

**Minutes of the Corporation Resources Committee Meeting
held on Thursday 4th October 2012 at 5.30pm**

Present

Mr J F Bingham (JFB) (Chairman), Mr J F B Clark (JFBC), Mrs R Hill (RH); Mr Z Nazir (ZN);
Dr J Stevens (JS), Mr J C Wainwright (JCW), Dr P R Williams (RW),

In attendance

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

Actions

1 Apologies for absence

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 9th July 2012

The minutes of the meeting held on 9th July 2012 were approved with one amendment as follows:

p6 Min 8.2 - JS commented that his meetings with Susanne Scotter were on an informal basis; any serious matters would go straight to the Corporation Chairman as appropriate.

4 Matters Arising

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

5 Resources Committee Terms of Reference (TOR)

JFB referred to the paper distributed prior to the meeting. No issues were raised and no amendments were recommended.

The committee recommended the Resources Committee TOR as presented to the full Corporation for approval.

6 Resources Committee Annual Cycle of Business

JFB referred to the paper distributed prior to the meeting. MP commented that the item 'eMandate Estates Benchmarking Data' should be removed as it is no

longer available to SFC's. JFB queried the reason behind it's removal; MP explained that the EFA had decided not to continue with the funding of this survey in respect of SFCs, although the SFA will continue to fund it for use by GFE colleges. The EFA has commissioned consultants to undertake extensive building surveys for all schools, academies and SFC's which should happen within the next 18 months. The usefulness of this new survey is unknown at present. JFB asked MP to provide a draft letter for him to send to BIS to express our dissatisfaction at the removal of this data which had been very useful in the past. MP

The committee approved the Resources Committee Annual Cycle of business as presented, subject to the amendment detailed above.

7 Estate Matters:

7.1 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. External Lights – MP circulated 2 photographs of 'before & after' the installation of new LED security lights; members agreed that the improvement in the quality of the image was excellent. MP discussed the details as presented in the paper.

2 Roof Repairs – again MP discussed the details as presented in the paper with no new information being added to it.

3 IT Network Upgrades 2013 & 2014 – Initial discussions with consultants are in hand. Other information remains as detailed in the paper.

B. New Projects:

AWP Extension to provide additional five-a-side football pitches – MP explained the background to the proposal detailed in the paper and requested approval to undertake further investigation into the viability of his proposal.

The committee approved his request to undertake further research into the viability and costs of the project as detailed in the paper.

The committee noted the paper as presented.

7.2 Energy Usage figures

MP referred to the paper distributed prior to the meeting. He commented that both electricity and gas consumptions had fallen significantly due to the various energy conservation methods introduced [Gas – 38.2%, electricity -36.6%]. Whilst gas consumption was unlikely to fall much further, he expected the reductions in electricity consumption to continue, possibly to as low as 50% of the base year due to new LED lighting and other energy efficiency measures]. The committee congratulated the SMT, MP and site staff on their success in achieving these excellent results.

The committee noted the paper as presented.

7.3 Caretakers House use by staff

JFB referred to the paper distributed prior to the meeting. He explained the background to the recommendation detailed in the paper and reminded members of the discussion and recommendations at the July Corporation meeting. He answered a number of questions about the proposal which will include a caveat should the tenant leave TRC employment [JCW], the interest of staff only at below the locally commercial rent as determined by local estate agents [JS], any tax implications should occupation of the property be considered as a 'benefit in kind' [JFB], the position should the college require the property back [JFBC], the insertion of a 'break clause' in any tenancy agreement [JCW], the term of any tenancy agreement, responsibility for maintenance of the grounds [DB], method of clear and transparent selection [to be a SMT responsibility], inclusion of pets [JFB] and dilapidations / bond [JFB]. MP replied that all these issues would be discussed with the appropriate estate agent. It was also agreed that a local solicitor, with expertise in these matters, would be approached for advice and to draw up the tenancy agreement / contract. After considerable discussion it was agreed to recommend the new proposal to rent the house to a member of staff to the full Corporation for approval.

The committee accepted the SMT decision and recommended it to the full Corporation for approval.

8 Financial Matters:

8.1 Management Accounts July 12 & August 12

MP referred to the papers distributed prior to the meeting, and discussed a number of specific aspects of them.

