



THE WINDSOR FOREST COLLEGES GROUP
RESOURCES COMMITTEE

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF
THE WINDSOR FOREST COLLEGES GROUP

HELD AT LANGLEY COLLEGE ON WEDNESDAY, 5 DECEMBER 2018

			<u>Meeting Attendance</u>
PRESENT:	Tony Dixon	(Chair)	(1 out of 1)
	Ken Lamb	(Vice Chair)	(1 out of 1)
	Kate Webb		(1 out of 1)
	Gill Briggs		(1 out of 1)
	David Knowles-Leak		(1 out of 1)
	Arden Bhattacharya		(1 out of 1)
	Martin Pritchett		(1 out of 1)
IN ATTENDANCE:	Graham Try	(Deputy CEO)	
	Julie Shah	(Assistant Principal Human Resources (APHR))	
CLERK:	Lynn Payne		(1 out of 1)

PART I

AGENDA
ITEM

ACTION

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| | The meeting started at 6.10pm | |
| 1. | <u>Election of Chair & Vice Chair for 2018/19</u>
Members unanimously agreed Tony Dixon be appointed Chair and Ken Lamb be appointed Vice Chair of the Committee. Both Tony and Ken were happy to take on the respective roles. | |
| 2. | <u>Apologies for Absence</u>
Apologies were received from Kiran Virdee.
Apologies had also been received from Pankaj Makwana (Head of Finance). | |
| 3. | <u>Declarations of Interest</u>
There were no declarations of interest. | |
| 4. | <u>Minutes of the Previous Meeting Held on 27 June 2018</u>
Minutes of the previous meeting held on 27 June 2018, having been previously circulated to members, were agreed as an accurate record and signed by the Chair.
All Members were agreed. | |
| 5. | <u>Matters Arising from the Previous Meeting Held on 27 June 2018</u>
It was noted that all matters arising had either been actioned or would be covered on the agenda. | |
| 6. | <u>Standing Agenda Items</u>

a) <u>Risk Management Action Plan 2018/19</u>
This item was presented by the Group Principal who went through the five high risks included in the College's overall Risk Management Action Plan that were in the remit of this Committee. Members noted and discussed the risks and felt that the risk related to Brexit should perhaps be a higher risk. Members discussed the implication of Brexit on some College courses and the Group Principal said she would consider the suggestion to heighten the risk.
The report was noted. | |

**Group
Principal**

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b) Treasury Management Update & Annual Strategy

This item was presented by the Deputy CEO. Members were asked to note the latest credit ratings of the College's approved counterparties. He went through the details of the College's current investments. Members noted the annual report of the performance of the treasury management function in 2017/18.

The report was noted.

7. Report & Financial Statements for the Year Ended 31 July 2018

This item was presented by the Deputy CEO. Members were asked to consider the report and financial statements for the year ended 31 July 2018 and recommend them to the Board for approval. The Deputy CEO confirmed that the report and financial statements had already been to the Audit Committee, who were recommending them to the Board for approval. There was a discussion on the outcomes. The Deputy CEO in summary advised Members that the approved original 2017/18 budget for the year was for a deficit of £750k. He said the actual underlying deficit now reported was £1.320m (prior to year-end FRS102 charges of £1.269m). This was very close to the most recent forecast positions of £1.328m and £1.279m to the Board in July and October 2018 respectively. He detailed the items contributing to the additional net overspend of £570m. In summary, the Deputy CEO said the July 2018 financial forecast assessed the College ESFA "Good" financial health and he said this was expected to be confirmed by the ESFA based on the financial statements 2017/18.

Members noted the report and unanimously agreed to recommend the report and financial statements for the year-end 31 July 2018 to the Board for approval.

**Refer to
Corporation**

8. Period 3 Management Accounts to 31st October 2018

The Deputy CEO went through his report. He confirmed that the College's 2018/19 forecast year-end income and expenditure position was for a deficit of £969k, which was £31k lower than the £1m approved deficit budget for the year. He confirmed the sale of the Windsor Alma Road car park in August 2018 had achieved a net sale receipt (after costs of sale) of £424k, thereby reducing the forecast deficit to £550k after the sale receipt. He detailed the reasons for the year-end variations against budget in the income and expenditure account. The Deputy CEO said the most significant risk to the current and future year's budgets was considered to be learner recruitment and its impact on funding body grant income and tuition fees. He advised that Members were and would continue to be regularly updated in detail of progress against targets in the College Headlines and enrolment reports.

The Deputy CEO said it was forecast that there would be a significant shortfall of around 250 16-18 learners in the current year and that was forecast to reduce the College's grant funding by an estimated £1.2m in 2019/20. He said this would place significant financial pressure on the College in that year to achieve the £1m deficit budget in the College's latest financial forecast and the impact of that is currently being considered. The Deputy CEO confirmed his objective was to limit expenditure with the aim of staying on budget.

Members discussed the issues and the report was noted.

9. Enrolment, Funding & Growth

This item was presented by the Group Principal. Members were asked to note the analysis of enrolment figures to date for 2018/19. Members were reminded that the report was an early indicator of enrolment performance for 16-18 year olds, although it was noted numbers may fluctuate until the census date in November when the funded number was confirmed. The Group Principal said that for adults and apprentices, enrolment continued throughout the year. At the time of reporting, the 16-18 learner headcount across the College group was 2,788 and noted as 216 below the 3,004 needed in November, to meet the financial forecast target. The apprenticeship numbers were at 470 and currently anticipated to be on target.

With regard to the adult headcount, this was currently 1,680 and early indications were that the low wage initiative and associated marketing campaign, coupled with the new adult course guides, may have driven growth. Further analysis and early tentative conclusions were detailed in the report. The Higher Education headcount was noted as 167 and anticipated to be below target.



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There was a discussion on the low wage initiative and consideration given to increasing the lower threshold to attract more learners and whether this would be financially positive. The areas where the headcount was decreasing were discussed and the reasons for that explored.

The report was noted.

10. Annual Human Resources Report 2017/18

This item was presented by the APHR. Members were advised on the activities within the HR function during 2017/18, with information relating to staffing including sickness absence, staff turnover and disciplinary issues. The APHR highlighted an issue in the equality & diversity reporting on disability. She confirmed the College continued to gather a more complete picture on the disability profile of the workforce, but that the number of staff disclosing a disability remained at 4%. In the future, a self-serve system within HR might encourage staff to disclose disabilities.

The report was noted.

11. Health & Safety

a) Health & Safety Annual report 2017/18

Members had received a report on health & safety performance during the past academic year.

The report was considered and noted.

b) Health & Safety Autumn Term Report and Health & Safety Policy 2018/19

The APHR reported on the health & safety performance for the autumn term. Members were asked to agree the Health & Safety Policy and recommend it to the Board for approval, to include the Chair and Group Principal signing the final version for publication.

Members unanimously agreed to recommend the Health & Safety Policy 2018/19 to the Board for approval.

Members noted the Health & Safety performance for the Autumn term.

Refer to Corporation

12. Committee Self-Assessment

This item was presented by the Clerk. Members were asked to consider the Corporation Performance Indicators and comment on the extent to which the Committee had contributed to them and report to the Board.

All Members considered the points and they were agreed.

Refer to Corporation

13. 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.

14. 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 27 February 2019
Wednesday 1 May 2019
Wednesday 26 June 2019

15. Any Urgent Business

No urgent business was raised.

The meeting ended at 6.45pm

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