

Preston's College

Redacted/Abridged Minutes¹ of the Resources Committee Meeting held on 9 May 2019 at 5.30pm in the Board Room at Preston's College

Present:

Mr J Taylor Chair
Dr E Smith Principal and Chief Executive
Mr J Boydell
Mr S Browne (from minute 5)
Ms J Jones
Ms K Williams

In attendance:

Mr S Nixon Executive Director Resources
Mrs C Rayner Clerk to the Board
Mr I Stott Head of MIS, ICT & Data Services

Apologies:

Mr Edwards
Ms Swales (not present)

1. Welcome and Apologies

The Chair welcomed all in attendance to the meeting.

The Chair reported that apologies had been received from Mr Edwards.

The Committee noted that a quorum was present.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of the meeting held on 7 March 2019 (Part 1 and 2)

The Committee agreed the minutes of the meeting held on 7 March 2019 (Part 1 and 2) as a correct record.

Resolved: the minutes of the meeting held on 7 March 2019 (Part 1 and 2) were approved and signed by the Chair.

4. Matters Arising

The Committee considered and noted a report on actions from the previous meeting.

The Committee noted:

¹ Please note that any matters which the Corporation is satisfied should be dealt with on a confidential basis have been redacted from these minutes.

- a) Re Minute 6, further to a request at the previous meeting, work was on going to ensure 'space utilisation' could be included as a new KPI on the KPI report from the next meeting onwards.

Resolved: the Committee noted the report on actions from the previous meeting and progress of ongoing actions.

5. Draft IT Strategy and Implementation Plan

Mr Stott, Head of MIS, ICT & Data Services, presented a report on the Draft IT Strategy and Implementation Plan. He reported that the College's current IT infrastructure required replacement and outlined proposals for a new IT strategy and implementation plan.

The Committee discussed the Draft IT Strategy and Implementation Plan report with management and management responded to queries.

Management undertook to consider the following feedback from governors during further development of the IT Strategy and Implementation Plan:

- whether the changes in the job market provided opportunities for the College to offer digital re-training in the future;
- whether the IT strategy could provide additional opportunities to maintain contact with student alumni to advertise further training, subject to General Data Protection Regulations.

Resolved: The Committee discussed and noted the report on the draft IT Strategy, and associated implementation plan.

Actions: Management to consider the feedback from governors during further development of the IT Strategy and Implementation Plan.

6. Period 8 Management Accounts

Mr Nixon presented a report on the Period 8 Management Accounts and Commentary, summarising the position shown in the Period 8 accounts.

The Committee discussed the Period 8 Management Accounts report with management.

Resolved: The Committee noted the Period 8 financial management accounts and position.

Actions: Further consideration would be given to whether the College could further develop its 'well being' training as a potential growth area.

7. Performance against Key Performance Indicators

Mr Nixon presented a report on Performance against Key Performance Indicators (KPIs) making reference to:

- performance against KPIs for 2018/2019 as outlined in Appendix 1 of the report;
- changes made to date to the KPI report in response to requests at the previous meeting. It was noted that 'space utilisation' would be included as a KPI from June 2019 and the KPI graphics to identify KPI indicator changes would be further reviewed to provide greater clarity;
- the staff utilisation KPI compared to targets;
- forecasting for 2019/2020.

Resolved: The Committee noted the report on the performance against Key Performance Indicators.

Actions: To further amend the KPI report to enable governors to quickly identify KPI changes.

8. Financial Governance

Mr Nixon referred the Committee to four recent communications from the Education and Skills Funding Agency (ESFA) and FE Commissioner which had been provided as appendices to the report on Financial Governance:

- correspondence and dashboard from ESFA, 21 March 2019, re Financial Statements 2017 to 2018;
- FE Commissioner DA Monitoring Visit Report – March 2019;
- correspondence from ESFA, 5 April 2019, re Early Intervention and Prevent;
- DfE College Oversight: Support and Intervention: Policy document, April 2019.

Mr Nixon presented a report on how the outcomes effected of the College, making reference to:

- the correspondence from ESFA provided formal confirmation that the financial health grade for 2017/18 was 'Satisfactory' and that no significant financial control concerns had been identified;
- the correspondence from the FE Commissioner endorsed the College's approach and made no further recommendations;
- the DfE College Oversight: Support and Intervention: Policy document included reference the financial health category of 'satisfactory' would be renamed 'required improvement' going forward, in alignment with Ofsted categories;
- why it was not possible to address the high debt as a percentage of income at present.

The Committee agreed that the conclusion of the reports represented a great achievement for the College and confirmed the College's standalone strategy.

The Committee discussed with management the challenges faced by the College in the preceding 18 months, particularly the necessity to start a major staff restructure following a 'Good' Ofsted. The Committee noted ongoing management efforts to improve staff morale and stability following the restructure and indications that these efforts were having a positive effect.

Resolved: The Committee noted the content of recent communications from ESFA and FE Commissioner.

9. Date of next meeting

The Committee noted that the next meeting of the Resources Committee was scheduled to take place on 20 June 2019.

The Meeting closed at 7pm.