

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 3 December 2013

Membership: *E Johnson (Chair)
J Breen
*M Coleman
*M Denny
*B Spencer
*K Spencer
*P Taylor

* Denotes Present

In attendance: M Stokes, Vice-Principal
P Marsh, Vice-Principal
S Appleby, Human Resources Manager
D Morgan, Director of Financial Planning and Strategy
D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation

543 Apologies for absence

The Resources Committee received and accepted apologies from J Breen.

544 Declarations of interest

There were no declarations of interest.

545 Minutes of the previous meeting

The minutes of the meeting held on 2 October 2013 were approved as a correct record and signed by the Chair.

546 Matters arising from the minutes (not mentioned elsewhere on the agenda)

There were no matters arising.

547 Operating and Financial Review 2012/13

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548 Draft Financial Statements 2012/13

The Resources Committee received and considered the report of M Stokes and D Morgan on the Operating and Financial Review and Draft Financial Statements for 2012/2013. These agenda items were considered and discussed together.

A general discussion was held around the statements and the Committee noted that the papers will be presented at the Corporation meeting on 12 December 2013.

The Committee noted that due to extra income being realised and work on the fixed assets and UTC costs, the end of year surplus has increased to £384k.

Clydesdale bank has confirmed via email that both banking covenant tests were passed at year end and this will be formally notified to the College in January, once Clydesdale has received the financial statements.

Governors noted that the format of the financial statements follows the “Casterbridge Model” which is a standard reporting model used within the FE sector.

The Resources Committee noted the papers and agreed to recommend them to the Corporation meeting on 12 December 2013.

549 Management Accounts for the Period 1 August 2013 – 31 October 2013

The Resources Committee received and considered the Management Accounts for the period 1 August 2013 – 31 October 2013 presented by M Stokes, Vice-Principal.

A general discussion was held around the management accounts and the following points were noted:

- The cash position is good.
- A £330k surplus is currently forecast, however the College is hoping to achieve a surplus of approximately £500k.
- The College is on track to achieve its 16 – 18 apprenticeship funding target, however partners are currently falling behind. It is hoped that the College will also achieve the £150k target for new business.
- If the partners do not achieve their funding target, there is a risk that the College’s contract could be reduced next year, however it could give the College the opportunity for growth.
- The first tranche of 24+ loans funding was received in November, therefore it is not reflected in the October management accounts.
- There is pay expenditure allocated for posts that are still to be filled or are in the process of being filled.
- A new finance system is being looked into which should let the HR and payroll system interact with the finance system.
- The College is currently undertaking a review of its contracts.
- The proposed pay rise lies within the contingency.
- Both bank covenant tests were passed for the quarter.

The Resources Committee noted the paper.

550 Human Resources Annual Report 2012-2013

The Resources Committee received and considered the Human Resources Annual Report presented by S Appleby.

The report details the main performance indicators relating to staffing and analyses the key HR statistics for 2012/13.

There has been an increase in sickness absence from 2,967 days in 2011/12 to 3,424 days in 2012/13. The average number of sick days per person has increased to 7.16 days per year, however this is lower than the AoC reported average of 7.99.

There has been a significant increase in sickness due to stress, however out of the

27 reported cases, only 6 were work related and 21 were personal.

A discussion was held around the period that is classed as short term sickness and whether it is at the appropriate level, however the period has been defined by the AoC.

The sickness monitoring procedure was discussed in detail and the College recognises that it needs to look at cross-College consistency when dealing with sickness management.

Actions are being taken to deal with sickness management. Further work will be undertaken with managers in teams where sickness levels are high. The College is also looking to review its occupational health provider.

There has been a reduction in staff turnover and the Committee noted the analysis of the reasons for staff leaving which were contained within the report. K Spencer is undertaking exit interviews with all leavers and she is also meeting with all new staff as part of their induction.

Governors' attention was also brought to the employer relation cases and S Appleby confirmed the process undertaken when reaching a compromise agreement and under what circumstances.

The Resources Committee noted the paper.

551 Recruitment of Learners 2013/14

The Resources Committee received and considered the report on recruitment of learners for 2013-14, presented by M Stokes, Vice-Principal.

M Stokes confirmed that the figures contained within the report were similar to the report presented to the Resources Committee on 2 October 2013.

A business case has been submitted for additional funding for traineeships for 16 – 18 learners.

The recent open evening was hugely successful, with 1,150 potential new learners attending. The students did a fantastic job showing people around the College, however due to the high number of attendees, more students were needed.

The teams are broadly where they predicted they would be with apprenticeship work and associated income.

Work is continuing with adults and the College believes it is on target to draw down the Adult Single Budget funding.

Work is currently being undertaken to look at the profiling of the higher education income and how it is drawn down. It is predicted that the College should achieve the £1.9m funding target based on current numbers. The budget has been adjusted to include the validation costs that the College incurs.

The Resources Committee noted the paper.

552 Any Other Business

There were no items of any other business.

553 Dates of Future Meetings

Spring Term 2014	Tuesday 25 February 2014	08.30am
Summer Term 2014	Tuesday 06 May 2014	08.30am
	Tuesday 24 June 2014	08.30am