

## Preston's College

### Minutes of the Resources Committee Meeting held on 11<sup>th</sup> October 2018 at 5.30pm in the Board Room at Preston's College

#### Present:

Mr J Taylor (Chair)  
Dr E Smith (Principal)  
Mr J Boydell  
Ms J Jones  
Mr S Browne  
Ms Kelly Williams

#### In attendance:

Mr B Riley (Acting Clerk to the Corporation)  
Ms G Thornton (Head of Human Resources)  
Mr S Nixon (Executive Director of Resources)

#### Apologies:

None

#### 1. Welcome and Apologies

The Chair welcomed all in attendance to the Meeting. The Chair noted that no apologies had been received in respect of the Meeting.

#### 2. Declarations of Interest

No declarations of interest were made.

#### 3. Minutes of the meeting held on 27<sup>th</sup> June 2018

**Resolved: the minutes of the previous meeting were approved and signed by the Chair.**

#### 4. Matters Arising

There were no matters arising.

#### 5. Early indications – financial and learner recruitment targets

Mr S Nixon presented his report to the Members on the early indications in respect of the financial and learner number targets, explaining the key points highlighted in his report.

Mr S Nixon noted that there was no current cause for concern in respect of the finances of the College.

The Board considered and noted reports on:

- 16 – 18 classroom based learner numbers;

- apprenticeship recruitment;
- performance against HE targets and actions in place.

**Resolved: to note the report.**

## **6. College Budget 2017/18 Draft Outturn Position**

Mr S Nixon presented his report to the Members on the draft College budget outturn position of the College for 2017/18, explaining the key points highlighted in his report.

Mr S Nixon noted that his report remained subject to audit, which is currently in the process of being carried out by the College's auditors.

The draft outturn position, though subject to audit, represents a strong performance by the College. The College's focus on seeking additional savings in order to mitigate certain income challenges has been successful, though keeping this up will be important moving forward, with reference to the College's 5 year plan.

A copy of the College's draft Regularity Self Assessment Questionnaire, required as part of the audit process and finalised prior to formal accounts sign off, had been provided to the Members prior to the Meeting for information and comment. Mr S Nixon feels it is a fair assessment of where the College is currently at and the Members were encouraged to review the draft and report back with any comments they may have on this.

**Resolved: to note the draft outturn position, subject to external audit.**

**Action: Members asked to review the draft Regularity Self Assessment Questionnaire and report back with any comments they may have on the same.**

## **7. Capital Budget Outturn 2017/18**

Mr S Nixon presented his report to the Members on the draft outturn position of the College for 2017/18, explaining the key points highlighted in his report.

It was noted that the College's actual spend for general capital works had come in at slightly less than what the College had budgeted for during 2017/18. The Meeting thereafter discussed some of the items this cash had been spent on and the improvements which had been made in respect of general equipment, IT investments and minor works.

Specific improvements undertaken during the year were:

- PC, laptop and projector replacements;
- telephone system upgrade;
- electronic sign in system for enrolment events;
- wireless network improvements; and
- theatre/tv studio improvements.

**Resolved: to note the report.**

## **8. Health and Safety Annual Report and Policy Update**

Mr S Nixon noted that Mr David Foy, Estates, Health and Safety Manager, had prepared a report to the Members on health and safety matters and circulated to them a copy of the draft Annual Health and Safety Report for the 2017/18 academic year and the College's General Statement of Intent for 2018/19 prior to the Meeting. It was noted that he was unfortunately unable to attend the meeting to present this report to the Members personally.

The key points from Mr David Foy's report were thereafter touched upon and discussed.

It was noted:

- that the College still has a relatively small number of incidents;
- where learning points had been taken forward from any incidents;
- that there has been no RIDDOR reportable accidents over the last year.

The Members commented that the positive summary is a testament to the ongoing efforts of the staff to provide a safe, healthy and supportive environment for staff, learners and visitors.

**Resolved:**

- to note and approve the content of the Annual Health and Safety Report 2017/18 as provided to the Members; and
- to confirm the Board's commitment to health and safety by approving the 2018/19 General Statement of Intent as provided to the Members.

## **9. Date of next meeting**

The Members noted that the next Meeting of the Resources Committee was scheduled to take place on 29 November 2018 at a time to be confirmed.