

**THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE  
CONFIRMED MINUTES OF CORPORATE SERVICES COMMITTEE 14.03. 2022**

**PRESENT:** P Studd (Chair, CG), H Ashton (CG), S Brown (EM), R Davies (CG), M Ellis (Staff Governor); Z Lewis (Principal/Chief Executive), D Lusardi (CG), S Mirsalehi (CG), J Robson (EM), P Sharp (CG), S Wilson (EM).

**OFFICERS:** P Bland (Strategic Project Manager), Z Foster (Clerk), K Parkinson (ED), S Marshall (ED), A Murray, (Manager), M Russell – VP Finance and Registry M Telling – Group Director Business Engagement and Partnerships, R Shuttleworth (Dir.), J Wells (Dir.).

**KEY:** CG – College Governor                      EM – External Member  
VP – Vice Principal                              ED - Executive Director                      Dir. - Director

**1. Apologies and Welcome to the new Committee Members**

Apologies were received from A Waller Amos (Dir.).

P Studd welcomed S Brown and J Robson to the Committee.

**2. Declarations of Interest** – no declarations noted.

**3. Feedback from Walkaround**

The Committee gave some very positive feedback from the various interactions and thanked those involved.

**4. Unconfirmed Minutes of 13 December 2021** - approved as a correct record.

**5. Matters Arising**– S Marshall gave an update on the cyber security scenario testing which had taken place on 9 March 2022 which simulated a Ransomware attack over the course of a day. Z Lewis confirmed the success of the exercise and informed the Committee that various scenario tests would occur bi-annually.

**6. Strategic Overview**

**6.1 Principal/Chief Executive's Update**

Z Lewis gave a comprehensive introduction which drew attention to the strategic focus of the CSC Committee over recent years; the Committee's role in step change improvements to core services and practices; Covid effects and actions; the recalibration of the current year; the wider outlook; current and future uncertainties; and the longer term plan and the key role of the Committee in determining the future focus for investment.

**6.2 Strategic Projects Update**

The full report was accepted and P Bland drew attention to the current budget and possible final budgetary outcomes.

Discussion and questions included: update on disputed costs for T Levels Construction centre; TTE relocation budget update and future Special CSC meeting to consider next steps in full; car parking options including sustainability and cost implications; and Town Centre Unit update (possibly September 2023 for opening).

P Studd, on behalf of the Committee, commended the progress of all of the projects, particularly within the wider challenge of Covid and related supply complexities.

The Committee **approved** the further appointment of the professional advisors who can progress the scheme to tender with up to £120k (including VAT) costs being committed against the scheme. The Committee also **recommended** confirmation of the approval by the Governing Body at its March 2022 meeting.

It was considered appropriate to either arrange for the professional advisors for the T Level Construction Centre to attend the next Committee meeting or for a link governor to be nominated to meet with the advisors and report back.

## 7. Finance Matters 2021-2022

### 7.1 Five Year Plan – High Level considerations including Advance Capital Approvals

M Russell outlined the context to the plan and gave further detail on income growth; pay; non pay; premises (including energy); financial health potential changes and impact; high level capital plans and overall sensitivities to the plan.

Discussion and questions included: local authority pension considerations and options to discuss with Teesside Pension Fund; current and end of year spends; T Levels sensitivity analysis; purchasing strategy in relation to supply of microchips (which was sound); inflation assumptions; Higher Education income and reasons; laptop write off options (2 or 3 years); cash v invest decisions; recruitment and retention; and Financial Health and options.

The high level capital plan was **approved** as per the narrative and table below with **approval** to pre spend etc and full plan (including spend to date) coming back on 5 July to the Committee and then Governing Body on 14 July 2022.

#### CORE CAPITAL OUTLINE

The College's core capital plan assumes £2m is available to support the annual capital replacements cycle alongside the enabling spend for the College's digital strategy including student and staff devices and general IT infrastructure.

We are currently capturing detailed capital bids from College departments, and specific allocations are likely to move slightly between categories as exact proposed spend levels are confirmed. However initial discussions have taken place on IT and estates spend as well as modelling of likely device requirements based upon anticipated student recruitment levels and staffing levels.

The current anticipated position, subject to Governor approval in July, is that:

	22/23	23/24	24/25	25/26	Average
CORE CAPITAL PLAN	£'000	£'000	£'000	£'000	£'000
Estates	450	310	310	310	345
Curriculum / support / SLT	130	100	100	100	108
IT - general	696	424	467	554	535
Staff laptops	150	450	150	150	225
Student laptops	491	716	931	886	756
Other	83	-	42	-	31
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

IT accounts for £1.3m (67%) of the total planned spend including £0.6m of staff and student device costs. This spend aligns to the College's digital strategy.

Note that the student device costs reflect a substantially reduced unit price for the laptops of £295, approximately 2/3 of the price previously paid.

