

# MINUTES

**Directorate:** Governance

**Minutes of:** Resources Committee

**Date:** 24 March 2020 **Time:** 10.30

**Venue:** Telephone conference via Skype

**Present:**

Alasdair MacLeod	Governor (Chair)
Darrell De Souza	Group Principal & CEO
Steve Owen	Governor

**Apologies:** Sally Westwood Governor

**In attendance:**

Imtiaz Aziz	HR Director ( <i>Items 3 and 8 only</i> )
Pat Carvalho	Principal and Deputy CEO
Lydia Gathogo	Head of Finance
Andy Miller	Executive Director Corporate Services ( <i>Item 3 and 9 only</i> )
Shane Woodhatch	Group Director Finance & Resource Planning
Tracy Reeve	Clerk to the Corporation

## 1. Chair's Agenda Item

The Chair did not have any matters to raise under this item.

## 2. Apologies for absence

Apologies had been received from Sally Westwood.

## 3. Notification of any urgent items members may wish to raise under Any Other Business

The Chair asked for an update on the impact of the College closure on students. This AOB item was taken at the start of the meeting while IA and AM were in attendance.

### • Impact of Covid-19 closure on HCUC learners

DDS explained the current government guidelines that HCUC was working to since the College closure (from Monday 23 March). Colleges and schools could stay open to deliver face-to-face provision for vulnerable learners but the numbers had been minimized to reduce any risk to staff or learners. There was a skeleton staff on site on a rota basis at Uxbridge and Harrow Weald to cater for this provision. Some provision was taking place at Harrow-on-the-Hill but this would cease on Thursday 26<sup>th</sup> March so only 2 sites were open. DDS and PC were issuing letters to staff giving them permission to attend in case they needed to show to anyone in authority. Online learning was going well and there was a good level of learner engagement; the College had given staff time to move to the new delivery model at the end of the previous week. Exams and assessments would not now be taking place in summer 2020 and the college was awaiting guidance on how qualifications would be assessed/ awarded to completing students. The College was continuing to pay the money for Free College Meals to all learners on a weekly basis during closure, this was being transferred directly into their bank accounts. IA confirmed that all staff working remotely were expected to work their normal contracted hours; a special HR Newsletter had been issued to make people aware of the expectations and processes during College closure. Governors (SO) sought additional clarification on the support being given to learners with Education Health and Care Plans. PC explained that there were 500+ such learners across HCUC and it would not be safe to have this number of learners attending college but remote provision and support was being provided to

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meet their specific needs. The meeting was informed that several High Needs Learners were in College at the request of their families but the College was ensuring that numbers on site were minimised. Governors sought, and were given confirmation that the closure was a reportable event under Office for Students guidelines. The meeting was assured that the GDFRP (SW) was currently working on the likely financial implications of the Covid-19 pandemic in year and for the plan years; this would be brought to Governors and reported to the ESFA (and the OfS via the ESFA). The Chair sought, and was given, assurance that the closure would not cause any short term cash-flow issues for HCUC. SW highlighted the £4m income which was due from the GLA in March and the current cash balance of circa £12.5m. The meeting noted that the timing of the next ESFA income payment had been brought forward to the first week in April 2020 in order to mitigate cash-flow issues in all colleges. SW also reminded Resources Committee Members that HCUC had a revolving credit facility in place for £1m from Barclays if needed, although that was not likely with current levels of cash. College management was doing all it could to mitigate in-year costs e.g. currently undertaking a contract review with the HCUC security and catering providers. SW was also checking with the College insurers to investigate any cover for loss of earnings. The SLT were keeping a very careful watch on the key metric of staff costs as a percentage of income during the closure. DDS assured the meeting that Governor would be kept up to date with the activity and implications – both financial and academic - of the College closure and the restrictions imposed due to the Covid-19 pandemic.

## **NOTED**

There was no other business.

4. **Notification of Interests Members may wish to declare relating to any item**  
No interests were notified.
5. **Minutes of the Resources Committee meeting held on 27 November 2019 and 9 March 2020**  
The minutes were approved and signed by the Chair.
6. **Matters arising from the minutes of the Resources Committee meeting held on 27 November 2019 and 9 March 2020.**  
There were no matters arising that were not already covered by the agenda.

