



**BRIGHTON HOVE AND SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE
HELD ON TUESDAY 6th MARCH 2018 IN ROOM 412, COPPER BUILDING AT 6.00 P.M.**

Present: Jo Davis (co-opted Committee Member), Peter Freeman (Chair of Governors), Howard Kidd (Chair of Resources Committee), Chris Newson (Governor), Neil Perry (Governor), Sandra Prail (Vice-Chair), Sue Smith (Governor – Support Staff), Mark Snape (co-opted Committee Member)

In attendance: Jutta Knapp (Assistant Principal – Resources), James Moncrieff (Deputy Principal), Louise Pennington

F&GP17/01 Apologies and Welcomes

Apologies: William Baldwin (Principal), Alison Cousens (Assistant Principal – Student Services)

The meeting was quorate.

F&GP17/02 Minutes of the Last Meetings

F & GP Committee Meeting held on 28th November 2017

The F & GP Committee minutes were considered and approved by the Committee and the Chair of that Committee authorised to sign them.

HR Committee Meeting held on 7th November 2017

The HR Committee minutes were considered and approved by the Committee and the Chair of that Committee authorised to sign them.

F&GP17/03 Matters Arising

Jutta Knapp confirmed the actions which had been completed and also provided the following updates:

- F&GP 17/05 Annual Report and Financial Statements – Draft Reserves Policy: this is in the process of being completed.
- HR16/32 Gender Pay Gap – Jutta Knapp updated Governors advising that a briefing had been given to Staff with no issues arising from this. The required analysis will be uploaded to the website by the deadline of 31st March, together with explanatory notes.

F&GP17/04 Declaration of Interests

None declared.

F&P17/05 Terms of Reference – Resources Committee

The Committee discussed the terms of reference, currently a merger of both HR and F & GP Committees' existing terms of reference and the following recommendations and decisions were made:

- Update iro various housekeeping changes e.g. terminology (reference to financial memorandum being replaced by funding agreement); updating attendance clause re SMT members etc
- Delete the following sentence currently within the Membership section: "Students who are members of the Corporation may be appointed as observers by the Corporation, and they shall have the same powers as Members save that they may not vote".
- Input from various Governors prior to the meeting was noted and that overall preference was to retain sufficient details in respect of financial and premises aspects.

Howard Kidd agreed to give consideration to further revision before the final version was recommended to Corporation. **ACTION: Howard Kidd**

F&GP17/06 HR Matters

Jutta Knapp presented the two HR papers and the following comments were recorded:

a) Staff Development Plan 2017/2018

The Committee noted the contents of the Report and the reasons for reducing the budget for the year from £70,000 to £58,000. Jutta Knapp explained the budgetary process in respect of Staff Development including the allocation of specific budgets to Heads of Department etc. Governors were advised that the budget may be exceeded to some extent by the end of the year and it was confirmed that there was a contingency in place to cover any over spend or to cater for any urgent training need. The details within Section A of the report which set out the various department initiatives, it was noted that some may not be utilised this year, so there was some flexibility for adjustments within the overall budget allocations. The budget in respect of Staff Well-being has been maintained too.

Committee Members queried whether there were any issues arising which affected staff as a result of the reduced budget and sought assurance that Staff development in light of the revised performance review process and an increasing number of staff, remained a priority. In response Jutta Knapp and James Moncrieff explained that there had been a move away from more expensive external courses towards a greater focus on both harnessing expertise in house to train staff and in internal staff induction process, together with greater collaboration and exchange of experience with other Colleges, combined with joint S7 Colleges' training sessions.

The Committee Members also made reference to the following Staff Satisfaction Survey paper where question 7 provides responses to the question "I am encouraged to develop professionally". In the latest survey (2017) the percentage of staff who strongly agree with this statement was 38.4%, being an increase from the previous survey (31.8%), whilst the percentage of staff who agreed with the statement remained the same at 50%. It was also noted that further evaluation of staff development was included in the annual SARAP (Self-Assessment Report and Action Plan) process and reported to Governors in the Autumn Term.

At this point Sue Smith joined the meeting.

b) Staff Satisfaction Survey 2017

The survey which is usually completed biennially, was completed yearly in 2017 to take account of any issues arising following the new Principal appointment and to gain additional feedback, a comment box per question was included for the first time, details of which have been included on page 29 of the papers. Broadly the results show an improvement compared to those received in 2016, highlighted by the fact



that an increase of 2.5% of staff who completed the survey said that they would recommend BHASVIC as a good place to work. Regarding commentary from staff, this has been analysed by SMT and they can confirm that there were no significant issues or a need for action plans arising from this.

