

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 04 December 2012

Membership: *E Johnson (Chair)
 *M Coleman
 *M Denny
 *C Hindmarch
 M Jackson
 *B Spencer
 *P Taylor

** Denotes Present*

In attendance: S Young, Deputy Principal
 N Spenceley, Deputy Principal
 A Hughes, Deputy Principal
 S Appleby, Head of HR Services
 D Morgan, Director of Financial Planning and Strategy
 D Sheridan, Clerk to the Corporation
 R Lucas, Deputy Clerk to the Corporation

482 Apologies for absence

The Resources Committee received and accepted apologies from M Jackson.

483 Declarations of interest

There were no declarations of interest.

484 Minutes of the previous meeting

The minutes of the meeting held on 2 October 2012 were approved as a correct record.

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

The Committee received an update on partner performance (minute 476 refers).

486 Operating and Financial Review 2011/12

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487 Draft Financial Statements 2011/12

The Resources Committee received and considered the report of N Spenceley on the Operating and Financial Review and Draft Financial Statements for 2011/2012. These agenda items were considered and discussed together.

A general discussion as held around the statements. The Committee noted that they had been compiled with the assistance of Baker Tilly and a greater surplus than forecast had been delivered.

The Committee noted that the banking covenants had not been met and this was due to the under-performance of the Local Government Pension Scheme (LGPS). N Spenceley had utilised the national finance directors' network to establish that other colleges were in similar positions and to identify what they were doing with regard to this issue and he fed this back to the Committee. The Committee noted the potential implications to the College.

Governors requested some alterations and these were accepted.

The Committee noted the papers and agreed to recommend them to the Corporation meeting on 13 December 2012.

488 Management Accounts for the Period 1 August – 31 October 2012

The Resources Committee received and considered the report of N Spenceley on the Management Accounts for the period 1 August – 31 October 2012.

A general discussion was held and the following points were discussed in detail:

The cash position is as planned and the new higher education funding arrangement will impact positively on the College's income profile in the spring.

Increased funding will be received from the SFA for Adult Learner Responsive funding however this has not yet been allocated internally within the College. This will be used to support the training for unemployed people.

The shortfall in income from tuition fees and full cost provision will be balanced in the accounts through the additional SFA funding the College will receive.

There is a positive variance in non-pay expenditure however the contingency has been used in part.

There have been significant revisions to the APEX income.

Governors noted that the key ratios continue to improve.

A new HR system has been installed for which capital funding is being used.

The Committee noted the paper and agreed to recommend it to the Corporation meeting on 13 December 2012.

489 Human Resources Annual Report 2011/12

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 for 2011/12. There has been a reduction in sickness absence from an average of 7.26 days in 2010/11 to 6.12 days in 2011/12.

There has been a slight reduction in the number of staff the College employs – this is mainly amongst the apprentices. There has also been a reduction in staff turnover.

Improvements have been made in collecting exit data when staff leave and exit interviews are offered to all staff.

Governors asked a number of questions and thanked S Appleby for her report.

490 Achievement of College Targets

The Resources Committee received and considered the report of the Principal on achievement against targets for 2011/12. The Committee discussed and considered those targets that were not achieved.

Whilst a 10% growth in income target was not achieved, the College and governors were satisfied with the 3.3% growth that was achieved in the current economic climate.

Success rates improved overall by 1%, however in key areas success rates decreased. A management restructure has taken place with new managers put in place in these teams. Academies now consist of three teams to allow more focused support to identify and respond to issues as early as possible.

A Hughes explained the flag system whereby 256 students were categorised as A flag students which means that they are on track to achieve, however they did not. There is a need to pressure test that A flag students really are A flag students and probe a bit deeper when discussing students with team managers.

The Principal informed the Committee that the College has been awarded the Beacon Award for Outstanding Leadership of Improvement by the AoC which was sponsored by the Learning and Skills Improvement Service. An event will be held locally in the new year and the official award will be presented by Matthew Hancock MP, Minister for Skills in February 2013.

The Committee noted the paper.

491 Recruitment of Students and Apprentices 2011/12

The Resources Committee received and considered the report of S Young on the Recruitment of Students and Apprentices.

The figures for 16 – 18 recruitment are currently on track in the College, with additional numbers to be delivered by partners and pre-apprenticeships delivered by the College.

The College continues to work with the DB Training learners to ensure they complete their training. The SFA contract for apprenticeships has been downsized to £3.4m. This reflects the national difficulty in recruiting apprentices

aged 16-19 and also the new contracting process of the SFA which may prevent the College from sub-contracting with some of its longstanding good providers. It is hoped that these partners will take the opportunity to rejoin the SFA register of providers later. Writtle College is likely to withdraw from the APEX partnership to contract directly with the SFA.

There is flexibility within the Adult Skills Budget to move funding between the three strands – classroom based learning, workplace learning and apprentices.

Higher Education numbers have increased from last year and the College is confident it will achieve the Community Learning target.

The Committee noted the paper.

492 Any other business

The Committee thanked N Spenceley and S Young for their service to the Committee wished them well for the future.

There were no other items of any other business.

493 Dates of future meetings

Spring Term 2013	Tuesday 26 February 2013	08.30am
Summer Term 2013	Tuesday 30 April 2013	08.30am
	Tuesday 25 June 2013	08.30am