

## BARNSELY COLLEGE BOARD OF GOVERNORS

### MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 28 APRIL 2015

#### PART I

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<b>PRESENT</b>	G Beever (Chair)	Governor
	S Brian	Governor
	R Dewar	Governor
	G McSkimming	Governor
	J Thirkell	Governor
	C Booth	Governor

<b>IN ATTENDANCE</b>	A J Oaks (Clerk)
	D Harding (VP Quality & Adults)
	T Johnson (VP Corporate Services)
	L Miah (Director of Finance)
	C Webb (Deputy Principal)
	P Singh (VP Comms and Recruitment) - to Minute 14.121
	A Fairest (VP Property)
V Dalton (VP funding, Data and compliance)	

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#### APOLOGIES

15.41 There were no apologies.

#### DECLARATIONS OF INTEREST

15.42 The Chair reminded members of the requirement to declare any financial or personal interests in any agenda items. Members reserved the right to declare any interests should any arise during the course of the meeting. No interests were declared.

#### MINUTES

15.43 The minutes of the meeting held on 3 February 2015 (Part I) were agreed as a true and accurate record and were signed by the Chair.

#### MATTERS ARISING

15.44 The Committee received a list of actions arising from previous meetings all of which formed Agenda items.

#### LEARNER NUMBERS AND FUNDING

15.45 The Committee received a report from the VP Funding Data and Compliance highlighting the position with regard to recruitment and related income. The current forecast indicated the college would under achieve EFA headcount allocation by 251 in 2014/15 as indicated in previous meetings. Whilst the number of EFA funded learners was less, the college had exceeded its funding target as there were more full time learners than indicated within the profile. It was reported that the 16-18 apprenticeship income target would be over achieved by around £200k and a business case had been submitted to the SFA. An outcome was expected in June. The HE figures were positive. Members were informed that the college had received communication from the SFA in February regarding £330k additional allocation for classroom based learning. The funds would be offset by the under delivery of Adult apprenticeships, which the SFA may seek to recover. The VP explained that the under-delivery was as a result of the college moving away from subcontracted delivery towards its own home grown provision and that around £110k may be clawed back. The Report was noted and received.

#### INTERNATIONAL INCOME

- 15.46 The budget and forecast for international remained rag rated as red. The Deputy Principal reported that a second tranche of fees were due in May from China, and that two further centres were opening in Indonesia which would provide increased opportunities for expanding provision. Since the last meeting a number of meetings had taken place between senior managers from the College, SHU, Derby University and West Scotland University with a view to an agreement and accreditation for the College to deliver a L5 Diploma at UCB. This would allow the college's satellite centres to deliver the Diploma which would be a top up degree in the University of Scotland. The satellite centres were in Zimbabwe, Zambia, Vietnam, Jakarta, Batang, and Hong Kong.
- 15.47 To date the College had enrolled 5 students to courses in 2014/15. The Deputy Principal believed the college to be much clearer about international recruitment and expectations, focusing on A levels and Engineering and Construction. He spoke of further opportunities in the middle east for the latest round of calls under the 'Colleges of Excellence' project which would allow expansion of 19-24 learners particularly in vocational areas. The college would be exploring a potential advanced manufacturing engineering apprenticeship programme with Strata Manufacturing which would link well with the AMRC. Governors acknowledged the increase in level of international activity and looked forward to the strategic report being presented to the Board at its next meeting.

The report was noted and received.

### **LEARNER SUPPORT FUND**

- 15.48 A report on LSF income indicated rag ratings of green and amber. The VP Comms and Recruitment explained that there were stringent rules and restrictions regarding allocation of income, which reduced flexibility particularly with regard to free school meals. It was anticipated that despite restrictions the 19+ LSF target would be met. However the 24+ advanced learning loan bursary target was unlikely to be met. Governors noted the position.

The Report was received.

### **TUITION FEES, FE LOANS AND COMMERCIAL**

- 15.49 The committee received a report highlighting performance against budget. Recruitment had been lower than anticipated resulting in a variance of £109k. The college had secured an increase in adult funding from SFA and some full cost activity had subsequently been delivered as funded provision where SFA contributions had resulted in lower tuition fees for these courses. Governors commented on the commercial income, noting in particular performance in Zest. The VP Q&A stated that management were discussing changes for 2015/16 which involve moving the provision back into the curriculum area to providing a working experience rather than a commercial environment. Sport and Hair & Beauty were high risk departments in terms of commercial income and were being monitored closely by SMT.

The report was noted and received.

### **PROJECTS AND SKILLS FOR JOBS**

- 15.50 The report indicated that the forecast for project income had been reduced to £1.1m. A full list of all projects had been provided. The S4J had generated £1.2m of income up to February 2015. The Committee were aware that the contract for S4J would end in July and were informed that there was a much uncertainty about the opportunity to bid for similar contracts in the future. In the circumstances the college had issued redundancy notices to 16 staff engaged in S4J. Further detail on this is recorded under the HR report. It was anticipated that income would decline significantly up to August as staff leave the department and the forecast had therefore been reduced to £1.8m. Governors noted from the report that progression to employment within S4J averaged at 23%, which compared well against similar national programmes.

The Report was noted and received.

## HUMAN RESOURCES

- 15.51 The VP Corporate Services presented the HR report updating committee members with regard to the new contract and pay scales and the new A Level teacher role, which had been successfully implemented. 338 members of staff were now on the new Contract. The College had informed 16 staff in Warehousing, Logistics and Skills for Jobs that they were at risk of redundancy. Details were provided to members of action taken to date in line with college policy and procedure, including consultation with Trade Unions. Members were provided with information regarding further staffing reductions that may be required in order to set a budget for 2015/16. In response to questions, the VP commented that determining staffing changes would be driven by increased pay costs, cuts to the Adult Skills budget, lower recruitment 16-18 than planned, and shifts in HE recruitment. The VP explained that the proposals would be finalised after business planning had been completed in June.
- 15.52 It was reported that all 38 employment policies had been reviewed by management and agreed by all Trade Unions. A full list of the policies and summary of changes had been provided for information.
- 15.53 In terms of health and safety, 61 accidents had been reported to date, an increase of 4 compared to last year. 7 were RIDDOR. The Construction department had been identified as an area of concern and details were provided to Governors of actions taken by management to increase scrutiny. Following discussion, the report was noted and received.

## STAFF SURVEY

- 15.54 A staff survey had been undertaken in December 2014. At the request of the committee all questions in the survey were shown within the report. The results had been analysed in comparison to the previous survey completed in June 2014. Overall the level of staff satisfaction had increased considerably. A stress analysis had also been undertaken, using questions recommended by the HSE. A table had been appended identifying how individual departments had scored, the information being used together with absence data. In response to questions from governors on whether any links between departments and staff absences had been identified and actions taken, the VP Corporate Services explained how the Health and Safety department would work with those departments where scores were below the HSE recommended average. Results of staff surveys were also shared with the Trade Unions and at college level the analysis had led to a review of the college appraisal system, and other operational systems.

The report was noted and received.

## ADDITIONAL REPORTS

- 15.55 Agenda items 12 to 17 were provided for information and included comprehensive detail of financial performance since the last meeting in February. The Chair invited governors to make comments and observations. No issues were raised.

## DATE AND TIME OF NEXT MEETING

- 15.56 The next meeting would be held on Tuesday 7 July 2015 at 4.00 pm

Signed \_\_\_\_\_ Chair      Date \_\_\_\_\_