The outline Estates spend £0.45m includes the following:

- c £0.2m of accelerated replacement spend on HVAC, Vents and control valves following a period of running the ventilation and heating systems beyond capacity across the Covid period.
- There is an £0.1m allowance for replacement of one of the lifts which is due for lifecycle replacement
- Remaining spend in the outline included a £25k allowance for resurfacing of the sports hall floor (which is end of life and at risk of becoming unsafe), a £25k general estates budget for TTE (including potential dilapidations)
- The remaining £0.1m includes work on car parking barriers, EV charging and investment in general fixtures as part of the regular replacement cycle.

Additionally, the Committee **approved** progressing the TTE £10M relocation plan plus car park allowance of £2m.

## **7.2 Management Accounts (January 2022)**

The Committee approved the Accounts for dissemination to the Governing Body on 21 March 2022.

## **7.3 Subcontractors Update**

Z Lewis gave brief background to the two additional subcontractors. She reminded the Committee of the new policy from next year and of related planning.

The Committee **approved** and **recommended** for confirmation of approval to the Governing Body the following two additional subcontractors DTN and EYC (subject to due diligence).

## **8. International Update**

M Telling appraised the Committee on international progress which was complex and had scaled back the forecast for the current financial year. He detailed both halted works (Ukraine), ongoing and potential growth areas.

Governors discussed medium term opportunities.

## **9. Human Resources and Workforce Development**

### **9.1 Human Resources, Workforce Development and Payroll Update**

K Parkinson highlighted key aspects of her report including: progress in relation to KPIs; turnover and sickness; recruitment and retention; wellbeing; staff policies and the employee journey overall.

The Committee considered: exit strategies; recruitment complexities; use of various recruitment means; a rethink in relation to staff and possibly student referral schemes and talent pools; and new portal benefits, linkages and related data protection.

#### **9.1.1. Workforce Development Presentation**

A Murray gave a comprehensive presentation was given which highlighted the Thrive platform and how it would be used and linked from September 2022.

## **9.2 Staff Survey**

K Parkinson drew attention to the headline figures and overall 90% satisfaction rate.

Discussion included: participation rates and how they transferred to clarity on overall satisfaction rates; pay and benefits; explanation re respect; and ensuring that as many staff as possible could benefit from some campus improvements.

## **10. Digital and Campus Services Updates**

**Campus Update** S Marshall gave an update in relation to the draft Business Continuity policy and detail to the cyber security scenario testing on 9 March 2022 (also discussed under Item 5) and future testing starting with Estates.

Energy would also be a key focus of future work with detailed analysis of each building as a starting point.

To further the Business Continuity policy and related Incident Management Policy and Procedures, S Marshall would meet with P Sharp individually.

Governors' discussion and questions included: access to higher level independent services for testing; business continuity policy detail; TUPE of cleaning staff; CO2 monitoring; and flood risk and plans, and future planned local multi agency exercise on flooding in September.

Z Lewis gave a confidential update in relation to a former staff/student member.

**IT Update** - R Shuttleworth gave a brief update and detailed the recent asset management audit; resilience improvements; disaster recovery changes; forthcoming cyber essentials and cyber essential plus accreditation processes and a server estates update.

### **10.1 Digital Strategy including Learner Journey Presentation**

R Shuttleworth and J Wells gave a full presentation outlining the reasons for the investment; accessibility; future employability for students and enhanced business productivity with the use of SharePoint, new staff portal and move to Office 265 and Teams as the College VLE replacement fully as of 1 September 2022. They also drew attention to the risks and how these were being mitigated.

R Shuttleworth also detailed the MC Click strategy and new devices and related links with Microsoft (including the possibility of becoming a Showcase College).

In relation to the Digital Strategy, governors discussed how digital transformation would support and enhance teaching and learning without detracting from the core; and the cultural shift required and readiness by staff across the College.

## **11. Business Development**

### **11.1 Marketing and Communications Update**

Z Lewis gave a brief overview on progress and areas of action for the Marketing Team.

### **11.2 Employer Engagement Update**

M Telling outlined good progress.

Governors discussed current placements and future planning when T Level numbers increased.

### **11.3 Sustainability Update**

S Marshall outlined the progress thus far including the work of consultants the College had engaged to access appropriate funding streams. It was hoped that an overarching strategy and plan (aligned to the AoC FE Roadmap) would come to the July meeting.

Governors discussed elements of the sustainability agenda including: reducing energy; carbon footprint; LED lighting replacements; recycling; student sustainability group and potential for micro-nuclear in the future.

### **12. Date and Time of Next Meeting**

#### **12.1 Monday 4 July 2022 at 2pm (Joint meeting with GB)**

R Davies gave his apologies for attendance (though would join via Teams).

### **13. Dates of 2022-2023 Meetings**

**13.1 Monday 12 December 2022 at 2pm**

**13.2 Monday 6 March 2023 at 2pm**

**13.3 Monday 10 July 2023 at 2pm (Joint with GB)**

### **14. Any other Urgent Business – none taken.**

### **15. Reserved Matters – not taken.**

*The meeting ended at 5.20pm*