## **ITEMS FOR DECISION/ APPROVAL**

7. **HCUC Fees and Charges Policy 2020/21**  
The GDFRP presented the HCUC Fees and Charges Policy for 2020/21 for Resources Committee approval. It was confirmed that changes to the policy had been made in light of funding guidance from the ESFA and the Office for Students; consideration had also been given to market forces and the fees and charges made by other providers. Governors noted that the detail of HE Fees 2020/21 as detailed in Appendix 3 to the HCUC Fees Policy would be agreed at the June 2020 Resources Committee meeting along with the proposed fees for the IoT provision. Governors were assured that there was no significant change to the content of the policy but was reminded that the fees and charges were now common across all campuses of HCUC. The meeting noted the Table of Fees, the following significant changes were being proposed:
  - The College registration charge to be raised to £37 (from £35) for full-time students and to £27 (from £25) for part-time students across HCUC. Parking fees to be increased to £180 for full-time and £90 for part-time students (£170 and £85 in current year). ID card charges to increase to £8 (currently £5) and the cost of a replacement ID card to remain at £10.

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- Fees for 19+ learners on level 3 courses and above (providing it was not their first level 3 courses) would be set at a funding value listed by the ESFA and the maximum loan amount available for all first year entrants. These would be available on the College website.
- A range of fees for international students: FE £6,600 - £7,700 (prior year £6,300 - £7,350) and HE students not eligible for OfS funding would be raised to £7,000 (from £6,700).

Governors noted the categories of learners highlighted in the policy and the level of discounts and remissions that they received; they sought clarity on any other areas of hardship that the College considered. It was confirmed that the College offered bursaries for other cases of hardship. The meeting also sought, and was given, confirmation that HE students undertaking a two-year course knew the total fee amount for the whole course at the start of the 2-year period. **The Chair suggested a wording change to the paragraph on Fee Changes in Appendix 2 on page 23 of the policy; the phrase 'a maximum of 5%' should be re-worded to be less prescriptive.**

***The Fees and Charges Policy for 2020/21 was APPROVED as presented subject to the suggested change on page 23 in Appendix 2; it would be RECOMMENDED to the Corporation on 31 March 2020.***

- ***The detail of HE Fees 2020/21 as detailed in Appendix 3 to the HCUC Fees Policy would be agreed at the June 2020 Resources Committee meeting along with the proposed fees for the IoT provision.***

## 8. Human Resources Update

The HR Director presented the standing Human Resources update report to the meeting.

### • ***HR Data Dashboard***

The meeting received the HR dashboard which reported on a number of key HR metrics for 2019/20 year-to-date at the end of the second quarter (noted as 31 January 2020): staff headcount and FTE by College; staff turnover; equality data of the HCUC workforce; recruitment activity; and sickness absence rate. The meeting was reminded that this now included data over a three-year period to enable Governors to monitor any trends. Governors noted the overall headcount (not FTE) for HCUC for permanent staff YTD was now 758 (247 at HC and 511 at UC). The meeting also noted the headcount of casual (HC 62, UC 99) and agency staff (HC 97, UC 65) at each of the two colleges compared with the All Staff figure for each (HC 406, UC 675). IA informed the meeting that the College would treat these casual/ agency staff sensitively during the period of closure due to Covid-19; the College was mindful that the closure would hit these staff harder and they would continue to be employed while there was any useful work for them to complete. The meeting also discussed the need for HCUC to be mindful about losing any agency staff in hard-to-fill posts as these would be needed post closure for ongoing provision e.g. technical posts in the IoT.

The current HCUC staff turnover figure for the rolling 12-month period to 31/01/20 was noted as 15%; this was below the AoC benchmark of 17.4% and was consistent with the figure in previous years. The turnover rate by age band of employees was also noted. The equality and diversity (E&D) data of staff was considered and IA highlighted that the current BAME figure at each of the colleges was: HC 39% (an increase of 1% on the prior year figure), UC 37% (an increase of 3% on the 2018/19 figure). Governors were pleased to note that the overall College figure of 37% and both Colleges were above the College target of 36% for BAME representation. The gender profiles for each of the Colleges were noted as: HC 75% female and UC 62% female, the overall HCUC figure was 67% female. The meeting noted that this figure was above 46% which was the GLA figure for females who were economically active in the London population. The HCUC figure of 67% for female representation was also above the AoC 63% figure for females in the FE College population. The representation of disabled staff was 4% at HC and 7% at UC, 6% at HCUC overall. IA highlighted that this figure was lower than the GLA figure for disabled persons who were economically active at 12%; however, he believed that there was a level of under-reporting across HCUC which HR would

