



**BRIGHTON HOVE & SUSSEX SIXTH FORM COLLEGE
MINUTES OF THE RESOURCES COMMITTEE HELD ON
MONDAY 25TH NOVEMBER 2019
IN ROOM 412**

Present: William Baldwin (Principal), Julia Holgate Turner (Governor – Support Staff), Chris Newson (Governor), Marcus Palmer, (Governor), Sandra Prail (Chair of Governors), Mark Snape (co-opted Committee Member), Tom Wolfenden (Vice-Chair of Governors and Chair of Resources Committee).

In attendance: Jutta Knapp (Assistant Principal – Resources), Louise Pennington (Governance Director/Clerk)

NOTE: FOR EASE OF REFERENCE QUESTIONS AND COMMENTS FROM GOVERNORS HAVE BEEN INCLUDED IN BOLD ITALICS

SECTION 1: ROUTINE AND STANDING ITEMS

1.1 Apologies for Absence and Welcomes

Apologies: Neil Perry

Welcomes: Emily Andrews – HR Manager (for HR item only) and Jacquie Punter – Digital Director (in attendance until end of Digital Strategy item)

The Chair advised that an additional item (paper to be tabled) would be considered prior to the Digital Strategy item on the financial forecasting.

1.2 Minutes of the Meeting Held on 11th June 2019

The minutes were approved and the Chair was authorised to sign them.

1.3 Matters Arising

It was resolved that the Actions' Schedule should be revised to reflect the updates given at the meeting, but noting that almost all actions had been completed.

1.4 Declaration of Interests – None

SECTION 2: HR AND RELATED MATTERS

2.1 Termly Update on HR Issues including Staff Well-being

The Committee noted the contents of the HR Report and Emily Andrews (HR Manager) highlighted the following main aspects:

- a) New Cintra software system (HR database) in operation – this is now up and running with positive feedback received from Staff. As a consequence of the new system, the College's PDR (Professional Development review – annual process) has had an improved completion rate. However there are some elements which require further work.
- b) Staff well-being data analysis report in respect of last year has been completed which shows that Staff absence has decreased compared to the previous year and which is also below the AoC absence average. However there have been instances of an increase in short term absence which the department wants to find a way to manage better for the current year via the introduction of return to work interviews between the member of Staff and their immediate Manager. The new software system enables a report to be prepared

which triggers reminders to initiate the return to work interview, which will then make it easier to monitor centrally. It's intended that training will also be given to Managers involved in the interview process.

- c) Occupation Health options offered to Staff – this year added stress as it's becoming a more common issue and has been popular with Staff, together with counselling. The College also provides links to external wellbeing sites and has introduced health surveillance using tools/equipment following this being recommended by the Health and Safety Executive – a new policy covering this aspect will be prepared later this year. ***In response to a question from Governors, Emily Andrews explained that there had been 7 referrals to occupational health last year, compared to 4 the year before but the increased number may be as a result of the fact that the College has been more proactive in supporting Staff to remain at work.*** Regarding counselling service, 13 have the service last year, compared to 20 previously, with positive feedback from Staff who have used the service. Several of the cases last year were more complex and several Staff requested more than the standard offer of 6 sessions.
- d) Notice period for key Support Staff Managers – where Managers have agreed, the College has increased the notice period from 1 month to 3 months.
- e) DBS (Disclosure and Barring Service) – in line with safeguarding best practice, the College will be asking all Staff and Governors to complete a new DBS if one hasn't been completed within the last 3 years. Furthermore the College will be joining the update service which will enable checks to be made without seeking repeat full DBS applications to be made by Staff and Governors which will be more efficient. At this point it was noted that 5 Governors have been included in the first batch of DBS application reminders.
- f) Recruitment – no major issues at the moment and 2 significant roles have recently been filled.
- g) It was resolved to transfer the next item to the confidential minutes – **Refer CONFIDENTIAL MINUTES**

a) Staff Survey Summary

The Committee noted the contents of the summary report introduced by Jutta Knapp and the following points were recorded:

- Survey carried out every 2 years.
- 95.72% of Staff recommended the College as a good place to work which compares well with previous years.
- There is an increase of 10% in the responses from Staff stating that they feel valued at College
- 2 new questions –no comparison can be made at this stage, but these have been introduced to reflect the new Ofsted survey regarding workload and wellbeing. Despite the fact that there are no comparisons to be made yet, the percentage outcome is considered by SMT to be high at 89% and 78.63% respectively.
- ***Questions and observations from the Committee:***
 - ***Committee welcomed the opportunity to take advantage of mapping questions/answers against Ofsted criteria and thanks were recorded to James Moncrieff for proposing this.***
 - ***In response to a query regarding the survey question on communication from/with line managers, the Principal reported that this could be slightly misleading as SMT thought that it wasn't the Line Managers' responsibility to communicate about the new build progress etc, but some of the Staff feedback highlighted this as an issue.***
 - ***Overall response rate – slightly less than last year with less than half of Staff completing the electronic survey; it was acknowledged that it was difficult to enforce this but next time SMT and HR will do more to encourage Staff to respond.***
 - ***Governors questioned the ability to segment responses further via faculty/department and HR confirmed that this was not possible at the moment and that it could also lose the element of anonymity which may be reflected in an even lower response rate. HR did however review the responses from Teachers and Support categories. In response to a suggestion from the Chair, HR and SMT agreed to investigate whether segmented data could be made available whilst still preserving anonymity. Notwithstanding this, HR advised that the PDR process provided fairly comprehensive information anyway in terms of individual Managers and Staff. ACTION: JHK/HR***



