

# LONGLEY PARK SIXTH FORM COLLEGE

## **MINUTES** of the meeting of the **RESOURCES COMMITTEE** held on **10 OCTOBER 2016** at 5.00pm at the College, Horninglow Road, Sheffield

Present: Peter Leppard (Chair)  
Jonathan Hall  
Alan Law (Vice-Chair)  
Mo Nisbet (Principal)  
Ryan Pickorer

In attendance: Dominic Harrex (Associate Principal (Resources))  
Sharon West (Clerk to the Corporation)

Apologies for absence were received from Kieth Burnham, Donna Griffiths and Fiona Lowe.

**Action by**  
**Who      When**

### **1      ELECTION OF CHAIR AND VICE-CHAIR**

The Clerk to the Corporation opened the meeting and sought nominations for the positions of Chair and Vice-Chair. Peter Leppard was nominated as Chair and Alan Law as Vice-Chair, both nominations were unanimously supported.

The Committee **approved** the appointment of Peter Leppard as Chair of the Committee and Alan Law as Vice-Chair of the Committee.

### **2      DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3      MINUTES OF THE MEETING HELD ON 28 JUNE 2016**

The Minutes of the meeting held on 28<sup>th</sup> June 2016 were approved as an accurate record and signed by the Chair.

### **4      MATTERS ARISING**

#### **Budgeting and Planning for 2016-17 (Minute 7)**

The Principal informed the Committee that she was in the process of establishing whether Governors could be given access to reports on cedar and whether the financial ratios could be included in this as part of the requested data dashboard.

**5 CONFIDENTIAL MINUTES OF THE MEETING HELD ON 28 JUNE 2016**

The Confidential Minutes of the meeting held on 28<sup>th</sup> June 2016 were approved as an accurate record and signed by the Chair.

**6 MATTERS ARISING**

There were no matters arising.

**7 ANNUAL HUMAN RESOURCES REPORT 2015-16**

The Associate Principal (Resources) presented the annual report. He drew Members' attention to the fact that for the first time the majority of teaching staff were on part-time contracts. Members discussed the staffing profile and recruitment processes. They acknowledged that the percentage of black and minority ethnic representation in the staff profile reflected that of the teaching profession across the Country. Members queried whether the degree of turnover created disruption. The Principal accepted that it could, but said that in the past year due to the particular circumstances the College had encountered, it had been mainly positive and created more stability. The new appointments that had been made were strong.

Members asked the Associate Principal (Resources) to seek clarification from Human Resources on the percentage of days lost to sickness.

**DH/HR Oct '16**

The Associate Principal (Resources) explained that the higher levels of absence that had been experienced was reflected in the use of agency staff. The position at the start of the current academic year was good and any issues were being tackled as they arose.

Members requested a breakdown of the ethnicity and age profile of new starters. The Associate Principal (Resources) agreed to ask Human Resources to provide this information.

**DH/HR Oct '16**

The Committee recorded its thanks to the Human Resources Team on what had been an extremely busy year.

**8 ANNUAL TRAINING AND DEVELOPMENT REPORT**

The Associate Principal (Resources) introduced the report. He explained that the Senior Leadership Team intended to provide a fuller report to the next meeting on the management development programme. There had been some issues with delivery of the programme, which were accepted by the provider, but there had also been benefits in the staff involved

working together with a visible impact on behaviours and performance.

The Committee was encouraged that staff were engaging in continuing professional development and that efforts continued to be made to try and improve internal training.

Members questioned the overspend on training administration and courses/conferences. The Principal agreed that the allocation of the training budget needed to be reviewed.

The Committee asked if it was possible to benchmark spend. The Associate Principal (Resources) confirmed that it was and that this was included in the annual benchmarking report that was presented to the Audit Committee. The Committee continued to support the commitment to increase the investment in training and development for staff to 1% of the staffing budget and agreed that cutting training was rarely a good idea.