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try and identify. The age profile of staff was also noted with 59% of HCUC staff over the age of 44, this age profile had remained stable since the prior year. The meeting discussed the considerable recruitment activity that had taken place during the first half of the academic year and noted the ethnicity, gender and age breakdown of applicants and appointees. The offers made to BAME applicants was confirmed at 51.7% at HC and 50% at UC; any previous inconsistency in this rate had now been removed. Governors were pleased to note that the absence rates were below the AoC benchmark and College target of 5.6 days in all categories of HCUC staff for the year to date 2019/20 (this was on a rolling 12-month period to January 2019). The overall sickness absence rate for HCUC was 5.0 days for the 12 months to 31 January 2020 but there was an expectation that this data could spike during the Covid-19 pandemic. Resources Committee members noted the data on completed performance appraisals for 2019/20; this was currently at 91% and missing appraisals were due to staff leaving the College or being on long-term sick leave. The meeting was pleased to note the high completion rate for Prevent and Safeguarding Training of staff with a figure of 99% at each of the individual colleges.

- **Employee Relations**

The following Human Resources casework activity was noted:

- There were 5 open cases in relation to formal capability action.
- Two active formal grievances cases pending.
- HR had supported managers in dealing with a number of flexible working requests and there was 1 active case pending.
- There were two active disciplinary cases pending.

IA highlighted that 48% of all the HR case work year-to-date had been focused on sickness and well-being of staff. A working group to promote staff wellbeing had been set up, one of the aims of this group was to improve the well-being of staff and in turn reduce sickness absence.

- **Gender Pay Gap Reporting**

The meeting noted the Gender Pay Gap Reporting for the snapshot date of 31 March 2019 which showed little change on the prior year. HCUC's gender pay gap at 15% mean and 20% median was below the mean and median figures for organisations in the Education sector and for organisations in all sectors. The median bonus gap was zero for both colleges but the mean bonus pay gap was 0% at HC and 26% at UC. Detailed data on the proportion of males and female staff in each pay band quartile for HCUC and by individual College was taken as read.

- **Staff Focus Group Feedback**

The meeting noted the summary feedback from the Staff Focus Groups that had been held in January and February 2020 (29/01/20 at UC and 5/02/20 at HC) for 22 First Line Managers. The range of topics covered, were as follows: Key activities of their roles that were critical to learner success and recruitment; Administrative tasks not linked to learner progress and quality improvement; Communications; Lesson observations as a quality measure and as a means of improving TL&A; Teaching & learning hour; Study programmes, including English & maths; Ofsted Inspection; Student attendance & punctuality; People management; Annual Staff Appraisals; Performance management/ Staff Development; E-learning and CPD; IT resources; HCUC College values and ethos.

The positive feedback and the areas for improvement were highlighted in the report to the Resources Committee meeting and were discussed. The meeting was pleased to see that Ofsted Inspection and getting an 'outstanding' grade was seen as very important across the whole of HCUC. Governors took the reports containing detailed staff feedback and the management responses as read. Governors were given assurance that action in relation to the suggested areas for improvement was being taken and was being monitored by the Senior Leadership Team.

- **Agency Working Arrangements**

The meeting was reminded that this matter had been reviewed by the Resources Committee during

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the previous academic year. IA confirmed that in line with these discussions a tender process for the agency staffing contract had commenced in February 2020 and would aim to conclude in April 2020. The new agency contract would start at the beginning of the 2020/21 Academic Year, i.e. on 1 August 2020. IA confirmed that this was on track and he was working with the GDFRP and the College procurement officer provided by Tenet.

