

Preston College

Redacted and Abridged ¹Minutes of the Resources Committee Meeting held on 5th May 2022 at 5.30pm Via Zoom

Present:

Mr J Boydell	Chair
Mrs L Doswell	Principal and Chief Executive
Mr S Browne	
Ms J Jones	(Zoom)
Miss L Keegan	Staff governor

Absent:

Ms A Dalton	Apologies received retrospectively
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In attendance:

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

1. Welcome and Apologies

The Chair of the Governing Body welcomed everyone to the meeting. The Clerk reported that the Chair of the Resources Committee, Mr Edwards, had resigned from the Governing Body.

The Committee noted that the election of a new Chairperson for the Resources Committee would be added to the agenda of the next meeting.

It was noted that a quorum was present.

The Chair explained that the Part 2 items would be brought forward to the start of the meeting.

2. Declarations of Interest

The Committee noted the inherent interest of all staff present in Part 2 Item - Review of the College Harmonised Pay Spine – Update on Pay Negotiations. The Board noted that under the Instrument and Articles staff governors were not required to declare an interest when staff matters related to the terms and conditions of all staff or staff in a particular class.

The Committee noted that all Senior Post Holders and the staff governor would leave the meeting for Part 2 Item - Pay Strategy – Senior Post Holders and that Ms Thornton, Head of Human Resources, would present the report and leave the meeting for the Committee's discussion and decision of this item. The Chair undertook to record the minutes for this item.

3. Minutes of the previous meeting – 10th February 2022

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

The Clerk reported that the year had been added to the date of the meeting for the Part 1 and Part 2 Minutes for 10th February 2022. With these amendments, the Committee agreed the Minutes of the Resources meeting on 10th February 2022 (Part 1 and Part 2) as correct records.

Resolved: the Minutes of the meeting held on 10th February 2022 (Part 1 and Part 2) were approved and signed as correct records.

4. **Matters arising**

The Committee noted the report on progress of actions from previous meetings.

Resolved: The Committee noted the report on progress of actions from previous meetings.

5. **Review of the College Harmonised Pay Spine – Update on Pay Negotiations**

Ms Thornton presented her report: Review of the College Harmonised Pay Spine – Update on Pay Negotiations and referred members to the Current Model Harmonised Pay Spine at Appendix A and the Union Proposed Model – Harmonised Pay Spine at Appendix B.

The Committee noted the Review of the College Harmonised Pay Spine – Update on Pay Negotiations and agreed its recommendation to the Board.

Resolved: The Committee noted the Review of the College Harmonised Pay Spine – Update on Pay Negotiations and agreed its recommendation to the Board.

The Principal and Chief Executive, the Executive Director of Resources, the Clerk and Miss Keegan (staff governor) left the meeting.

6. **Pay Strategy – Senior Post Holders**

The Committee noted the Pay Strategy – Senior Post Holders and agreed its recommendation to the Board.

The Principal and Chief Executive, the Executive Director of Resources, the Clerk, Ms Thornton and Miss Keegan (staff governor) re-joined the meeting.

7. **Management Accounts**

Mr Nixon, Executive Director of Resources, presented his report on the Period 7 Management Accounts.

Ms Thornton provided an overview of ongoing staff recruitment activities. Ms Thornton also referred to a national DfE campaign to encourage more people to consider teaching at FE.

The Committee discussed the report with management.

The Committee noted the Period 7 Management Accounts at Appendix A and the associated commentary at Appendix B.

Resolved: The Committee noted the Period 7 Management Accounts and commentary.

8. **Performance against Key Performance Indicators**

Mr Nixon presented the Performance against KPIs for Period 7.

The Committee noted the report on KPIs for Period 7.

Resolved: The Committee noted the report on KPIs for Period 7.

9. **ESFA Financial Statements Review 2020/21**

Mr Nixon referred members to correspondence from Adrian Brook, Deputy Director – Assurance ESFA, dated 30th March 2022, at Appendix A, and presented the Financial Dashboard referred to in the correspondence.

The Committee noted:

- following ESFA's review of the College's financial forecasting return (CFFR) submitted in July 2021, the College's financial health grade for 2020/21, based on the outturn forecast, was Requires Improvement;
- the College's self-assessed grade was Good and the reason for this difference was because, in line with paragraph 34 of the College Financial Planning Handbook, colleges can only apply for moderation when the auto grade was Inadequate;
- the dashboard would be updated by ESFA twice yearly;
- errors in the ESFA dashboard which had been addressed;
- Mr Nixon would issue further information to all governors on how to access and review the dashboard.

During the presentation members discussed the possibility of growing commercial income as Covid restrictions eased.

Resolved: The Committee noted correspondence from Adrian Brook, Deputy Director – Assurance - ESFA, dated 30th March 2022 and the presentation on the Financial Dashboard.

10. **Employment Policies Update**

Ms Thornton presented her Employment Policies Update report. Ms Thornton explained that a new Safeguarding, Child Protection and Prevent Policy had been developed which included a section on the principles for Managing Allegations of a Safeguarding Nature relating to staff. She explained that when reviewing the draft she had been able to incorporate feedback provided by the Resources Committee on the draft Managing Allegations of a Safeguarding Nature Policy which had been considered at the previous meeting. The Committee noted that the revised Safeguarding, Child Protection and Prevent Policy had been approved by the Board on 17th March 2022.