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b) Gender Pay Gap Report

- Governors were reminded that this information was required to be prepared and included on the College's website annually (for all Colleges with 250 plus Staff) which is placed on the College's Recruitment Page.
- Guidance was sought from ACAS (Advisory, Conciliation and Arbitration Service) regarding the difficulty presenting the prescribed hourly rate figures for those Support Staff working term time only. ACAS advised that Colleges could adjust the hourly rate calculation to reflect this aspect which has had the affect of improving the Support Staff percentage figures thereby comparing more accurately against Teaching Staff full year percentages. The consequence this year has resulted in a significant reduced median gap which in SMT's view is more accurate.
- Support Staff figures have a female bias.
- Average in education sector regarding all Staff in 2018 is 25.9% and BHASVIC is well below this.
- Support Staff – negative gender pay gap and there are more managers within this category than female.
- Teaching Staff – reduced by 3.82% and last year this was higher where more Managers were male, so improvements have been made as the College is moving in the right direction to resolve this.
- Other factors to take into account include the fact that there is a structured pay spine, with Staff on different levels within this, which makes it misleading when attempting to interpret the presentation of data via quartiles given in the Report.
- *In response to a question from Governors, Jutta Knapp advised that the College was unaware whether other Colleges used ACAS for guidance, which therefore also makes it difficult to make comparisons with others in the sector.*
- The sector average given relates to all providers in the sector with 250 plus Staff and not solely SFCs.

c) Pay/PDR Issues including National Pay Negotiations

Jutta Knapp updated Governors on the above matter, advising Governors that the Unions were still in the process of negotiation with the SFCA and were seeking 5% pay rise for Teachers, compared to the best offer of 1.5% from the SFCA. The SFCA Funding Committee, of which Jutta Knapp is a member has discussed whether a 2 year deal might be the best solution owing to extremely difficult funding constraints on all Colleges in the sector. Regarding the Support Staff unions (Unison etc), they are waiting to see the outcome of the Teachers' settlement before seeking an agreement themselves, owing to the fact that in the past the Support Staff have been offered a lower pay rise compared to Teaching staff.

She also reported on difference between the 2 main Teaching Unions regarding the pay settlement issue which she advised had now been resolved. At this point reference was made to the 3 days of strikes by SFCs' Teaching Staff including BHASVIC, over pay and funding generally.

The Principal advised that Bill Watkins (CEO of the SFCA) had also raised the proposal of a 2 year pay settlement with Principals and expectations were that Unions would not settle for 1.5% but that owing to the fact that many Colleges couldn't afford to pay 2%, a 2 year pay deal may be more realistic. This option was likely to include greater percentage pay rises for those Staff on lower pay bands e.g. 3% whilst the Staff on higher bands may receive 1.5% over the 2 year period. However this decision rests significantly upon the funding uplift to be offered by ESFA. Governors were **advised** that as the settlement is not likely to be reached quickly, more industrial action may be the outcome. Once the pay deal is agreed, the figures will be presented to Resources Committee to check affordability if its outside the current 1.5% within this year's budget. **ACTION: William Baldwin/Jutta Knapp**

At this point Emily Andrews was thanked for presenting her report and she left the meeting.

SECTION 3: RESOURCES AND RELATED MATTERS

At this point it was resolved to deal with the financial forecasting item (papers tabled) which would be transferred to Confidential Minutes. **REFER CONFIDENTIAL MINUTES**

3.1 Digital Update including Digital Strategy – CONFIDENTIAL ITEM TRANSFERRED FROM MAIN BUSINESS

After the completion of the item, Jackie Punter was thanked for presenting her report and she left the meeting.