Although SMT has advised that the survey would return to a biennial exercise, in response to a suggestion from the Committee, Jutta Knapp confirmed that SMT would review whether this should in fact remain an annual exercise. **ACTION: Jutta Knapp**

F&GP17/07 College Development Plan (CDP) (Section 4: Leadership and Management)

The Committee noted the revised section 4 of the CDP and the following additional updates:

- Page 31 Summary and Issues: Support Staff Job Evaluation process – on going work with the aim of completing this exercise by Easter. It was noted that once the exercise has been completed there may be an impact on next year's Support Staff budget.
- GDPR (General Data Protection Regulation) – training has been given in February for Jutta Knapp and CIS Manager and a paper is being considered at next week's Audit Committee.

F&GP17/08 Management Accounts for the Six Months to 31st January 2018

Howard Kidd and Jutta Knapp presented the figures to the Committee and the following discussion points were recorded:

- Staff costs as percentage of income target: One of the actions from the last Corporation meeting in December 2017 was that the Resources Committee should review the staff costs to income ratio as the current target of 68%, based on the SFC sector benchmark some years ago, which does not take into account the fact that funding has been frozen for the last few years to £4,000 per student pa. Accordingly the sector benchmark has increased as costs have increased and SMT's recommends that the target is increased to a target of 74% (College's current budget), taking into account the fact that the predicted outturn is 75% and also following a review of the S7 Colleges and the overall sector benchmark as disclosed to the ESFA via the requirements for all Colleges to submit annually their Finance Record (summary financial accounts). However the limitations on comparisons with other providers were noted in light of the fact that other Colleges outsource certain functions, unlike BHASVIC which has the effect of reducing the staff costs to income ratio. Howard Kidd confirmed that he had reviewed the figures and SMT's recommendations prior to the meeting and endorsed SMT's proposal. At this point the Committee considered whether to retain the current target to emphasise to the ESFA (Education and Skills Funding Agency), that the current funding regime was insufficient, but also to avoid amending targets in order to improve the College's position. It was also agreed that the Governing Body should continue to monitor closely the targets set and the overall financial position which if the latter deteriorates further, recommendations would be sought from SMT regarding actions to be taken to ensure that the College maintains a surplus position. In conclusion it was resolved that as the target should be realistic and achievable and should reflect the original methodology i.e. being set as the average for the sector, it ought to be revised to reflect the change in benchmark. Consequently it was recommended to Corporation that subject to some reservations, the target should be revised to 74%. **ACTION: Jutta Knapp**

- Referencing the discussion held above, the options of introducing RAG ratings in respect of the various financials, was discussed. It was recorded that it was probably not necessary to include this within the management accounts as the Principal's Report to Corporation does include RAG rating in respect of finance KPIs.
- Page 38 I & E Account – surplus figure in respect of the 2017/2018 budget and 2017/2018 predicted outturn was highlighted at £112,000 and £52,000 respectively, in view of the difficult financial conditions which SMT also predicts will continue into next year.
- Page 41 Main Variances – highlighted (£60,000) potential revised Support Staff costs in once the Job Evaluation process has been completed, if included in 2017-18
- Support Staff pay rise was agreed nationally at 1% and endorsed by Governors last term. Since then the Teaching Staff pay review has been finalised at 1% for those above scale 6 and 2% for those staff on scales 1 – 6. The overall impact on the College's budget (1% had already been allocated for the year), taking into account the numbers of Teaching Staff on scales 1 – 6, will result in a slight variance of 1.01%. In cash terms this relates to overall teaching cost increase in the budget of £61,200, compared to £60,000 originally budgeted. The Committee endorsed the SFCA nationally recommended pay rise for Teaching Staff and recommended that this be approved by Corporation. **ACTION: Jutta Knapp**
- Page 41 Main Variances: Expenditure item "IT equipment - £170,000 reclassified as capital in accordance with FRS102 (over 5 year period). Howard Kidd highlighted this new accounting policy treatment and accompanying policy (included in the financial statements), introduced via FRS102 which was also recommended by the auditors and endorsed by the Audit Committee. He explained how this treatment improved the I & E account surplus position and also advised Governors to be aware of any inconsistency when making comparisons in the financials with previous years (previously this aspect would have been written off in 1 year). At this point the Committee was reminded that the audit recommendations were included in the Auditors' Audit Findings Report presented to the Autumn Term Committee meeting and that final approval was given at Corporation. (NB the Audit Committee received the Audit Findings Report and the Annual Report and Financial Statements for recommendation to Corporation, whilst the F&GP Committee received the latter document for information to support the Financial Statements) It was suggested that in future management accounts it would assist Governors if more explanation is included in the narrative to explain the various accounting treatment changes etc and the implications of this and to ensure that other significant changes are highlighted to both Audit and Resources Committee in the Autumn Term meetings when the financial statements and various auditors' documents are presented and further explanations when the budget is presented in the Summer Term. **ACTION: Jutta Knapp** Page 41 Main Variances: Main Building Refurbishment of £189,000 noting that monies received in 2016/2017 whilst the work was not completed until 2017/2018, based on additional funding received by the College following the closure of Haywards Heath Sixth Form provision. Howard Kidd explained to the Committee the impact upon the figures which may otherwise appear to be misleading, referring to page 38 of the papers (I & E Account) and the actual 2016/2017 surplus figure of £273,000, noting that if the £189,000 spend had been reflected here, the actual surplus would have been £84,000. Likewise in respect of the 2017/2018 predicted outturn, the surplus would have been £241,000 rather than £52,000.



