



Minutes of TRC Corporation Resources Committee Meeting held on Monday 24th June 2013 at 6.00pm

Present

Mr J C Wainwright (JCW) (Chairman); Mr J F B Clark (JFBC); Mrs R Hill (RH); Mrs J Powell (JP);

In attendance

Mr M Patterson (MP) Vice Principal Finance and Resources
Mr N Candy (NC) Acting Clerk to TRC Corporation
Ms A Oaks (AO) New Clerk to TRC Corporation
Mr S Kirk (SK) Governor – Observer
Mr R Stewart (RS) Governor - Observer

JCW welcomed AO to her first meeting of the Resources Committee, following her recent appointment as Clerk to TRC Corporation. He also welcomed SK and RS to the meeting as observers following their recent appointment as members of TRC Corporation.

Actions

1 Apologies for absence

Dr P R Williams (RW); Mr N Zubair (NZ)

(Meeting quorate)

2 Declaration of interests

JP declared an interest in agenda item 6.3 - Bus Tenders. No other 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 13th May 2013

The minutes of the meeting held on 13th May 2013 were approved and signed without amendment

4 Matters Arising

4.1 Min 4.1 [p1] Tribal Financial benchmarking – actions

MP dealt with this issue under agenda item 6.2 – Financial Plans 2013/14 – 2015/16

4.2 Min 5.1 A2 [p3] Light Maintenance Project

This project is linked to the Oakwood School / Rotherham Hockey Club project

and is postponed until 2013/14.

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 / 13

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

There are no significant issues with this project; all costs are currently within budget. MP referred to a meeting due to be held on Friday 28th June 2013 with 6 teachers who had been piloting tablets. Advantages / disadvantages of this equipment will be evaluated at that meeting. New server room Hardware and Software is due to be installed in the summer.

2. 5-a-side Cages/New All Weather Hockey Pitch

MP hopes to have a meeting with Oakwood School this week. He is aware of a proposal by Oakwood School to build a new school which could affect this project. He did not intend to progress this project until later in 2013. There was some discussion about lighting requirements and the capacity of the electric substation to handle this project; MP commented that initial research indicated that the electrical substation could have sufficient spare capacity available, but detailed research would be required at a later date.

B. New Proposed Projects:

1. Sports Centre Gym Extension

Costings had been received as detailed in the paper. MP considered them to be excessive and did not propose to proceed with this project at this stage.

The costings of all the projects were noted.

The committee noted the paper as presented.

6 Financial Matters:

6.1 Management Accounts May 2013

MP referred to the papers distributed prior to the meeting. He discussed specific aspects of the accounts including a high level of maternity and long term sickness cover on the teaching side; costs associated with the Ofsted inspection and the recruitment of a new Clerk to the Corporation. Members noted the good surplus being achieved by the Catering Dept despite the impact of a new Tesco store. The committee also discussed the good performance of the Sports Centre which was achieving a high level of membership. The balance between retaining sports

members and increasing prices was discussed in some detail. MP commented that charges will be frozen for this year. He also referred to the membership link established with Rotherham General Hospital. There were no significant issues raised.

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

6.2 Financial Plans 2013/14 – 2015/16

MP tabled a summary paper requested by the Chair, which covered the main elements of the Financial Plans 2013/14 – 2015/16 paper. He discussed specific aspects including the encouraging number of student applications. He referred to the 6 actions listed on p14 following the Tribal benchmarking exercise which identified future possible savings. He also discussed the position regarding VAT in some detail, commenting that this issue was due to be discussed at the Sixth Form Conference which RW was currently attending. He commented on the possibility of a new phone system referred to on p7 although at this stage he would prefer to retain the existing system, given the potentially high cost and frequency of software replacement. The current position regarding pay rises was debated in some detail; members agreed that the college should follow the recommendation of the sixth form college sector, whatever that might be. MP commented that the budget included a pay rise for cleaning staff which moved them another step towards the National Living Wage.

The committee accepted the Financial Plans 2013/14 – 2014/15 as presented and recommended them to the full Corporation for approval.

6.3 Bus tenders

[JP declared an interest in this item and requested to leave the room whilst it was discussed].

