

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 25 June 2013

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

* 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

518 Apologies for absence

The Resources Committee received and accepted apologies from E Johnson and B Spencer.

519 Declarations of interest

There were no declarations of interest.

520 Minutes of the previous meeting

The minutes of the meeting held on 30 April 2013 were approved as a correct record, with one minor amendment under agenda item 511 on page 2, and signed by the Chair.

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

There were no matters arising.

522 Management Accounts for the period 1 August 2012 – 31 May 2013

The Resources Committee received and considered the Management Accounts for the period 1 August 2012 – 31 May 2013, presented by E McMahon, Principal.

The forecast surplus has improved. It is currently forecast at £295k against an original budget forecast of £300k. This is partly due to an increase in income from “windfall” gains and a strict control of expenditure, resulting in a reduction in expenditure.

Income for this year is reflecting the downturn in funding nationally and the

College has transferred some delivery from external partners to internally within the College to address this.

A detailed discussion was held around the College's banking arrangements and governors asked a number of questions.

There has been a shift in income from 16 – 18 apprenticeships to adult work. As much income as possible from tuition fees is being drawn in.

71% of income is spent on payroll costs, against a sector average in the region of 65%. It was agreed that the College needs an overarching HR strategy.

The balance sheet shows that the College is currently in a good cash position which is better than originally projected.

Creditor payment figures have fallen again and it is recognised by the College's finance team that a change in the process of processing invoices is needed.

The Resources Committee noted the paper.

523 Two Year Financial Forecast and Draft Budget 2013-14

The Resources Committee received and considered the report on the two year financial forecast and draft budget, presented by E McMahon, Principal.

The Principal highlighted to the Committee the key assumptions which have been made in producing the forecast and budget.

Areas discussed included the following:

- The financial health of the College should not be worse than satisfactory;
- Transitional protection and formula protection funding;
- In-year opportunities;
- Funding per learner;
- The need to look at efficiencies across the College;
- The move from external to internal delivery;
- Growth in HE provision;
- Issues with pension liabilities;
- The future of building K;
- Shifts in staffing;
- Reduction in expenditure to ensure the surplus covenant is met.

The 2013-14 budget was talked through in detail, particularly the capital expenditure and the Committee agreed that the items of expenditure needed reviewing. Some of the costs will be met by the UTC.

The College's relationship with the trade unions was discussed.

The Resources Committee noted the paper, agreed that further work was needed on the forecast and budget and asked for this to be undertaken before the Corporation meeting on 4 July 2013.

524 Tuition Fee Policy 2013-14

The Resources Committee received and considered the report on a proposed tuition fee policy, presented by M Stokes, Vice-Principal.

The policy has previously been considered by the Resources Committee and by the Corporation.

The policy has been kept as open as possible, allowing flexibility with the amount the College charges.

The policy is subject to change as funding rules change.

The Resources Committee agreed to adopt the policy.

525 Senior Post Holder Policies

The Resources Committee received and considered the report on the proposed senior post holder contract, disciplinary and grievance policies, presented by S Appleby, HR Manager.

The contract is based on the Association of College's model which has been added to by the College in conjunction with the College's lawyers. This contract will also be used as the basis and starting point for the Principal's contract.

The disciplinary and grievance policies have been built on the College's current staff policies and are in line with requirements under the College's Instrument and Articles of Government.

The Resources Committee approved the contract and policies for recommendation to the Corporation at the meeting on 4 July 2013.

526 Policies on Leave: Maternity, Paternity, Adoption and Parental Leave

The Resources Committee received and considered the report on maternity, paternity, adoption and parental leave, presented by S Appleby, HR Manager.

The College has agreed the Association of College's joint agreement and the policies are based on this.

The proposed maternity and adoption policies are based on the same terms as the College's current policies. The paternity policy has been aligned with the maternity policy and the number of weeks has been increased in the parental leave policy.

The policies have been agreed with the trade unions.

The Resources Committee approved the maternity, paternity, adoption and parental leave policies.

527 Trade Union Recognition and Procedure Agreement

The Resources Committee received and considered the trade union recognition and procedure policy, presented by S Appleby, HR Manager.

The terminology has been updated along with specific details, such as how long staff members can spend on union duties.

The Resources Committee approved the agreement and recommended it to the Corporation meeting on 4 July 2013.

528 Recruitment of Students 2013-14

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

To date, there have been 1,888 application for 2013-14 and 1,432 offers made, however these offers need to be converted to enrolments. The College works closely with all potential students to ensure that they are applying for the right courses.

Application from feeder schools for 2013-14 has increased by 11% from this time last year. It was agreed that it would be useful to have application numbers from local schools which focus on special educational needs.

An update of recruitment for 2012-13 was circulated to the Committee and M Stokes explained how the focus is now on teams where their 16 – 18 learners have less than 540 guided learning hours accumulated.

The College is on track to achieve its 16 – 18 apprenticeship target.

The work being currently undertaken by the adult work was discussed and the College is hoping to exceed its target.

The Resources Committee noted the paper.

529 Any Other Business

There were no items of any other business.

530 Dates of Future Meetings

The calendar of meetings and calendar of business was circulated. The next meeting will take place on **Wednesday 02 October 2013 at 08.30am.**
(Please note the change in date)

Autumn Term 2013	Wednesday 02 October 2013	08.30am
	Tuesday 05 December 2013	08.30am
Spring Term 2014	Tuesday 25 February 2014	08.30am
Summer Term 2014	Tuesday 06 May 2014	08.30am
	Tuesday 24 June 2014	08.30am