- **HCUC Salary Benchmarking**

The meeting noted a report which compared HCUC lecturer pay bands of Uxbridge College (UC) and Harrow College (HC) with other mostly-London Colleges at February 2020. This had been compiled using data from recent advertising for lecturers. The data over a timeline over the last four years (from 2016/17) was noted to demonstrate trends. This evidence confirmed that the two HCUC Colleges were ranked joint second - for both salaries at the starting end of the pay-scale and at the top-end - compared with the other 9 colleges. This compared to a joint ranking of sixth in the prior year so HCUC salaries were now very competitive. This summary data was noted as information only but the meeting agreed that it provided a useful context for Governors to be aware of. The meeting briefly discussed hard-to-fill vacancies which remained in Engineering, Health and Social Care and Digital. IA confirmed that he had worked with SW to look at specific vacancies and salary levels had been lifted above the usual HCUC pay-scale in order to recruit successfully. However, the College would not be able to sustain these high salaries in the long-term e.g. for electrical installation lecturers/engineers. IA confirmed that HCUC would be looking at the wider package on offer to staff including holidays, pension, welfare offer, honorariums in order to try and drive recruitment for these hard to fill vacancies in the longer term. Governors questioned the inclusion of Barnsley College in the comparator table but were informed that this College was delivering exactly the same suite of T levels as HCUC so were 'fishing in the same pool' for specialist staff.

**The Human Resources Report was RECEIVED.**

## 9. Health and Safety (H&S) Report

The Exec Director Corporate Services (AM) presented the comprehensive mid-year report which had been written by the Colleges Health and Safety Advisor (HSA). This report updated governors on all aspects of H&S across HCUC year-to-date in 2019/20. The meeting was assured that the H&S Advisor had continued to visit all campuses on a regular basis; this enabled him to provide effective advice and build relationships with staff at each location. Governors were assured that apart from the recent declaration of the COVID-19 pandemic the management of H&S across the HCUC Group had been trouble-free so far during 2019/20.

The report covered the following items:

- Health & Safety Action Plan 2019/20: AM confirmed that all items on the Action Plan had now been completed or were on target for completion by the end of the Academic Year. The meeting noted a copy of the Action Plan which had arisen following an audit by the HSA in July 2019.
- External Environmental Management System report by QMS: The meeting noted that discussions with QMS, with a view to establishing a single Environmental Management System and certification to the new ISO 14001 2015 standard were now complete. QMS had undertaken an audit of the Hayes campus on 18th Dec 2019, and no non-conformances were recorded.
- Health and Safety Committee: Health and Safety Committee meetings were held once a term at each of the Colleges. The H&S Committee was comprised of senior managers and union representatives. Meetings had been held during the first term as planned and were chaired by the Executive Director of Corporate Services; term 2 meetings were scheduled but might need to be cancelled or moved to video meetings due to the Covid-19 pandemic.
- First Aid Arrangements: Governors were assured that a First Aid Risk Assessment had been prepared/and reviewed at the start of the academic year and a copy was available on the H&S software reporting system OSHENS. The meeting noted that there had been an ongoing

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shortage of rota First Aiders at Uxbridge & Hayes campuses again this year; Emergency First Aid at Work training had been provided for a further 9 staff to help make up the shortfall.

- **Accident and Incident Statistics:** The meeting was pleased to note that there had been no major incidents at any of the College campuses during the year-to-date 2019/20.

**Student Injuries:** There had been 62 student/visitor injuries reported across all campuses. Slips, trips & falls were still the most common cause of injury to students and numbers were consistent with the previous year.

**Staff Injuries:** There had been 13 workplace injuries (staff & contractors) reported across all HCUC sites for the year-to-date. It was noteworthy that 4 of these incidents were a result of assaults by students on staff at Uxbridge. The Chair sought additional detail on these assaults and was given assurance that in all cases the assaults had been reported to the police although in some cases their response had been limited. The meeting was assured that the issue had been a particular group of learners with 3 or 4 ringleaders; these had now left the College after disciplinary action had been taken.

**RIDDOR Reportable Accidents:** There had been one RIDDOR reportable accident so far during 2019/20 when a member of staff injured their Achilles tendon during a dance demonstration (29 January 2020).

