IT priorities and planned digital strategy

MF reported to Governors how his role had transitioned since September 2024 with the direct line management of the Web, IT, Estates and MIS teams. Work had begun on the development of the IT strategy and progress would be presented at the next Resources Committee meeting in June. MF shared that he would very much welcome support in the form of critical friends and expertise in these areas.

MF provided a status update, having made initial assessments within his areas of responsibility. Focus areas were as follows:

- An update to college wifi would require a tender process to source primary and secondary coverage, allowing flexibility of use within the building and saving costs for the future
- New systems for asset management (acquisition and disposal) and for project management to be consistent
- SWOT analysis of customer service leading to investment into infrastructure eg the use of AI
- How can communication with parents be improved and made more efficient?
- How can we plan for the classroom of the future?

MF highlighted that he considered teams to be working hard but not smartly and that efficiencies could be made. Governors were asked if they could support with the development of the Digital Strategy. UPD, CH and JC (Digital Link Governor) offered to support. The Chair stressed that focus on strategy was critical to success, as other organisations often drive their IT provision based solely on need.

ACTION: MF


9. Risk Register

Discussion

Andy Boucher, Acting Committee Chair

Governors to review the most recent Risk Register to ensure that all appropriate committee related risks are included and to escalate any additional risks to the Corporation.

DV reminded Governors of the process whereby the most recent Risk Register is shared at each Committee meeting for review. This ensures that all committee related risks are appropriately escalated to the Audit Committee and the Corporation and provides an opportunity for Governors to identify any additional potential gaps. DV explained that the Committee had met since the distribution of committee papers to Governors, but that no risk ratings had changed in the most recent internal review. He also informed Governors of the significant assurance, recently provided by the internal auditors, of the college's updated Risk Management Policy and Risk Register. This would be formally presented to the Audit Committee on the 25th March 2025.

 9. Risk Register 2024_25 24 January 2025.pdf

10. AOB

Discussion

Andy Boucher

To discuss any urgent items not already covered on the agenda.

There were no additional items of business to discuss.

11. Reserved Business

Decision And
Information

Andy Boucher

Officers to leave the meeting. Governors to remain for 2 items of reserved business minutes

11.1. Governors to approve the draft reserved business minutes from the meeting on the 12th November 2024

Decision

Andy Boucher

Paper filed under Reserved Business/ Resources

DECISION: The Reserved Business Meeting Minutes from the meeting on the 12th November were formally approved.

11.2. Staff payscales

Information

Dave Vasse/Harriet Muxlow

Paper filed under Reserved Business/ Resources

HM presented the paper regarding the change in how pay scales were managed in line with NJC guidance and agreed by SFCA and teacher unions to accommodate senior pay scales and move away from SPOT salaries..

This would allow for a simplification in process, would provide visibility of future pay levels for a small number of senior staff and was not in conflict with Managing of Public Money guidance. This was for information only in line with the Principal's level of delegated authority.

12. Date of next meeting

Information

Andy Boucher, Acting Committee Chair

To confirm the next meeting date of Tuesday 17 June 2025

The next Resources Committee Meeting date was confirmed as Tuesday 17 June 2025 at 8.30am

The meeting closed at 9.48am.