

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Tuesday 28 June 2011

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

* *Denotes Present*

In attendance: R Allanach, Deputy Principal, Finance
 A Hughes, Director HR and Student Services
 D Sheridan, Clerk to the Corporation

383 Apologies for absence

Apologies were received from M Jackson.

The Committee welcomed Michelle Denny to the meeting as co-opted Governor. The Committee agreed to write to Sunil Modaley to thank him for his support on the Resources Committee.

384 Declarations of Interest

There were no declarations of interest in items on the agenda.

385 Minutes of the previous meeting

The minutes of the meeting held on 3 May 2011 were approved as a correct record.

386 Matters arising from the minutes.

There were no matters arising from the minutes.

387 Management Accounts for the Period 1 August 2010-31 May 2011

The Resources Committee received and considered the management accounts for the 10-month period to 31 May 2011. In presenting the accounts, Richard Allanach confirmed that the College's position was better than that predicted in the budget and in the previous monthly management accounts. The College had made a surplus in the first ten months of the year and would do so for the year as a whole.

There were no breaches of the overdraft limit so the college remained solvent.

Governors noted additional funding received for apprentices aged 16-18 years. Less positive news was received about Building K, whose heating system had broken down.

The Committee discussed the affordability of the 2009-10 back pay for the staff which had been delegated to the Principal to determine payment.

The Resources Committee approved the management accounts and agreed to report the solvency of the college to the Corporation on 7 July 2011.

388 Preparing a Budget for 2011-12

The Resources Committee received and considered Richard Allanach's paper on preparing a budget for 2011-12. The Deputy Principal reminded Governors of the three main sources of income for the college and the situation of each funding stream.

The Committee discussed the parameters set for the 2011-12 budget in paper 375 of the May 2011 meeting and noted how each was treated in the draft budget.

Governors noted that the draft budget:

- i) Was based on £400,000 more income for 16-18 apprentices than the government was currently allocating to Harlow College [in the expectation that the college would meet its current apprenticeship targets and then the government would be forced to conform to its own rhetoric and allocate additional funding to the college];
- ii) Conversely made no provision for currently unknown project income;
- iii) Was based on the assumption that the corporation would not approve a pay award for staff in 2011-12 (in line with government expectations for the public sector)
- iv) Contained provision for £420,000 less staff expenditure than the sum of current staff in post and staff posts which had been provisionally agreed in the discussions with individual budget holders;
- v) Contained provision for £100,000 less non-staff expenditure than the sums which had been provisionally agreed in the discussions with individual budget holders; and
- vi) Contained provision for a greater offering for adults of non-award bearing courses than team managers were currently proposing in order to justify drawing down the available funding for this activity.

In the light of (ii) above the Committee agreed to reduce its requirement for the size of the contingency fund from £400,000 to £300,000.

The Committee noted the "number of hoops" which the college had to pass through in order to deliver the draft 2011-12 budget viz: securing more 16-18 apprenticeship funding from the government; removing £420,000 of staffing cost; removing £100,000 of planned non-staff expenditure and ensuring a larger offering for adults of non-award bearing courses.

The Committee agreed that it would advocate the adoption of the draft budget to the corporation on 7 July 2011.

389 Three Year Financial Forecast

The Committee received and considered Richard Allanach's paper on setting the three year financial forecast to 2013-14.

Governors discussed and approved the nine assumptions made within the forecasts

and agreed to instruct the executive to use them to construct the draft financial forecasts 2011/12-2013/14.

390 Draft Financial Regulations

The Committee received and considered the draft Financial Regulations and noted that they had previously been considered by the Audit Committee on 21 June 2011. Governors noted how the Audit Committee had amended the draft regulations and recommended that, given the significantly different style of the regulations, they be put to the Corporation for adoption.

Governors discussed the regulations, in particular the inclusion of the Bribery Policy.

The Resources Committee approved the draft Financial Regulations and agreed with the recommendation of the Audit Committee that they be commended to the Corporation for adoption.

391 Predicted Retention, Success Rates and Value Added 2010-11

The Resources Committee received the Principal's report on attendance and predicted retention rates.

Governors noted that attendance was a 91% and retention currently at 96.2% predicted to be 95.7% for the year. Governors noted measure taken by teams to improve retention and to enable learners to achieve.

The Committee received and considered predicted value added for National Diplomas, AS and A2 programmes and noted continuing improvements. The Principal reported on how the National Diploma teams were working on "Project Distinction" to increase value added targets by supporting their learners to achieve high grades. This included some activities over what is traditionally the summer vacation.

Governors noted individual team performance for predicted retention, success rates and value added.

392 Recruitment of Students 2011/12

The Committee received the Principal's report and noted that the total number of new applications is 1549 compared to 1457 at the comparable point last year. Offers of places had increased accordingly. The Principal reported that existing students were undertaking "moving on" activities and applications stood at 1222 learners compared to 1066 at this point in 2010.

Governors asked the Principal to monitor and report on the impact of the withdrawal of Educational Maintenance Awards and the replacement Bursary Scheme.

393 Management of Change

The Resources Committee received and considered the report of Amanda Hughes, Director of HR and Student Services on the new “Management of Charge” procedure. Governors noted that it was the first of a series of human resources policies and procedures for consideration and approval. Amanda Hughes confirmed that the procedure had been through consultancy with the unions. Governors discussed the proposed procedure and asked that Section 2:4 be amended to alter the phrase “objective as possible”.

The Committee agreed to recommend the procedure to the Corporation for adoption on 7 July 2011.

394 Performance Development – Appraisal

The Committee was informed by Amanda Hughes of the College’s new appraisal process, performance development process and its launch with staff to date via a number of workshops. Governors noted that the College’s Trade Unions were supportive of the process.

The meeting discussed the role of the job coach and how the appraisal form supported the appraisal of the senior post holders. The Director of HR/Student Services agreed that the appraisal form would require refinement for use with the senior post holders and the Clerk.

The Committee thanked Amanda Hughes for her report.

395 Deputy Clerk/Project Funding Co-ordinator

The Resources Committee approved this post and delegated responsibility for selection to the Clerk assisted by the College’s HR staff.

396 Any Other Business

There was no other business

397 Dates of Future Meetings

The Committee received the Calendar of Meetings for 2011-12.

Tuesday	27 September 2011
Tuesday	6 December 2011
Tuesday	28 February 2012
Tuesday	1 May 2012
Tuesday	26 June 2012