F&GP17/09 Funding 2018/2019

Jutta Knapp presented the paper to the Committee and the following points were recorded:

- The final ESFA (Education and Skills Funding Agency) funding allocation for 2018/2019 has now been issued, and shows a reduction in that detailed on page 44 of the papers. The actual funding is £89,000 less due to the reduction in disadvantage funding.
- The funding calculation is based upon the courses taken per Student, together with other factors such as disadvantaged students' funding allocation and adjustments in respect of Student retention. Jutta Knapp explained that the College will receive less disadvantaged students' funding allocation owing to the fact at few Students within this category have applied to BHASVIC (NB this criteria relates to either or both Students within certain postcodes categories as "areas with deprivation and hence disadvantaged" and also Students who have not yet achieved a pass at GCSE Maths and English). SMT along with the CIS Manager (College Information Systems), will be looking at this aspect of funding to understand the impact on funding of the College's curriculum offer and criteria regarding offers/qualification requirements, which at present does not include many Level 2 options (English and Maths GCSEs), limited BTEC provision and being predominantly A Levels.

F&GP17/10 Premises Update

The contents of the paper updating the Committee on progress with the proposed new building, was noted and the following additional comments made:

- The issues arising from the Wealden District Council objections were discussed including the work which the College's architects had done in response and it was noted that as the Council had advised that regardless of relevance, all major planning applications would be put on hold until legal advice had been sought. The College has drafted an email to Liz Hobden, Head of Planning at the Local Authority and it was agreed that Sandra Prail would review this and make any amendments she felt useful. **ACTION: Jutta Knapp/Sandra Prail**
- The earliest Planning Committee meeting that the application can be heard is 4th April and it was agreed that the email should be sent as soon as possible to see if a response can be received in time to enable this date to be met. Despite the delays recorded above, SMT are keen to proceed with contractor appointments. Tender specifications are due to be completed by the end of March with appointment through OJEU (Official Journal of European Union) The field available may be limited though should the planning application not be considered and approved at the next LA Planning Committee.
- CIF bid application/funding for project – the outcome is expected to be advised to BHASVIC in April. If the College's application is rejected, this will delay the project anyway for at least another year. If funding and planning are both granted, the College intended to commence building works in July.

The Committee was reminded that authority had been given by Corporation to spend up to £600,000 approximately (refer previous minutes) and it was agreed that a Premises Group meeting may need to be convened after Easter (April). **ACTION: Jutta Knapp/Louise Pennington**

F&GP17/11 Risk Assurance

The contents of the full Resources' section of the risk register as considered noting that there were 6 key risks scoring 6 or 9 which had been reviewed by SMT in January 2018. One of the risks which had an increased score compared to the last report was highlighted – risk 5.4, including the risk “Interruption owing to industrial action – adverse effect on student experience” (page 48). However it was reported that following the recent national agreement regarding Teachers’ pay settlement, the risk had subsided for the timebeing and SMT would review this again next term. **ACTION: Jutta Knapp** In addition to risk 5.4, risk 4.1 “Adverse Government/SFCA decisions affecting financial health” was also referenced in light of the Teaching Staff pay outcome.

Risk 6.2 “Failure to deliver new building will lead to difficulties with insufficient accommodation including fit for purpose teaching space” – SMT will also review whether to increase the likelihood from 2 to 3 as well as that for risk 4.4 **ACTION: Jutta Knapp**

In response to a query from the Committee regarding relevant Governor skills and experiences on the Premises Group, it was noted that this would be discussed at Search and Governance Committee on 19th March. **ACTION: Peter Freeman**

F&GP17/12 Any Other Business

The Committee noted that the latest Principal’s Annual Report would be considered at the Quality and Curriculum Committee tomorrow and the financial figures within this report were discussed. In response to a question, it was confirmed that the figures had been taken from the current Financial Statements including the “total comprehensive income for the year”.

There was no other business.

F&GP17/13 Date of Next Meeting

Wednesday 20th June 2018

Chair.....Date.....