Before she left the room, JCW asked her to give background information as to her concerns about this issue. JP commented that 5 local companies had been invited to tender for providing transport for college students. Only her company had responded; there were therefore no comparisons available upon which the college could make a meaningful judgement. She felt uncomfortable in her position as a governor of the college, whilst also heading a business which provided a substantial service to the college.

[JP then left the room during further consideration of this item].

MP commented that the college auditors had no serious concerns over the outcome of the tendering exercise, and had offered to undertake a price comparison of TRC costs and other providers, although the accuracy of the comparisons would be questionable due to different journey lengths. JFBC commented that price is only one element of the basis of any decision; the level of service is equally important. Powells Travel Ltd were a good provider and he was content with the original recommendation to employ the company. The

length of the contract was comprehensively discussed and it was proposed and unanimously agreed to reduce the length of the contract to two years. This recommendation was accepted by JP upon her return to the room.

6.4 Fees (i) Policy (ii) Course Fees 2013/14

(i) Policy

MP referred to the paper distributed prior to the meeting, commenting that no changes had been made to it.

The committee accepted the Fees Policy paper as presented and recommended it to the full Corporation for approval.

(ii) Course Fees 2013/14

MP referred to the paper distributed prior to the meeting, and provided background information in respect of it. No issues were raised.

The committee accepted the Course Fees 2013/14 paper as presented and recommended it to the full Corporation for approval.

6.5 VFM 2013/14 Action Plan & 2012/ 13 Report

MP referred to the paper distributed prior to the meeting and commented on p5/6 in particular, explaining the background to the issues to be reviewed. No issues were raised.

The committee accepted the VFM 2013/14 Action Plan & 2012/13 Report as presented and recommended it to the full Corporation for approval.

7 Health & Safety Matters:

7.1 H&S Action Plan 2012 / 13

MP tabled an updated paper which included recommendations from the Fire Office following his recent audit. MP discussed each item raised by the Fire Officer. JP queried if the removal of security bolts from some internal doors had any impact on the college's insurance cover; MP replied that it didn't as they were internal doors rather than external. No other issues were raised.

The committee noted the paper as presented.

8 Employment Matters:

8.1 Safeguarding & Child Protection

(i) Policy

MP referred to the paper distributed prior to the meeting and highlighted the insertion on p5 para 2.7.2. No issues were raised.

The committee accepted the Safeguarding and Child Protection Policy as presented and recommended it to the full Corporation for approval.

(ii) Report

MP referred to the paper distributed prior to the meeting. No issues were raised.

The committee noted the paper as presented.

8.2 Whistleblowing Policy

MP referred to the paper distributed prior to the meeting, highlighting 2 amendments as follows:

P3 - para 4 – reference to a useful website

P5 - para 8 – reference to EFA

No issues were raised.

The committee accepted the Whistleblowing Policy as presented and recommended it to the full Corporation for approval.

9 Resources Committee Annual Assessment

NC referred to the paper distributed prior to the meeting and asked that completed forms be returned to the Clerk by no later than Monday 15th July 2013. All

10 Any other business

10.1 SPH Appraisals [Additional item]

Members noted that SPH appraisals had been completed as follows:

Monday 3rd June 2013 – Vice Principal Finance & Resources

Thursday 6th June 2013 – Vice Principal Teaching & Learning

Friday 7th June 2013 – Principal

10.2 Legal Insurance Expenses Cover [Additional item]

MP referred to an issue which had arisen as a result of the Cleanmail Solutions Ltd case and annual insurance renewals in which the college's Legal Expenses insurers were insisting that their own solicitors should be used as opposed to the college's solicitors. This raised the question as to the value of the college paying to retain their existing solicitors when it was more than likely that the college's insurer's solicitors would have to be used in future.

MP was advised to discuss this issue with one of the governors [MC] who has skills in the legal sector. MP

11 Date of next meeting

TBC AO

Signed.....Paul Jagger (Chair)

Date 30 September 2013

ACTIONS – Resources Committee Meeting 24th June 2013

Item	Action to be taken	By whom	By when
9	Completion of Resources Committee Annual Assessment form & return to Clerk	All	15 th July 13
10.2	Contact MC re legal insurance cover	MP	Immediate