(i) July 2012 – He discussed the SFA claw back position and answered questions from members relating to the impact of the Bursary Fund on the Catering Dept surplus [ie. Actual recovery of cost of meals]. He also mentioned that the July figures did not include the FRS17 pension adjustments or the possible implications from the external fraud case, which will be included in the financial statements.

No significant issues were raised.

(ii) August 2012 – MP explained the effect of timing issues on these accounts. No issues were raised.

The committee accepted the July 12 and August 12 Management Accounts as presented and recommended them to the full Corporation for approval.

8.2 Teaching & Support Staff Pay Award 2011

RW commented that a freeze had again been recommended by SFCF in line with the public sector position.

He also commented that the NUT was due to undertake 'work to rule' action

which had been suspended during the current Ofsted inspection. He would be discussing the matter with the college NUT representative after the inspection.

JFBC commented that a paper will be required in the future regarding the impact of the new policy on pension arrangements introduced by the Government wef 1st October 2012. MP replied that due to our size, it will be 2014 before TRC is required to participate and details will be included in the financial forecasts for that year.

8.3 Student enrolments and potential future financial implication

MP referred to the paper tabled at the meeting. He commented that enrolment numbers had been very good, although October 22nd 2012 [census day] is the key date as far as the impact on funding is concerned. Members discussed a number of issues on this subject including the reaction of schools to their falling sixth form numbers, the need for TRC to match the success of the marketing effort last year, the position regarding the national English GCSE grading difficulties [RW commented that there had been no significant impact on TRC; students with a D grade in English had been accepted if it had been felt that they would have achieved a grade C].

The committee noted the paper as presented.

8.4 Investment Policy annual review

JFB referred to the paper distributed prior to the meeting. JFBC commented on an item under the heading '£500,000 limit' on the back page of the policy that gave the false impression that only the VP Finance and Resources can authorise the rolling over of deposits. It was agreed to insert 'or any other bank signatory' within the sentence to clarify the level of authorisation.

MP

The committee accepted the Investment Policy as presented subject to the amendment detailed above, and recommended it to the full Corporation for approval

9 Health & Safety Matters:

9.1 H&S Audit Report and Action Plan 2012 / 13

MP referred to the papers distributed prior to the meeting.

Audit Report June 2012 - There was considerable discussion around the subject of auditing Business and Education South Yorkshire [BESY] which had been stopped by RMBC [Audit report p5 refers]. It was agreed that MP should attempt to find out more about this particular issue.

MP

H&S Action Plan 2012 / 13

DB referred to the missing rail bar issue and commented that the issue will be resolved by a mechanical fix.

9.2 Accident and Near Misses Report [additional item]

MP referred to the paper tabled at the meeting. No issues were raised.

The committee noted the papers as presented.

10 Any other business

10.1 TRC performance graphs [additional item]

JCW referred to the paper tabled at the meeting. Copies will be distributed to the full Corporation with the papers for the next meeting NC

10.2 Ofsted Inspection 2012 – EFA letter [additional item]

MP referred to the paper tabled at the meeting. No issues were raised. Members noted the paper accordingly.

10.3 Barnsley & Rotherham Chamber of Commerce membership [additional item]

NC commented that he had been in contact with the Chamber on behalf of the Corporation Search Group in the search for potential governors. The question of membership of the Chamber had been raised during those discussions. MP explained the background for the college leaving the Chamber last year. Members agreed that the college should now re-join the Chamber. NC agreed to provide MP with the name of the account manager at the Chamber so that this matter can be progressed. NC

11 Date of next meeting

Monday 3rd December 2012 (6.30pm)

Signed.....*J F Bingham*

Date.....*3rd December 2012*.....

ACTIONS – Resources Committee Meeting 4th October 2012

Item	Action to be taken	By whom	By when
6	MP to provide JFB with draft letter re eMandate Benchmarking data	MP	ASAP
8.4	Amendment of investment policy to include 'or any other bank signatory'	MP	By next Corp mtg
9	Further research into auditing of BESY	MP	On-going
10.1	Distribute performance tables to full Corporation	NC	Next Corp mtg
10.3	Re-join Chamber of Commerce	NC / MP	On-going