

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
Confirmed Minutes of Corporate Services Committee Meeting of 13 March 2020

PRESENT: R Davies (CG and Acting Chair), (CG), S Mirsalehi (CG), Z Lewis (Principal/Chief Exec), D Wade (Staff Governor), S Wilson (EM).

OFFICERS: Z Foster (Clerk) C Kipling (VP), K Parkinson (Exec. Dir), A Wond (Exec. Dir).

Key: CG – College Governor, EM – External Member, VP – Vice Principal, Dir – Director of HR, Exec. Dir – Executive Director.

1. **Apologies for Absence** – H Ashton (CG); T Parkinson (CG), P Studd (Chair and CG).
2. **Declarations of Interest** - none declared
3. **Minutes of Meeting of 9 December 2019**
4. **Confidential Minute of Special Meeting of 9 December 2019** – both sets of minutes were approved and signed as a correct record.
5. **Matters Arising** – all complete. No further questions.

6. People Strategy and Action Strategy Plan – K Parkinson

K Parkinson presented key aspects of the new strategy and plan including: priority of speeding up processes to ensure efficiencies and compliance; that Workforce Development had joined the HR Department; review of all HR policies and procedures; CPD for HR team; change to DBS provider; overhaul of recruitment procedures particularly using Networx with a College launch page and greater manager onus within recruitment and reducing timeline of appointments (including appropriate training); management of HR team and resulting KPIs; bringing back Payroll in-house (and appropriate expertise to run); self-service elements of other transactional activities; removal of paper based personnel files; talent management including succession planning and talent pool/publicity; the hosting of an Employment Law event in May, all ensuring a more strategic focused operation.

Discussion and questions included: future auditing of payroll system; efficiencies and benefits from the changes; aspects of the talent pool including contact of alumni and students (e.g. adult education) and other strategies to widen diversity; the wider HR team responsibility changes; and ensuring line manager training.

Governors asked for an update on progress against the plan's KPIs for the next meeting in July.

7. Strategic Overview

7.1 Five Year Plan High Level Considerations including Financial Health Update – C Kipling

C Kipling gave an update to the approved plan from February 2020 including: a higher funding allocation 16-18 leading to an overall increase to £5.8m over 4-5 years (from £5.2); and the high number of applications (13% average) possibly leading to 400 more learners in September 2020 further increasing income.

She detailed the prudence of the plan (only taking into account core funding not any growth in Adult Education, T Levels, nor exceptional funding which could be triggered next year); and Financial Health improvements leading to Outstanding up to a year earlier.

Z Lewis drew governors' attention to the last page of the plan and the investment in new staff; pay award spread over the 3 year period (and the Union's approval of this) and investment in facilities.

Governors' questions and discussion included: Financial Health situation and how this had come about (primarily increase in Government cash and demographics); effect of Coronavirus on income and delivery which was being closely monitored; TTE; Lennartz outcome; T Levels numbers and risks; effects of ESFA changes in financial reporting and of approval timeline from ESFA.

The Committee would seek to review the 5 year plan in 6-12 months.

A fully detailed budget would come to the July meeting of this Committee for approval.

7.2 Principal/Chief Executive's Update – Z Lewis

Z Lewis gave a comprehensive presentation focusing on staffing and campus requirements in relation to the increase in student numbers; enhanced capital fund plan; T Level Capital Bid and related Funds; scheme costs of each campus option; IoT and a future campus vision. She additionally briefed the Committee on the request from the DfE to support the accommodation of students in September whilst the new school was being built and the possible solution with 2QS.

Governors' questions and discussion included: in relation to 2QS- running costs; parking; lease arrangements (5 year deal outlined) and increasing space; Digital Tower flexibilities; 4th A Level block and complexities and solutions with the build and financing; Boho10 details; and whether the capital plan gave sufficient funds (with additional £1m it would).

Governors would be asked for their full approval in relation to 2 Queen's Square once improvements had been negotiated with the landlord.

