



## **THE WINDSOR FOREST COLLEGES GROUP** **RESOURCES COMMITTEE**

### **MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF THE WINDSOR FOREST COLLEGES GROUP HELD VIA ONLINE VIDEO CONFERENCE ON WEDNESDAY, 2 MARCH 2022**

PRESENT:	Kiran Virdee	(Chair)	<u>Meeting Attendance</u>
	Gillian May	(Group Principal)	(2 out of 2)
	Tina Coates		(2 out of 2)
			(2 out of 2)
IN ATTENDANCE:	Graham Try	(Deputy CEO)	
	Mohan Ratnam	(Head of Finance)	
CLERK:	Lynn Payne		(2 out of 2)

### **PART I**

<b><u>AGENDA ITEM</u></b>	<b><u>ACTION</u></b>
<b>The meeting started at 5pm.</b>	
1. <u>Apologies for Absence</u> Apologies were received from Sam Foley and Angela Wellings.	
2. <u>Declarations of Interest</u> No Member declared a conflict of interest with the agenda.	
3. <u>Minutes of the previous Resources Committee meeting held on 1 December 2021</u> The Minutes of the previous meeting held on 1 December 2021, having been previously circulated to members, were agreed as an accurate record and the Chair's electronic signature would be applied to the Minutes. <b>All Members were agreed.</b>	
4. <u>Matters Arising from the previous Resources Committee meeting held on 1 December 2021</u> It was noted that the matter arising relating to the ethnicity profile of staffing at the College was going to be an agenda item at the meeting tonight but would be a report to the Board on 9 March. A working group would be set up to consider the matter.	
5. <u>Standing Agenda Items</u> a) <u>Risk Management Action Plan 2021/22</u> This item was presented by the Group Principal. Members noted the key risks on the Risk register. The Group Principal advised members that the key additions were:  1. Safeguarding. It was noted there had been an internal audit of safeguarding completed in January 2022. The Prevent Register had been updated, revised and completed in January of this year. The processes established for reporting and tracking sexual harassment and peer-on-peer abuse were in place, with training and guidance in place to ensure staff and students were fully aware.  2. Student Recruitment. The new curriculum strategy for Langley College, presented to the board in February 2022, had identified opportunities for the return of Entry Level and Level 1 provision to Langley. The HE and apprenticeship growth strategy was presented to the board in February 2022 and the targeted adult and HE recruitment strategy.	

## **AGENDA ITEM**

## **ACTION**

3. In relation to the new Level 1 provision, there was now a financial and quality risk associated with the reintroduction of this Level 1 provision at Langley College from September 2022. Members were advised that fully costed curriculum plans were in place to ensure contribution rates of 48%, that there were clear marketing and transition work for potential students. Fully costed ALS and pastoral support to maintain quality and specialist infrastructure and resources were in place in all areas.
4. The in-year retention at R01 was noted as showing an improvement across the College Group, with a noticeable improvement at Langley College. Full cost for ALS was underway for delivery in the next academic year, and the schedule of internal quality reviews was in place to identify further actions for improvement in key curriculum areas.
5. Future funding risk. There was a full curriculum review and update in January 2022. The ESFA funding model indicated an improved funding picture for 2022/23, as per the revised financial forecast.
6. In relation to IT security, the MFA was rolled out to all staff and there would be a review of the new specification of cyber essentials and the changes the organisation would need to implement in order to achieve this status.
7. In relation to Covid-19 disruption, it was noted that contingency plans were in place and communicated to all stakeholders for assessment in line with Ofqual guidance for all A Level and GCSE examined subjects.

Members asked questions on the risks and control measures in place.

### **Members noted the report.**

#### **6. Period 6 Management Accounts to 31 January 2022**

This item was presented by the Deputy CEO. Members had received the Period 6 Management Accounts and the Deputy CEO informed members there was not much change in the accounts since the previous report.

The College's forecast year-end income and expenditure position was for a deficit of £0.803m, which was £172,000 lower than the £0.975m approved deficit budget for the year. The forecast excluded estimated costs of £0.323m from the planned merger with BCA and therefore the forecast including those merger costs was a deficit of £1.126m. Members were advised that the most significant financial risk to the current and future years budgets continued to be learner recruitment and its impact on funding body grant income and tuition fees, as it represented 94% of the College's income. In relation to adult learners, who enrol throughout the year, the budget had assumed growth in these learners and the associated grant income. At the current time this forecast was not expected to be achieved overall, despite a good recovery from community ESOL enrolments. The Deputy CEO informed Members that plans were in place to seek to increase learners and funding in the remainder of the year, but also to note a shortfall of £215,000 with the majority of the shortfall being funded from the contingency.

Similar to adult enrolments, growth was also assumed in apprentice learners and funding, following the significant impact of Covid in the past 2 years. Members were advised that, whilst an increase was now forecast, the increase was less than assumed in the budget and a shortfall of £165,000 was included, and had also been funded from contingency.

In relation to the salaries budget, which had been reduced in the current year following the restructure changes made in the summer term, there continued to be challenges in recruiting to some curriculum posts that were in short supply, particularly in the Construction areas, and therefore there was still a need to rely on some agency staff.

**AGENDA  
ITEM**

**ACTION**

Members were advised that the three highest financial risks were considered to be the risk of a further adult funding shortfall, a further apprentices funding shortfall and higher staffing costs.

The Deputy CEO informed Members that no account was made in the management accounts for the financial implications in 2021/22 of the planned merger with BCA on 1 August 2022. The provisional estimate of merger costs was provided as an estimate of around £0.567m. The Memorandum of Understanding with BCA provided agreement to split these costs with 57% paid by TWFCG, which equated to a potential cost of £0.323m in this academic year.

Finally, members were advised that the year-end cash forecast was £6.8m, which was ESFA 'Good' financial health and in line with the forecast in the budget. Members asked questions in relation to salary increases, and increases in utilities charges, and whether they were factored into costs.

**Members noted the report.**

7. Health & Safety Spring Term Report

This item was presented by the Deputy CEO. Members were asked to note the health & safety performance in the Spring Term. Members noted the report and the accidents and incidents that had occurred at the College.

**The report was noted.**

8. Evaluation of Meeting

Members were happy with the length of the meeting and that the time spent on each agenda item was appropriate for Committee Members to make decisions and recommendations to the Board. The structure of the papers was considered easy to follow and the content of the papers clear. Members added value and made appropriate challenge in the two main items, being the Risk management Action Plan and the Period 6 management Accounts.

9. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted as follows:

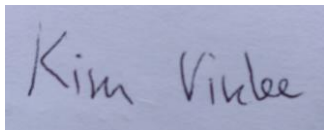
Scheduled for 6.00pm at Langley College on: Wednesday 4 May 2022  
Wednesday 22 June 2022

10. Any Urgent Business

There were no items of other business raised.

**The meeting ended at 5.20pm**

Chair:



Kim Vinke

Date: 4 May 2022