

Preston's College

Redacted/ Abridged Minutes¹ of the Resources Committee Meeting held on 7th March 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 S Browne
Ms J Jones

In attendance:

Mr S Nixon Executive Director Resources
Mrs C Rayner Clerk to the Board
Ms G Thornton Head of Human Resources

Apologies:

Mr J Boydell
Ms K Williams

1. Welcome and Apologies

The Chair welcomed all in attendance to the meeting and introduced and welcomed Clare Rayner, the new Clerk to the Board.

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

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 29 November 2018

Resolved: the minutes of the meeting held on 29 November 2018 were approved and signed by the Chair.

4. Matters Arising

No matters arising were reported on this occasion.

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.

5. Period 6 Management Accounts

Mr Nixon presented a report on the Period 6 Management Accounts, summarising the position shown in the Period 6 accounts. The Committee discussed the Period 6 accounts with management.

Resolved: The Committee:

- **noted the Period 6 financial management accounts and position;**
- **confirmed the payment of the budgeted pay award of 1%, or £250 whichever was the greater, from April 2019, consolidated into pay scales.**

6. Performance against Key Performance Indicators

Mr Nixon presented a report on Performance against Key Performance Indicators (KPIs).

During discussion with management, the Committee noted:

- achieving 'outstanding' would involve setting a mixture of qualitative and quantitative targets;
- a timeline of activities would be considered by the Board in March;
- following a final meeting as part of the diagnostic assessment, the FE Commissioner had made no further recommendations;
- the expected outcome of ESFA's early intervention;
- the necessity for the College to gain understanding of why some 'good' Colleges did not have ambitions to move to outstanding.

Following discussion, the Committee:

- reiterated that the College should have a target for future years of 3% operating surplus as a percentage of income to ensure the College was sustainable long term;
- requested the development of 'at a glance' tables to enable governors to quickly identify KPI changes;
- agreed that space utilisation should be included as a KPI going forward.

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

Actions:

- **To continue planning for a target of 3% operating surplus as a percentage of income to ensure the College was sustainable long term.**
- **To include space utilisation as a KPI going forward.**
- **To develop at a glance tables to enable governors to quickly identify KPI changes.**

7. Fees Policy

Mr Nixon presented a report on the Fees Policy 2019/20 and explained that, whilst no significant changes were proposed to the policy, clarifications had been made in some sections. He highlighted:

- the sanctions available in the event of fee payment default to explicitly include withdrawal of access to College IT resources, and that suspension/exclusion may also be instigated;
- that any variations to standard fee assumptions required ratification by the Executive Leadership Team;
- the section on Apprenticeship fees had been expanded to make clear that it also applies to contributions from non-levy paying employers.

Resolved: The Committee approved the proposed Fees Policy 2019/20.

8. Financial Regulations

Mr Nixon presented a report on the College's Financial Regulations and reported that, whilst no significant changes were proposed, the Regulations had been rationalised and shortened in length by removing a number of duplicated items and using clearer terminology.

The Committee discussed the proposed changes and agreed that the proposed change to 20.4 (Superannuation schemes) should not be progressed, as the Head of Human Resources should retain overall responsibility for the tasks outlined.

Resolved: The Committee considered the proposed amended Financial Regulations. The Committee approved the proposed amendments to the Financial Regulations policy, apart from the proposed change to section 20.4 (Superannuation schemes).

9. Gender Pay Gap Reporting 2019

Ms Thornton presented the draft report on the College's Gender Pay Gap as of 31st March 2018. The Committee considered the Gender Pay Gap Report and noted:

- that as a public sector body, the College was required to publish its Gender Pay Gap (GPG) data on the Government and College website by 30th March 2019 using a snapshot of data based on the staffing establishment on the 31st March 2018;
- the analysis showed that the GPG has widened slightly, however this outcome was anticipated as the analysis was based on historic data which pre-dated planned interventions to reduce the gap;
- the mean College GPG for 2018 was 4.40%, up from 4.12% in 2017 and the median GPG was 6.08%, the same as in 2017;

- it was expected that the College GPG should improve by 2020 through the continued implementation of the People Strategy and other actions which were considered reasonable and achievable with the resources available to the College.

Resolved: The Committee:

- **approved the Gender Pay Gap Report for publication within the legislative timeframe; and**
- **noted the proposed actions arising from the Gender Pay Gap data contained within the Continuous Improvement Action Plan.**

10. Date of next meeting

The Committee noted that the next Meeting of the Resources Committee was scheduled to take place on 9 May 2019.

The Meeting closed at 7.50 pm.