



THE WINDSOR FOREST COLLEGES GROUP

JOINT MEETING OF THE PROPERTY DEVELOPMENT FORUM AND RESOURCES COMMITTEE

MINUTES OF A JOINT MEETING OF THE PROPERTY DEVELOPMENT FORUM & RESOURCES COMMITTEE OF THE WINDSOR FOREST COLLEGES GROUP

HELD AT LANGLEY COLLEGE ON WEDNESDAY, 26 FEBRUARY 2020

			<u>Meeting Attendance</u>
PRESENT:	David Knowles-Leak	(Chair)	(2 out of 2)
	Ken Lamb	(Vice Chair)	(2 out of 2)
	Kate Webb		(2 out of 2)
	Tony Dixon		(2 out of 2)
	Martin Pritchett		(2 out of 2)
	Arden Bhattacharya		(2 out of 2)
IN ATTENDANCE:	Graham Try	(Deputy CEO)	
	Pankaj Makwana	(Head of Finance)	
CLERK:	Lynn Payne		(2 out of 2)

PART I

AGENDA ITEM

ACTION

- The meeting started at 4.30pm.
1. Apologies for Absence
Apologies were received from Kiran Virdee.
 2. Declarations of Interest
No Members declared a conflict of interest with and item on the agenda.
 3. Minutes of the Previous Resources Committee Meeting Held on 4 December 2019
Minutes of the previous meeting held on 4 December 2019, having been previously circulated to members, were agreed as an accurate record and signed by the Chair.
All Members were agreed.
 4. Matters Arising from the Previous Resources Committee Meeting Held on 4 December 2019
It was noted that there were no matters arising that had not either been actioned, or would be considered within the agenda.
 5. Standing Agenda Items
 - a) Risk Management Action Plan 2019/20
This item was presented by the Group Principal. Members were advised of the key risks within the remit of the Committee. The Group Principal advised members that there had been no changes since the last report to the committee.
She outlined the two highest risks, being:-
 - a) Overspending the 2019/20 budget, and the risk of breaking loan covenants;
 - b) Meeting learner number targets.

It was noted that both risks would be covered in separate items on this agenda.
The report was noted.

**AGENDA
ITEM**

ACTION

b) Treasury Management Update

This item was presented by the Head of Finance. Members were asked to note the latest credit ratings of the College's approved counterparties and note the details of the College's current investments. The Head of Finance advised Members that there were no significant changes to report in the credit standings of the approved counterparties, which were all A-1 or A-2 listings, or above, and the College's current investments remained the same.

Members noted the report.

6. Period 6 Management Accounts to 31 January 2020

This item was presented by the Deputy CEO. Members were advised that the College's forecast year-end expenditure position was, now reported in the Period 6 Management Accounts, was for a deficit of £2.476m, which was noted as being £1.126m higher than the approved £1.350m approved deficit budget for the year. The Deputy CEO advised Members this was also £280k higher than the forecast deficit period for Period 5. The Deputy CEO advised Members that the further increase in the deficit would reduce the College's cash balance in the current year. It was agreed the discussions would continue in the Pt II agenda of this meeting on budget forecast and future financial strategy.

The report was noted.

7. Enrolment, Funding & Growth

This item was presented by the Group Principal. Members were updated on the latest enrolment figures against all income streams. At the time of reporting, 16-18 learner headcount across the College Group was confirmed as 2,652. Apprenticeship enrolment were at 376 and may be below target. Adult enrolment was 2,822. The Group Principal said that across the Colleges, Langley College had good continuing enrolment for ESOL, but maths and English was currently down. Windsor College enrolments were mainly part time evening and were slightly down. Strode's College enrolments were also mainly part-time evening and were not currently below this time last year. The Group Principal said there was significant shortfalls in Construction and Motor Vehicle areas, mainly due to staffing shortages impacting on course provision. The Higher Education headcount numbers were 153 and below target. Members discussed the issues relating to current staffing shortages, and the need for agency staff to provide cover and the additional high cost of that and how it was impacting on course provision.

The Group Principal said, for the first time since merger, application figures to the three Colleges were showing good increases and there was a particularly strong performance at Windsor College.

The Group Principal said the increase in student applications was currently holding, but actual performance depended on how many of the applications actually convert to enrolments. The Group Principal was pleased to advise that the excellent outcome of the recent Ofsted inspection was a real boost and opportunity to increase numbers.

Members noted the report.

8. a) Health & Safety Spring Term Report 2019/20

The Deputy CEO highlighted the key points in the report. He confirmed that, of the 18 reported accidents, near misses and hazard observations at Langley, Strode's and Windsor, all staff and students had returned to work of continued with lessons.

The report was noted.

9. Evaluation of Meeting

Members were pleased to contribute to an evaluation of the meeting, expressing where they felt they added value and made appropriate challenge and in addition to this being an annual report to the Board, it would appear on each set of minutes.



AGENDA
ITEM

ACTION

10. Dates and Times of Future Meetings and Events
The dates and times of future meetings were noted as follows:
- RESOURCES COMMITTEE
Scheduled for 6.00pm at Langley College on: Wednesday 6 May 2020
Wednesday 24 June 2020
- RESOURCES WORKING GROUP
Scheduled for 6.00pm at Langley College on: Monday 16 March 2020
- PROPERTY DEVELOPMENT FORUM
Scheduled for 5.00pm at Langley College on: Wednesday 6 May 2020
Wednesday 24 June 2020
11. Any Urgent Business
No urgent business was raised.
- The meeting ended at 5.15pm.**

Key evaluation points from the meeting where Governors felt they provided appropriate challenge & added value:

- Length of the meeting was about right
- Length of agenda items: The time spent on each agenda item was appropriate to inform the Committee’s decisions and recommendations.
- The structure of the papers was easy to follow.
- The papers were clear and the information to support the decision making was fully complete.

CHALLENGE

Members had a good discussion on the difficulty to recruit appropriate staff in key areas and the related costs of agency staff.

ADDED VALUE

Members discussed the enrolment, funding and growth in detail and were pleased to note the increased number of applicants.
Members discussed what additional courses could be considered to increase revenue.

At this stage of the meeting it was agreed by all members present that matters of a private and confidential nature were to be discussed and had there been any members of the public present they would have been asked to leave the meeting.

Chair

Date