3.2 Annual Report and Financial Statements to 31st July 2019, Management Report and Annex (Audit Findings Report – for information)

Jutta Knapp introduced the report and the following points were recorded:

- Cover sheet provides a summary of the key points.
- Operating deficit of £482K against a budgetary surplus of £152K.
- Management accounts for period to 30 April 2019 forecast a surplus of £79K and the main variances listed on page 31 were noted.
- Main variance -£458K- deficit before tax in respect of the FRS102 pension charges (the College's proportion of assessed liability arising from LGPS pension scheme annual actuarial review) and other lesser adjustments regarding staff costs and holiday pay accruals and interest (re FRS102). Jutta Knapp brought the Committee's attention to issues surrounding the LGPS pension scheme
- Strong cash position remains - £2M on deposit.
- Clean audit from External Auditors and this will be reported to Audit Committee at its meeting on Thursday evening.
- The contents of the Audit Findings report were noted and that these would also be presented to the Audit Committee.

The Annual Report and Financial Statements, together with the accounting policies, were recommended to Corporation for approval. **ACTION: Jutta Knapp**

3.3 Management Accounts for the three months to 31st October 2019

Jutta Knapp introduced the management accounts and drew Governors' attention to the following points:

- An updated version was circulated via e mail to Governors last week – re formatting and revised funding advice adjustment.
- The main variance relates to additional staff costs required to provide cover for long term sickness, with provision for the maximum cost being included in the figures; worst case scenario would be £54K.
- College's lighting has been replaced with LED lights which will result in overall electricity cost savings, supported by an interest free loan over a 5 year contract term.
- Accounting adjustment re printer re-classified under a finance lease.
- Increase in depreciation on fixed assets (IT)
- 1.5% Staff pay rise has been allocated.
- IT spend contingency not included in cash flow yet as not sure when this will be utilised, so currently sitting in reserves and will be transferred when needed. At present IT costs come out of in year IT budget.
- ***Following a suggestion from Governors regarding the cost of borrowings' schedule, it was agreed that the years 2022 and 2023 should be removed from the schedule as not currently being utilised.*** **ACTION: Jutta Knapp**

It was noted that the management accounts would be presented to Corporation for information only.

3.4 Condition of Funding Agreement (ESFA) – significant changes only

The contents of the report were noted and that the full funding agreement was available on request to all Governors. The following points and observations were recorded:

- ESFA funding agreement has increased in length significantly this year – hence it's only going to be made available to Governors on request, with only significant changes being included in the meeting paper ie any issues which affect all Colleges or which were important for Governors to be made aware.



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- 1 significant change to the funding agreement was referred to including a large number of certifications such as ISO9001 for quality management and ISO27001 for information security management. The College is working towards achieving these certificates and further updates will be reported to Governors in due course.
- Referring to the issue mentioned above regarding documents issued by the ESFA to their websites but sometimes with insufficient notification regarding updates/changes etc, Jutta Knapp mentioned that in the first edition of the funding agreement there was a requirement for Staff and Governors to complete DBS (Disclosure and Barring Service) every five years. However a later edition of the funding agreement (uploaded to the ESFA website, but not notified separately to Colleges) had then removed this requirement. Despite the College proceeding with the DBS updates, it had been resolved to continue with this as it's best practice in terms of the safeguarding requirements.
- At this point Jutta Knapp informed the Committee that SMT would aim to submit a CIF bid by the 13th December deadline via the online CIF portal. Further information regarding this will be provided to Governors at a later meeting.
- *In response to a question, Jutta Knapp confirmed that the ESFA had completed a College funding audit last year.*

3.5 Premises Update - CONFIDENTIAL ITEM TRANSFERRED FROM MAIN BUSINESS

SECTION 4: CONSENT AGENDA

POLICIES AND OTHER DOCUMENTS

4.1 College Development Plan Section 4 (Leadership and Management) – noted.

4.2 Risk Assurance – noted.

Notwithstanding the discussions held earlier regarding the College's financial health, it was agreed that as additional funding was due and the risks were being managed closely by SMT, there would be no need to revise any of the risks. Therefore it was resolved to confirm to Audit Committee that the Resources Committee had the necessary assurances from management regarding the risks for which it was responsible. **ACTION: Jutta Knapp/William Baldwin**

4.3 Finance Dashboard and ESFA Financial Health Confirmation

The contents of the ESFA letter and dashboard were noted by the Committee. Reference was made to the financial forecasting item dealt with earlier in the meeting before item 3.1 and recorded within the confidential minutes.

4.5 Policies

a) Treasury Management Policy – recommended to Corporation for approval, as unchanged. **ACTION: Jutta Knapp**

b) Health and Safety Policy – recommended to Corporation for approval. **ACTION: Jutta Knapp**

SECTION 5: OTHER MATTERS

5.1 Any Other Business – None.

5.2 Date of Next Meeting – 9th March 2020

SECTION 6: CONFIDENTIAL BUSINESS

6.1 Confidential Minutes from Last Meeting 11th June 2019

The minutes were approved by the Committee and the Chair authorised to sign them.

6.2 Matters Arising

Refer Premises Update and Digital Strategy items presented earlier in the meeting.

6.3 Any Other Business (Confidential) - None.

Louise Pennington

Chair.....DATE.....