



Minutes of TRC Corporation Resources Committee Meeting held on Monday 13th May 2013 at 5.30pm

Present

Mr J C Wainwright (JCW) (Chairman); Mr M Chaudhary (MC); Mr J F B Clark (JFBC); Mrs R Hill (RH);
Dr P R Williams (RW),

In attendance

Mr M Patterson (MP) Vice Principal Finance and Resources
Mr N Candy (NC) Acting Clerk to the Corporation
Mr D Barlow (DB) Site Manager

Actions

1 Apologies for absence

Mr Z Nazir (ZN); Mrs J Powell (JP)

(Meeting quorate)

2 Declaration of interests

No interests were declared in respect of agenda items. However, members reserved the right to declare an interest at any stage of the meeting.

3 Minutes dated 4th March 2013

The minutes of the meeting held on 4th March 2013 were approved without amendment

4 Matters Arising

4.1 Tribal Financial benchmarking

MP referred to the paper distributed prior to the meeting which highlighted both areas for potential savings and also where savings have been made. He commented that it had been a useful exercise. It had still to be discussed by the SMT. He agreed to provide actions based upon the data at the next Resources Committee meeting.

MP

4.2 SPH Appraisals

Members noted that a presentation on the Performance Management System will be made to the full Corporation on 20th May 2013 by Elaine Shaw, Assistant

Principal, Curriculum and Professional Development. Dates are currently being arranged for SPH appraisals.

4.3 Impact of Tesco store [Additional item] [Minute 6.1 refers]

MP tabled a paper showing the significant impact of the new Tesco store on the Catering Dept accounts. Although the Catering Dept was still making a surplus [unusual in college sector] due to the bursary provision, income from the food shop and vending machines had decreased considerably since Tesco opened; there had also been a significant increase in the amount of litter generated on the college site from the store. RW commented on the downturn in the provision of healthy breakfasts provided prior to exams; this aspect was being taken up with Tesco regional management. JCW suggested that a further review of the situation should be provided at the second Resources Committee meeting to be held in the 2013 – 14 Autumn term.

MP

Members noted that all other 'action points' had either been resolved or were agenda items for this meeting.

5 Estate Matters:

5.1 Accommodation Projects Update 2012

MP referred to the paper distributed prior to the meeting and provided an overview of the accommodation project updates.

A. Project Updates:

1. IT Network Upgrades 2013 & 2014

MP discussed the details of 5 tenders which had been received, commenting on the facets of each one. He proposed that the European Electronique Option 2 tender should be accepted, notwithstanding that it came in at a higher price than some other tenders as detailed in the paper. Members discussed the proposal in detail, including aspects covering the move to new technology and increased storage, the provision of a new portal removing the need to employ an IT Web specialist within college, and the suitability of existing cable.

The committee approved MP's proposal to accept the European Electronique Option 2 tender in respect of the IT Network Upgrades project.

2. AWP Extension & Fencing for the existing AWP.

MP referred to difficulties experienced with Sport England in respect of this project as detailed in the paper. There was some discussion around the removal of soil from the college site and the prohibitive cost associated with that activity. MP detailed a new proposal involving both Oakwood School and Rotherham Hockey Club. After some discussion it was agreed that this project should be put on hold, subject to further research. MP will bring a new proposal to a future meeting of the Resources Committee in early 2014.

MP

Further information regarding the Light Maintenance project will be provided at the June 2013 meeting of the Resources Committee. MP

B. New Proposed Projects:

1. Sports Centre Gym Extension

Costings are awaited; this project is on hold for the time being.

2. Kitchen Equipment

Details of this item are for information only as Corporation approval is not required for the amount of expenditure involved.

3. Oakwood/ Rotherham Hockey Club All Weather Hockey / Football Pitch

A meeting had been held on 8th May 2013 at which it was proposed that a hockey AWP would be built on Oakwood site and managed by TRC. Further research regarding planning aspects and funding arrangements will be undertaken.

The committee noted the paper as presented.

6 Financial Matters:

6.1 Management Accounts April 2013

MP referred to the papers tabled at the meeting. He discussed specific aspects of the accounts including the apparent increase in miscellaneous costs which referred primarily to Ofsted, H&S and new Clerk to Governor costs. No significant issues were raised.

The committee accepted the April 2013 Management Accounts as presented and recommended them to the full Corporation for approval.

6.2 EFA Financial Returns letter April 2013

The committee noted this letter and congratulated MP on the content thereof.

6.3 Bus tenders

MP referred to the paper distributed prior to the meeting and provided background information on the need to undertake a 'bus tendering' exercise. Invitations to tender had been sent to 5 local companies; the response had been extremely disappointing with only the current provider submitting a tender for consideration. The committee was aware of the involvement of a senior member of the responding company on TRC Corporation, but was satisfied that this in no way influenced the decision to recommend acceptance of their tender. The decision was based solely on the quality of the provision with which the college was totally satisfied.

The committee accepted the tender from John Powell Travel and recommended it to the full Corporation for approval.

6.4 Bank Mandate Signatories

MP explained the current position with regard to the signing of college cheques i.e. any two of the 3 Senior Post Holders and the former Corporation Chair could sign cheques. There was some discussion around the number of occasions when a cheque needs to be signed, and also whether an external signatory is required.

NC

It was agreed that this item should be referred to the Audit Committee for consideration.

7 Health & Safety Matters:

7.1 H&S Action Plan 2012 / 13 & Accident Statistics

MP referred to the paper distributed prior to the meeting. He apologised for the lack of accident statistics on this occasion. No issues were raised in respect of the H&S Action Plan 2012 / 13.

The committee accepted the paper as presented.

8 Any other business

None raised.

9 Date of next meeting

Monday 24th June 2013 [Time tbc]

All / NC

10 Confidential items:

(The Staff member was asked to leave the meeting for consideration of these items. The detailed minute and supporting papers are available from the Clerk to the Corporation)

10.1 Performance Management Scheme – Capability Actions

10.2 Performance Management Scheme – Disciplinary Actions

10.3 Disciplinary Procedure Changes

10.4 Redundancy notice

Signed J C Wainwright

Date 24 June 2013

ACTIONS – Resources Committee Meeting 13th May 2013

Item	Action to be taken	By whom	By when
4.1	Provide actions re Tribal Financial Benchmarking <i>[Agenda item 24th June 2013]</i>	MP	Next Res Cttee mtg
4.3	Provide further review of impact of Tesco store <i>[Future meeting as detailed]</i>	MP	2 nd Res Cttee mtg Autumn term 2013 / 14
5.1 [A2]	Provide new proposal re AWP Extension & Fencing for the existing AWP. <i>[Future meeting as detailed]</i> Provide details re Light Maintenance Project <i>[Agenda item 24th June 2013]</i>	MP MP	Future Res Cttee mtg in early 2014 Next Res Cttee mtg
6.4	Refer Bank Mandate Signatories to Audit Committee <i>[Audit Cttee agenda item 1st July 2013]</i>	NC	Next Audit Cttee mtg