## **9 MANAGEMENT ACCOUNTS**

The Associate Principal (Resources) presented the management accounts for period 12 of 2015-16. He explained that the College Accountant was focusing her attention on the year end and producing the financial statements. Some work was still being done on accruals and pre-payments and he therefore anticipated that the level of deficit would be higher than that reported in the management accounts, but confirmed that this would be in line with the forecast previously presented to Governors.

The Associate Principal (Resources) explained that free school meals funding and the student trip to New York had not been included in the budget and that these elements accounted for the favourable variance on income.

The Committee recognised that agency staff and agency recruitment costs had had an adverse impact on both pay and non-pay expenditure. Members were assured that the staffing position was being managed better and that in total there had been a reduction in expenditure on the previous year. The cash flow position was still strong.

The Associate Principal (Resources) informed Members about expenditure in the current year. One member of staff was on long-term sick leave. A couple of non-pay budgets were under pressure and were being closely managed. He would keep the Committee updated on any issues that emerged.

The Committee was advised that the local government pension scheme valuation would increase the previous year's deficit of

£1.3m to £2.45m. The Associate Principal (Resources) explained that it was difficult for the College to challenge some of the assumptions used by the actuaries. However, this position was reflected across the entire sector. The College had not been asked to increase its employer contributions. He intended to discuss the situation with the financial statements auditors as he felt in need of further advice. Members accepted that this was very much a live issue, although there was no immediate cause for concern. They asked to be kept updated and agreed that this matter should be picked up at the next meeting.

DH Dec '16

The Committee noted that the year-end position was in line with the forecast.

## 10 KEY FINANCIAL PERFORMANCE INDICATORS

The Committee received the key financial performance indicators that had been produced by the Education Funding Agency and was pleased to note that in general these were positive.

Members discussed student numbers. The Associate Principal (Resources) reported that there were 1,089 on roll against the target of 1,070. The census date (day 42) was 21<sup>st</sup> October. The College had recruited significantly more students from its partner schools. There had been a low conversion rate of applications from Hinde House, which was due to the cohort in 2015-16. The predicted worst case scenario was 20-30 students lower than target. The Committee recognised that although the College was operating in an increasingly competitive market, it was holding its own, which provided a positive picture.

## 11 POLICY REVIEWS

The Associate Principal (Resources) outlined the proposed changes to the Data Protection Policy, Retirement Policy and the Travel and Subsistence Claims and Policy for Driving on College Business, which primarily related to changes in titles of roles and organisations. No Changes were being proposed to the Treasury Management Policy.

The Committee **approved** the revisions to the Data Protection Policy, Retirement Policy and the Travel and Subsistence Claims and Policy for Driving on College Business.

## 12 HEALTH & SAFETY UPDATE

The Associate Principal (Resources) provided an update on Health & Safety for the Committee.

Members were pleased to hear that there had been a positive start to the year. This highlighted the benefits of having a highly motivated team and requested that there thanks be passed onto the staff for taking on new responsibilities and rising to the challenge.

The Clerk would enquire about dates for meetings of the Health & Safety Committee and report back to the Committee.

**SW Oct '16**

The Associate Principal (Resources) confirmed that he would present the annual Health & Safety report to the next meeting.

**DH Dec '16**

### **13 COMMITTEE'S ANNUAL REVIEW OF EFFECTIVENESS**

The Committee reviewed its terms of reference. A number of amendments were put forward, namely relating to approval of disposals, the attendance of the Finance Manager at all meetings and liaison with staff representatives.

The Committee was satisfied that there was a programme of business in place which met the Committee's obligations and the number of meetings scheduled for the year was sufficient to effectively accommodate the business cycle.

The Committee's membership would be kept under review and new members sought as necessary. The Committee was satisfied that the present system of reporting was working well, with formal reports being made to the Corporation. Members felt that the Committee was well chaired and clerked and no changes were put forward.

The Committee highlighted the issues that had occurred during the year which had had a negative impact on the production of regular management accounts. Members did not identify any other improvements in terms of the timeliness, coverage and quality of information provided to the Committee.

### **14 DATE OF NEXT MEETING**

Tuesday 6<sup>th</sup> December 2016 at 5.00pm.

The meeting ended at 6.20pm.

Signed: ..... (Chair)

Date: .....