Ms Thornton proposed that, as the Safeguarding, Child Protection and Prevent Policy included a section on the principles for management of allegations of a safeguarding nature relating to staff, it was not necessary to also have a standalone Managing Allegations of a Safeguarding Nature Policy. The Committee agreed that to avoid duplication it was appropriate to integrate the Managing Allegations of a Safeguarding Nature Policy as part of the overarching College's

“Safeguarding, Child Protection and Prevent Policy and a separate Managing Allegations of a Safeguarding Nature Policy was not required.

Ms Thornton referred members to the revised Managing Allegations of a Safeguarding Nature Procedure, at Appendix A, and the operational flowchart, at Appendix B. Ms Thornton referred to the view expressed by the Committee at the previous meeting that, as safeguarding was a statutory duty of the Board, when available the Managing Allegations of a Safeguarding Nature Procedure should be reviewed by the Committee and approved by the Board.

Ms Thornton confirmed that the Committee was asked to review this procedure and make a recommendation to the Board for approval. The Committee also noted that the Managing Allegations of a Safeguarding Nature Procedure would be added to the Schedule of Delegation as a procedure to be reviewed by the Resources Committee and approved by the Board.

The Committee considered the draft Managing Allegations of a Safeguarding Nature Procedure. A member suggested that the and/or option should be removed from the list of bullet points on the Safeguarding Harm Test Referral flowchart at Appendix B, as the report stated that a referral must take place if any of the actions in the bullet list occurred. The Committee agreed this amendment and Ms Thornton undertook to revise Appendix B.

A member queried whether there could be issues with meeting the requirement to apply the Safeguarding Harm Test within one working day, for example, if the Designated Safeguarding Lead was on leave. The Committee and management discussed the potential implications for management and the Board of not meeting this deadline and contingency plans. Ms Thornton undertook to review whether this deadline was required by statute or if there was the possibility to introduce flexibility without incurring any additional risk to learners.

The Committee agreed that the revised procedure should be considered by the Board at its next meeting and did not need to be reviewed by the Committee in advance.

The Committee commended the quality of the revised procedure and recorded thanks to management for their work.

Resolved: the Committee:

- **endorsed the approach to integrate the Managing Allegations of a Safeguarding Nature Policy as part of the overarching College’s “Safeguarding, Child Protection and Prevent Policy”;**
- **approved the revised Managing Allegations of a Safeguarding Nature Procedure for recommendation to the Board with the amendment to the operational flowchart;**
- **noted the proposed changes to the Schedule of Delegation.**

Action: Ms Thornton to amend the operational flowchart as agreed and to review the requirement of applying the Safeguarding Harm Test within one working day and associated contingency plans.

11. People Strategy Action Plan Update

Ms Thornton presented her People Strategy Action Plan Update. She reported on the actions which had been achieved and actions still to be completed which were summarised in the People Strategy Action Plan 2021/22 at Appendix A.

In response to a question on key concerns for the Human Resources Manager at present, Ms Thornton referred to the sector challenges with recruitment and retention which were high

priority on the HR Risk Register. Ms Thornton also referred to the importance of the pay framework and assessing the feasibility of maintaining the Foundation Living Wage.

The Committee noted the People Strategy Action Plan update and noted its remit to monitor progress against the People Strategy Action Plan 2021/2022.

Resolved: The Committee noted the People Strategy Action Plan update.

12. **College Equality Statement**

The Principal and Chief Executive presented the report which included a proposal to relocate the International Holocaust Remembrance Alliance (IHRA) definition of Antisemitism statement from the College Equality Statement to a new dedicated Equality, diversity and Inclusion (EDI) webpage on the College's website. The Principal and Chief Executive outlined the rationale for this proposal following feedback from the College's EDI working group. The Clerk, who was a member of the College's EDI working group, provided further background.

Following discussion the Committee agreed that the EDI webpage would be a better location for the IHRA statement and it would also be easier for website users to find the statement if it was included on this page as a separate statement. The Committee also discussed the process for developing and reviewing the College Equality Statement and agreed the communications approach going forward.

Resolved: The Committee approved the revised College Equality Statement for recommendation to the Board and agreed that the IHRA should be included on the College's Equality, diversity and Inclusion webpage on the College's website.

13. **Equality, Diversity and Inclusion Update (verbal update)**

The Clerk reported that the EDI Working Group were developing a draft EDI strategy for review by the Resources Committee and the Board. The Clerk explained that to support this work EDI Continuing Professional Development (CPD) training was planned for all governors which would be scheduled to take place before the draft strategy was considered. The Clerk suggested that in the interim members might find it helpful to attend Eversheds's Equality, Diversity and Inclusion webinar on 8th June 2022 which would include current developments and emerging trends for the sector including the impact of the menopause and proximity bias on discrimination law and updates on: gender identity, freedom of speech and harassment. The Clerk asked members to email her if they would like to attend the webinar.

The Committee noted the verbal report on EDI training.

Resolved: The Committee noted the verbal report on EDI training.

14. **Date of Next Meeting**

The Committee noted the next meeting would be held on 16th June 2022.