- **Fire Safety and M&E inspections:** AM confirmed that fire drills were conducted at each campus location at the start of the academic year. This had been done to provide staff with an opportunity to practice the college evacuation process with new students. Additional activity was noted as follows: Harrow on the Hill 1 Fire Drill, 7 False alarms (most of which were malicious); Harrow Weald 1 Fire Drill; Hayes 1 Fire drill, 2 false alarms & 1 activation from smoke in a kitchen; and Uxbridge 1 Fire drill. There continued to be a high number of false fire calls at Harrow on the Hill and the meeting noted that funds would be included in the 2020/21 budget to install more squealer boxes over call points to deter malicious activation. AM confirmed that all regulatory checks on the fire safety & warning equipment had been regularly conducted by an Estates officer or the M&E contractor. All other M&E regulatory tests and checks had been conducted in line with the colleges Legionella, LOLER, ventilation & electrical testing obligations.
- **Health & Safety (H&S) Training:** The meeting was reminded that the H&S Training matrix had been prepared at the start of the year and updated as necessary throughout the year. In line with the matrix it had been noted that Fire Warden training was starting to get out of date & Harrow staff had not been trained at all and no wardens had been nominated. To remedy this, the Fire Warden training register had been updated and since September 2019, 136 staff had received Safesmart Fire Warden eLearning training & 8 site specific training sessions were held by the HSA with college teams. Most of the H&S training at HCUC was provided via the Safesmart e-learning system; a total of 826 staff & 22 students were registered as users in the first 6 months of the academic year. The meeting noted the detail and volume of courses completed by HCUC staff between 2nd September 2019 to 17th March 2020.
- **Risk Assessments:** A combination of paper and OSHENS Risk Assessments were in use at Uxbridge and Harrow campuses. To simplify the Risk Assessment process for low risk tasks, management had introduced Risk Assessment posters. These had been placed in all staff offices and general use classrooms.
- **Workstation Assessments:** The Safesmart Display Screen Equipment (DSE) e-learning module had been used to assess HCUC staff. The College HSA had followed up on each Risk Assessment and provided support and resources as required. There had been 111 DSE assessments completed during 2019/20 year-to-date and the following resources had been supplied to staff: Wrist Support (5), Orthopaedic mouse (3), Lumbar Support (1), Orthopaedic Chair (23), New office chair (1), Standing Desk (4), Monitor riser (11) and Foot rest (5).

**The mid-year Health and Safety Report and the HCUC H&S Action Plan 2019/20 was NOTED and RECEIVED.**

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## 10. HCUC Management Accounts for period ending 29<sup>th</sup> February 2020

The GDFRP (SW) presented the composite HCUC management accounts to the end of February. The meeting noted an operating surplus for the period ending 29<sup>th</sup> February 2020 of £2,965,513 compared to a forecast surplus of £2,234,383 giving a favourable variance of £731,130. Governors sought, and were given, confirmation that the main reason for this variance was timing of expenditure with schools spending later than planned. The significant variances were highlighted as follows:

- Income of £30.355m against a budget of £27.751m (favourable variance of £370,000); of which £278,000 was a favourable variance in High Needs Support income at Harrow.
- Expenditure was showing a favourable variance of £361,000 against the budget of £27.751m. Staff costs of £17.988m compared to the budget of £18.327m, (favourable variance of £339,000 due to vacant posts within Academic and Support staff). Members were reminded that the budget assumed all posts would be filled for the whole year.
- Other Operating Expenses: a positive variance of £23,000 against the budget of £9.423m. This was noted as mainly being due to timing issues.
- Balance Sheet remained strong with a cash balance of £11.531m.
- All ratios were healthy: cash days in hand at 78.9 (forecast of 129.7); and current ratio at 2.05 (forecast of 1.96). Reserves as a percentage of income were at 109% against a forecast of 107%. The meeting sought clarity on why the cash days were low and noted this was due to outstanding GLA grants for current projects.
- The College was currently complying with all loan covenants.

SW informed the meeting that the Director of Funding and Information services (KR) was currently working on income forecasts to reflect current government Covid-19 guidance on Apprenticeship funding. There was an expectation that any apprentice 'not in learning' for 4 weeks would have to be withdrawn. SW would confirm the impact at the Corporation meeting on 31 March but this could amount to a loss of revenue of circa £1m in the current academic year. Other possible hits on income would be cancelled commercial courses. SW informed the meeting that he would have a clearer picture of the financial impact on Work Based Learning, Commercial and any other income streams over the next week.

***The HCUC Management Accounts to 29 February 2020 were RECEIVED  
GDFRP would bring a summary of the financial impact of Covid-19 to the Corporation meeting on 30 March 2020.***

## 11. Interim IT project budget and minor works budget

The Committee considered the requested interim allocation of £500,000 for the IT Project Budget and £250,000 for the minor works budget 2020/21. This would enable the College to make commitments for work during the summer period of July and August 2020 to avoid disruption to students. The Chair sought clarification on the allocation in the financial plan for 2020/21 and SW confirmed that it was £1,000,000 for IT (so he was looking to spend half during the front end of the year). PC highlighted the ongoing issue with the capacity of the College servers which would only become more important during any extended period of remote working. Governors were reminded that the final IT budget for 2020/21 would be approved in July 2020 within the budget approval process; full details of requirements would be brought to the June meeting of Resources Committee. The detail around the key areas of spend that had so far been identified were noted by the meeting; this totaled £1,060,000 across HCUC (£735,000 at Uxbridge and £325,000 at Harrow).

