

HARLOW COLLEGE FURTHER EDUCATION CORPORATION

RESOURCES COMMITTEE

Minutes of the meeting held on Thursday 30 November 2017

Membership: *E Johnson (Chair)
*J Bedford
J Breen
*B Spencer
*K Spencer
*P Taylor

** Denotes Present*

In attendance: M Stokes, Deputy Principal
W Allanson, Vice-Principal
D Morgan, Executive Director – Financial Services
P Whitehead, Executive Director Information, Data & Support
D Sheridan, Clerk to the Corporation
R Lucas, Deputy Clerk to the Corporation

719 Apologies for Absence

Apologies for absence were received and accepted from J Breen.

720 Declaration of Interest

There were no additional interests declared.

721 Minutes of the Previous Meeting

The minutes and confidential minutes of the Resources Committee meeting held on 29 June 2017 were agreed as an accurate record and signed by the Chair.

722 Matters Arising from the Minutes (not mentioned elsewhere on the agenda)

722.1 Sir Charles Kao UTC

The Principal informed the Committee that the College was working with the UTC on issues arising from the lease. An agent has been appointed to identify what ground rent could be charged for the use of the College land. An academic agreement is under consideration.

723 Management Accounts for the period 1 August – 31 October 2017

The Resources Committee received and considered the Management Accounts for the period 1 August 2016 – 31 October 2017, presented by D Morgan, Executive Director – Financial Services. The management accounts indicate a financial health rating of “Good”.

The management accounts were discussed in detail. Governors asked questions and noted that the year-end surplus target is on track to be met. Income targets remain

under scrutiny and actions will be taken to ensure they are reached.

The Committee noted the expenditure on Stansted Airport College which will impact upon 2017/18 cash flows and planned capital expenditure for 2017/18. Governors noted that the bank covenants are met.

The Committee discussed the format of the management accounts and asked for amendments to the presentation of salary costs and for the bank covenants to show quarterly forecasts.

The Resources Committee reviewed treasury management and noted the borrowings of the College. After lengthy discussion, Governors agreed to recommend to the Corporation that a new product be taken out for the Phase 4.2 loan and that this should be a Swap to December 2027.

The Resources Committee approved the Management Accounts for the period 1 August – 31 October 2017 and Treasury Management Plan for 2017/18

724 Recruitment of Students and Apprentices 2017/18

The Resources Committee received and considered the report on recruitment from Mike Stokes, Deputy Principal.

The Deputy Principal reported that the College was well-placed to achieve targets for 16-18 learners and adult learners. Apprenticeship enrolments were affected by funding allocations that were not currently known by the College, although their announcement was imminent. Higher education income is below target and the College is examining how it can increase learner numbers.

The Committee discussed high needs funding and Governors noted the complicated methods of funding the learners, with funds coming from both central government and local county councils.

The Resources Committee thanked the Deputy Principal for his report.

725 Harlow College Facilities Update

The Resources Committee received and considered a verbal update on College facilities, including Stansted Airport College, presented by the Executive.

The new College at Stansted Airport was under construction with steelwork erected. The ground-breaking ceremony had taken place with Claire Perry, Minister of State for Climate Change and Industry attending along with Robert Halfon MP. The College was specifically mentioned in the national Industrial Strategy. Eddie Johnson confirmed that he would help with resolving planning conditions applied by Essex County Council.

Governors noted that the new Hair and Beauty facility in Harlow's town centre is planned to open in Spring 2018. The cycle path in The Hides will be laid in summer 2018 and at that point the perimeter fence will be erected to include the land leased from Harlow District Council

The Resources Committee thanked the Executive for their updates.

726 Human Resources Items

726.1 HR Strategy for 2017–20

The Resources Committee received, considered and approved the HR Strategy for 2017-20, presented by Sally Appleby, Executive Director of HR Services. Governors noted the range of areas that it covered and that it followed the format of the previous strategy.

726.2 HR Annual Report 2016–2017

The Resources Committee received and considered the HR Annual Report 2016 – 2017, presented by Sally Appleby, Executive Director of HR Services.

Governors noted the key performance data for the staff profile for 2016/17 and that this was benchmarked where possible against sector information from the Association of Colleges. This included a decrease in sickness absence and the meeting discussed the analysis for absences and improvements to occupational health arrangements. Governors discussed the staffing profile which had changed over the year, particularly with the transfer of cleaning staff and the Academy of Learning into the College. Governors noted the analysis of employee relations issues and how the model for resolving issues had led to more cases being resolved informally and desired outcomes reached.

The meeting discussed the gender pay gap profile. This is believed to be in line with the FE sector although full benchmarking information is awaited. Information on the mean, median and upper/lower quartiles will be published by the College by the 30th March each year on the College website, along with a written statement, and on a Government website. The Committee agreed that support staff should not be included with figures for delivery staff but placed within non-delivery statistics for consistency.

The Principal reported that benchmarking for the Teachers' Pay and Support Staff Pay Scales indicates that the College pays at a higher rate than other Essex Colleges. Harlow College however has fewer staff per student, indicating that there is a higher rate of productivity.

The Committee raised the issue of the Living Wage. The Principal agreed that areas will be reviewed in respect of the Living Wage to ensure staff are paid fairly.

Governors discussed the July 2017 staff survey outcomes and noted improved ratings on that undertaken in February 2015. Results will be discussed with staff at team level.

The Resources Committee thanked the Executive Director of HR Services for the HR Annual Report 2016-17 and concluded that it contained many positives.

727 Fees Policy

The Resources Committee received and approved the updated fees policy in respect of Higher Education fees.

728 Any other business

There was no other business.

729 Dates of future meetings

Spring Term 2018	Thursday 01 March 2018	8.30am
Summer Term 2018	Thursday 10 May 2018	8.30am
	Thursday 28 June 2018	8.30am