

## **PRESTON'S COLLEGE RESOURCES COMMITTEE MEETING 10<sup>TH</sup> MAY 2018**

### **PRESENT:**

Mr J Taylor (Chair)  
Mr J Boydell  
Dr E H Smith  
Ms K Williams (Staff Governor)  
Mr J Lee (Student Governor)

### **IN ATTENDANCE:**

Mr S Nixon (Executive Director Resources)  
Ms G Thornton (Head of HR)  
Mr I Stott (Head of IT)  
Ms J Crowther (Clerk to the Corporation)

### **APOLOGIES:**

Mr P Kennedy  
Mr M Mallam

**ITEM 2 DECLARATIONS OF INTEREST** – No additional interests were declared.

**ITEM 3 – MINUTES OF THE PREVIOUS MEETING** – The minutes were agreed as an accurate record.

### **ITEM 4 – PERIOD 8 MANAGEMENT ACCOUNTS**

Mr Nixon confirmed that there have been no substantial changes to the financial position since the last report, however, he advised Members that the situation has stabilised.

[REDACTED]

[REDACTED]

Members asked if it would be possible to review credit days to alleviate pressure on the budget. Mr Nixon confirmed that the College currently pays in line with standard terms and currently has no plans to make any changes at the moment.

Members asked if the deteriorating position has created a worse forecast position for the next academic year. Mr Nixon advised Members that he would be able to comment more accurately after the coming week when Business Planning activities have been completed. The very early figures indicate that the College is still in line with projections.

**Resolved: The Period 8 financial position was noted.**

### **ITEM 5 – PEERFORMANCE AGAINST KPIs**

Mr Nixon advised members that a Resources Committee KPI dashboard was now available for Governors via the Portal. Mr Stott demonstrated the dashboard for Members which contains live data and showed how this can be accessed any time. He confirmed that it is possible to click on the tabs to drill down further into data. The proposal is that other committees will have dashboards linking into live data. It was agreed that all members should have access.

[REDACTED]

Members asked what measures were being put in place to ensure that the internal issue does not occur again. Mr Nixon confirmed that the issue with the upgrade was not seen because the first return was not made until November/December, at which point the discrepancy was evident. Mr Nixon confirmed that an additional process will be put into place to avoid any future difficulty.

**Resolved: The current performance against KPIs was noted.**

#### **ITEM 6 – BUDGET SETTING AND CURRICULUM UPDATE 2018/19**

Mr Nixon confirmed that the first draft of the Curriculum Plan has been completed, and the Business Planning behind it will be finalised in the coming week. Budgeting requirements for the schools will become clear at this point.

[REDACTED]

It was agreed by Members that a SPA sub committee would be required to drive this forward, possibly the existing TAG group would form the basis for this, and the planned Governor Planning day in June would provide an opportunity for closer scrutiny by the Board.

Members suggested that a piece of work should be done to highlight as strongly as possible role of the College in the community, to present to the Commissioner, to ensure that learners are protected, and the College can meet the needs of the Community. The Principal confirmed that a substantial amount of work has already been done in planning curriculum pathways in terms of learner destinations to deliver the best options for the community which will be used to inform planning for the meetings with the commissioner.

Mr Nixon advised Members that the College has purchased a new Curriculum Planning tool to support the effective and accurate planning of curriculum. Heads of School have planned their curricula using this tool which shows costs, contributions and income and RAG rates the outcome, which enables a significant level of clarity in terms of what is cost effective and financially viable.

Members asked how the total income was predicted. Mr Stott demonstrated how this could be done by different funding streams. Members asked about the fixed and variable costs, but Mr Nixon confirmed that they were not included in the process at the moment.

**Resolved: The report was noted.**

#### **ITEM 7 – DATA PROTECTION POLICY**

Mr Stott presented the new Data Protection Policy for approval. He advised Members that the GDPR regulations come into effect on the 25<sup>th</sup> May and the policy takes account of the new requirements. Mr Stott asked Members to note that the Act was still passing through parliament, so there may be minor changes depending on what is agreed.

Members asked how the College knew that the policy was compliant. Mr Stott advised that this was based on research and best practice as there is currently no case law to refer to. Mr Nixon confirmed that the policy can be sent to the internal auditors for checking prior to it being submitted for formal audit as part of the internal audit plan for 18/19.

**Resolved: The policy was approved.**

**ITEM 8 HR UPDATE**

Ms Thornton advised Members that work has now been completed in terms of the staffing costs and work is now underway to reduce the cost base as agreed and presented the time frame. [REDACTED]

Members asked about the impact on staff. Ms Thornton confirmed that there has been a lot of staff engagement, and communication about learner numbers, and the College have been as open as possible.

The Staff Member confirmed that the proposed changes did not come as a surprise to staff, and understandably, morale has lowered a little, but staff are still working hard to ensure that learners get the best experience. This has been balanced with some good news in terms of the results from 16/17. The Principal confirmed that staff have been extremely professional and are maintaining focus on the learners.

[REDACTED]

**Resolved: The time frame was noted, and the need for an Appeals Committee was noted.**

**AoB It was agreed that the next meeting be moved to Wednesday the 27<sup>th</sup> June 2018. The Clerk to notify Members accordingly.**