SO sought confirmation on whether the Gas Workshop bid to the GLA had been successful; PC informed the meeting that this had now been confirmed and the College would receive 50% of the cost i.e. c £150,000. This would allow HCUC to move forward with delivery of Level 3 plumbing qualifications but the only issue that remained to be resolved was the timing for the completion of the work due to the current circumstances.

***The interim IT budget of £500,000 and £250,000 for minor works for 2020/21 was APPROVED.***

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## 12. Performance against target for ESFA contract 2019/20

The meeting noted that performance against the ESFA contract was strong across the HCUC Group. 16-18 year-old learner recruitment for HCUC was 101% against target (6,008 against 5,942) which would generate additional income of £674,000. Harrow was at 103% (1,778 against 1,722) with a nominal 'surplus' of £390,000 and Uxbridge was at 100% (4,230 vs 4,220) against target which would generate additional funding of £283,000. The meeting was reminded that due to the lagged funding methodology in the FE sector, the increase in funding would only take effect in 2020/21.

19+ recruitment for HCUC was also above target with a funding 'surplus' of £858,000. Harrow was above the 19+ target by £295,000 and Uxbridge was above target by £563,000. SW highlighted that this strong performance was due to higher Adult Education Budget (AEB) delivery in Additional Learning Support (ALS), English and Maths.

**The report was NOTED**

## 13. Capital and IoT Projects Report

The meeting considered the Capital Update Report and key current bids and projects were noted as follows:

Health & Social Care Building Weald: The position was noted as unchanged since the last report to Resources Committee in November 2019. Although the Health & Social Care building had been in use since November 2017 there was still a snagging item to be addressed in relation to the Building Management System. The College was still taking advice from Gardiner Theobald regarding next steps to complete the snagging issues so that a final account could be agreed. SW confirmed that a retention was still held by the College which could be used to fund College action on the above outstanding snagging item.

The Skills for London Capital Fund Stage 2: The meeting was reminded that the construction work on the Armstrong Building had been split into 3 phases in order to progress on a timely basis and minimise disruption to teaching and learning. The work was now in Phase 3 with completion due in September 2020, although this could now be impacted by Covid-19 related delays; the Project Manager and SLT were monitoring this on a weekly basis. Governors were assured that the work was currently slightly ahead of schedule and on-track in terms of budget. The final phase of the work would include work on the ground floor for the new reception, student services and canteen as well as conversion of the old canteen into a small sports hall. SW informed the meeting that due to the pandemic the site was now on full lockdown for the next 3 weeks so a delay would be likely.

Institute of Technology: The meeting was reminded that the DfE had granted a further £1,600,000 on top of the original grant funding for the car park works at Uxbridge. SW confirmed that the seventh drawdown had taken place on 6th March 2020; the year-to-date grant funding drawn down was now £3,103,758. The carpark work at Uxbridge was now complete with the exception of the parking management system. Ground works for the new IoT build, piling and sub structure were complete and the Mechanical and Electrical (M&E) design was currently being finalised. Works planned for March were the roof, windows and dry lining installation and screed. SW informed the meeting that the current position post Covid lockdown was that the contractor had excess staff from other closed sites so might complete the IoT building earlier than planned. However, government guidelines might be changed to fully lockdown all construction sites so this would have to be carefully monitored. PC informed the meeting that she would be speaking to the DfE during the current week to review the possible impact on the IoT timeline and targets.

House at Harrow Weald: The meeting noted that an offer of £500,000 had been received for the house at Harrow on the Hill; this was lower than the original valuation (£575,000 to £600,000) due to the work required on the house. A counter offer of £525,000 had been requested to cover the estate agents fee and other costs associated with the sale.

