

**Preston's College**

**Minutes of the Resources Committee Meeting held on 27<sup>th</sup> June 2018 at 5.30pm in the Board Room at Preston's College**

**Present:**

Jeff Taylor (Chair)  
Dr E H Smith (Principal)  
Ms K Williams (Business Support Staff Governor)

**In attendance:**

Ms A Coles (Clerk to the Corporation)  
Mr S Nixon (Executive Director Resources)  
Ms G Thornton (Head of Human Resources)  
Ms E Pendlebury (Assistant Head of Human Resources) (for items 1 – 5 only)

**Apologies:**

Mr J Boydell  
Mr S Browne  
Mr M Mallam

**1. Welcome and Apologies**

Apologies had been received from Mr J Boydell. Mr S Browne, Mr M Mallam and Mr J Lee were also not in attendance.

**2. Declarations of Interest**

No further declarations of interest were made.

**3. Minutes of the Meeting held on 10<sup>th</sup> May 2018**

**Resolved:** The minutes of the previous meeting held on 10<sup>th</sup> May 2018 were approved and signed by the Chair.

**4. Matters arising**

There were no matters arising.

**5. Annual Workforce Profile Report 2017/18 (Agenda Item 9)**

Ms E Pendlebury presented the updated Workforce Profile Report. She explained that the report looks at the college's data against national data.

It was noted that the report contained a typo at paragraph 8 a. which should state there has been a slight 'decrease' rather than 'increase' in short term absence.

Ms Pendlebury talked the Committee through the key points to highlight from the data as set out at paragraph 8 of the Report.

The Committee discussed the factors that have led to a decrease in short term absence and it was commented that improvements in the reporting system has led to much more accurate data in recent years.

The Committee considered the issues identified by Ms Pendlebury and in particular the Committee discussed suggestions for how to make the composition of the workforce more in line with the population.

The Chair thanked Ms Pendlebury for her report.

**Resolved:** that the Annual Workforce Profile Report 2017/18 be noted.

*Ms Pendlebury then left the meeting.*

#### **6. Period 9 Management Accounts (Agenda Item 4)**

Mr Nixon informed the Committee that the Period 9 accounts were included with this meeting's papers due to the Period 10 accounts not being finished at the time of distributing papers, however the Period 10 accounts have now been sent to the governors yesterday and will go to the board for discussion at the next meeting.

Mr Nixon talked the Committee through the Period 9 Management Accounts. The Committee were informed that there has been a focus on only filling vacant posts where necessary and budget holders only putting forward spend where necessary, both of which have resulted in continued savings.

**Resolved:** the Period 9 financial position be noted.

#### **7. Performance against KPIs (Agenda Item 5)**

Mr Nixon confirmed that KPIs have not changed significantly and that the key point to note was that 16 –18 year old classroom based learner numbers will not achieve the contractual target, however the number has continued to increase and it is now forecast that the year end number will not be far short of the target. These in year enrolments will not affect the allocation for 2018/19, but will be helpful for maximising funding in 2019/20.

The Committee discussed there being a reduction in the main feeder school numbers which is contributing to this issue.

**Resolved:** that the current performance against KPIs is noted.

## **8. Budget 2018/19 Final Draft (Agenda Item 6)**

Mr Nixon summarised the papers submitted, and confirmed the full forecast will be put before the board for approval prior to submission to ESFA at the end of July.

Mr Nixon set out the key issues and in particular the Committee were updated on 16-18 classroom based funding.

The Committee were informed that all the targets set out in the budget have been agreed to by all heads of school.

The Board considered the draft budget including growth assumptions and surplus target.

The Committee noted that this budget feels achievable and that the College still has ambition but the budget will address that ambition when it becomes a reality.

The Chair thanked everyone for their hard work regarding the budget.

**Resolved:** that the budget for 2018/19 and the associated three year financial plan be approved and recommended to the Board.

## **9. People Strategy Action Plan**

### **Review of 2017/18 Plan**

Ms Thornton presented the 2017/18 People Strategy Action Plan Review. The Committee were informed that some of the 2017/18 priorities did change and Ms Thornton set out the reasons for these changes.

The Committee noted that the majority of the high priority matters have been completed. Ms Thornton reported that the amber work is hoped to be achieved by July but that they are behind due to the restructuring work. The amber actions were discussed and the Committee were updated on where each one was up to.

The Committee noted that good progress had been made against the plan and all the ambers have valid reasons why they have not been completed.

### **Initial Draft 2018/19**

The initial draft of the People Strategy Action Plan 2018/19 was presented by Ms Thornton and the Committee were asked to note the various activities contain in the plan and those identified as high priority were discussed.

The Committee were informed that a consultation exercise is presently underway which is expected to be concluded in the next few weeks.

The Committee noted that the targets have been reduced in 2018/19 to make them more achievable.

**Resolved:** the report and action plans were noted.

**10. Grievance Policy/Procedures Resolution (Agenda item 8)**

Ms Thornton reminded the Committee that there is a rolling plan in place to review all the HR policies and that they have now finished reviewing the Grievance Policy.

The Committee were informed that this policy and procedure was reviewed three years ago when significant changes were made by changing the emphasis to seeking resolutions together. It was noted that there has been a reduction in complaints from staff in recent years due to the change in procedure and lots of cultural changes. Ms Thornton reported that there have been no changes in legislation affecting the Grievance policy and she is of the view that the policy and procedure is working and should remain as it is.

The Committee discussed the report and it was noted that grievances are still being made so the procedure is not putting people off and is working.

**Resolved:** that the report is noted and the revised Policy and Procedure be endorsed.

**11. Date of the next meeting**

Date and time of next meeting to be confirmed.