After consideration, Governors gave **approval** for:

- Endorsement of the accommodation and staffing proposals included within the report and their potential to 'manage the quality risks' associated with significant learner growth.
- Recommendation to the Governing Body of the release of our £1.25m annual capital programme for 2020/21 as outlined in the report to allow for detailed planning and commissioning to commence and to ensure our campus, equipment and IT are replaced within their useful lives.
- Recommendation to the Governing Body that it endorses the T Level bid proposal of £6.4m with an increased match of £2.2m (was £2m) from the College on the following schemes:
 - o 4th T Level DIGITAL block £3.9m
 - o Construction centre £1.2m
 - o BOHO 10 digital innovation £1.3m

Noting that a full business case will be brought back to a full governing body meeting before any commitment, over and above the RIBA stage 2 design work and bid preparation, is made.

- Recommendation to the Governing Body of the outline plan for the additional £1.0m capital spend (was £1.2m) over the years 20/21 and 21/22 to deliver strategically important projects
- Endorsement of the strategic approach to staff recruitment this year and the allowances made in our high level budget for increases in staff and their development.

8. Finance Matters 2019-2020

8.1 Management Accounts (January 2020)

C Kipling gave a brief overview including: TTE; that the accounts were on budget and as per forecast with financial health was currently at the top of 'good'.

Governors' comments and questions included: whether there had been an actuary evaluation this year – there had not been but there was no proposed increase for three years.

It was **agreed** that the accounts would form part of the Governing Body's papers.

9. Human Resources and Workforce Development – K Parkinson

9.1 Staff Survey 2020

K Parkinson/Z Lewis gave Governors the key headlines which had been very positive with many answers in the upper quartile. The Staff Council would be involved in finding out more in relation to the lower scoring areas. The College was already seeking to make improvements within Career Development and Pay and Benefits and was keen to build on the positive momentum. It was intended to use some of the content on the landing page on the recruitment website.

Governors' discussion and questions included: timing of the survey; TTE survey in future including questions on transition; areas of improvement and staff council involvement in soliciting staff views and greater detail; Equal Opportunities safeguarding; EO explanation as being related to varying contracts.

9.2 Human Resources Term 1 Report 2019-2020

K Parkinson outlined that good progress was being made against the strategic plan. The gender pay gap report had been condensed and showed a reduction (in part due to the inclusion of NSG this year). It was highlighted that this may change with TTE due to the nature of the staff structure there.

After consideration, the Corporate Services Committee **approved** the condensed gender pay gap report for publication on 30 March 2020.

10. IT and Estates Update - A Wond

A Wond gave a comprehensive update to IT and Estates including: VDI issues in February; carbon neutral plans; TTE compliance; that the TVCA project was now formally on hold; and the recruitment for a staff Environment Champion.

Z Lewis also updated the Committee on access issues to TTE and possible options which could improve this; that Arcadias had been awarded the Stage 2 MC6 4th block work with designs underway.

Governors' questions and discussion included: energy efficiencies perspective; compliance with fire retardant regulations; possible site access options to TTE; and College work on plastics

11. Recruitment, Admissions and Sales Update – C Kipling

C Kipling outlined key aspects of the report including: admissions updates; apprenticeships income and volume and related context which was focusing on quality improvement.

Governors had a wide discussion about recruitment particularly if numbers were lower or higher than forecasted and possible impact scenarios.

12. Date of Next Meetings – R Davies

12.1 Monday 6th July 2020 at 2pm

13. Proposed Dates of Meetings for 2020-2021

13.1 Monday 7 December 2020 at 2pm

13.2 Monday 15 March 2021 at 2pm

13.3 Monday 5 July 2021 at 2pm

14. Any other Urgent Business

14.1 **IoT update** – the outcome should be known within days. There had been no confirmation that the College would receive the full £2.7million asked.

The meeting ended at 4.30pm