GLA Small Equipment and Project Application: Governors were reminded of the success of this bid to create a gas workshop in the disused training kitchen next to the new Construction Centre (Newton Building). This would allow the College to meet the requirements of the new gas and plumbing curriculum which would replace the existing plumbing framework and level 3 plumbing



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qualifications from September 2020. This work would complete the construction development. The bid had been approved on the basis of the College providing matched funding on a 1:1 basis. The total cost of the conversion and purchase of gas equipment would be £298,708.

SW confirmed that the College was carefully monitoring guidance on Covid-19 and would bring more information to governors of any impact on all of the capital projects as it became available.

***The Property Update Report was RECEIVED.***

#### 14. Agency Allocations and Priorities for 2020/21

The meeting received a verbal update on the indicative ESFA allocations for 2020/21. The bottom line income figure for HCUC was circa £3.6m higher than the current year due to a number of increases in 16-18 funding and increased learner numbers (HCUC total now at 6,052). These included; an increase of £390,000 in High Needs Element 2 Funding which would be £3.35m in 2020/21 (558 learners); a 4% increase in the base rate of funding for 16-18 learners; higher income due to an increased course weighting on some STEM subjects. The AEB budget was assumed as flat against forecast but the meeting noted that this may be higher in the final allocation which would come via the GLA devolved funding. Money allocated for free college meals was now £271,000 and the Capacity Development Funding would be reduced to £500,000 (£530,000 in current year). The GDFRP confirmed that more information would be provided to Governors as it became available but he was currently expecting all indicative allocations to be confirmed other than the Apprenticeship income which was at risk during the current coronavirus climate.

***The report was NOTED.***

#### 15. To receive the Resources Committee Risk Register update

The meeting noted the combined Resources Committee section of the HCUC Risk Register which had only had one change since the last meeting of the Resources Committee. The red risks aligned to the Corporate Goals were considered in more detail; these were in relation to:

- 1.08 Insufficiently qualified and equipped staff to support the delivery of study programmes and quality outcomes for learners. (Risk score at 12 'red').
- 1.09 Failure to recruit sufficient staff, qualified at the appropriate level. (Risk score at 12 'red'.)
- 1.13 College SAR and/ or Ofsted rating falls below 'outstanding'. (Risk score at 12 'red').
- 3.11 Underachievement of funding targets (Risk score still at 15 'red'). The meeting was assured that this was still being monitored on a weekly basis by SLT.
- 5.13 College Closure due to Covid-19 (New risk with a score of 12 'red'). As previously discussed all Public Health England guidance was being followed and the Exec Director Corporate services was drawing up a risk assessment/ contingency plan.

- ***IoT Risk Register***

The meeting also noted a separate Risk Register for the West London Institute of Technology (IoT), to be opened at the Uxbridge Campus from September 2020. SW reminded the meeting that this Risk Register format was in a format specified by the Department for Education and was used by them as a monitoring tool as well as internally by HCUC. There were no 'red' risks shown but there were two 'red/ amber' risks. These were in relation to: the implications of Brexit and possible increased cost of building materials for the capital project; and, risks associated with not recruiting staff to identified skills gaps. PC informed the meeting that there was now a new 'account manager' at the DfE and the College had explored the options of keeping IoT recruitment targets at 2019/20 levels for the next academic year to reflect the risks around Covid-19, college closure and delays to the IoT building being completed.

***The HCUC Resources Committee Risk Register and the IoT Risk Register were RECEIVED.***



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## 16. Notification of any attempted fraud in the period to date

The GDFRP confirmed that there had been no instances of attempted fraud or corruption perpetrated against the College during 2019/20 year-to-date.

**NOTED**

## 17. To confirm and agree the dates and times for the meetings in 2019/20

The dates and times of the remaining meeting in 2019/20 was noted and agreed as follows:

- Wednesday 24 June 2020 at 10.00am

## 18. Feedback to Corporation

The meeting agreed the following three items covered during the meeting for feedback to the Corporation meeting in March 2020:

- Resources Committee was recommending the Fees Policy for 2020/21 but would review HE Fees and the fees for the IoT in June 2020.
- The Resources Committee had considered the financial impact of Covid-19 but more detail would be available for the Corporation meeting on 31 March 2020.
- The meeting had received a comprehensive mid-year Health and Safety Update and other than Covid-19 the year to date had been 'trouble-free' from an H&S perspective.

## 19. Any Other business

There was no other business.

The meeting closed at 12.25pm

Signed .....

Date .....