

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE

CONFIRMED MINUTES OF CORPORATE SERVICES COMMITTEE 15.03. 2021

PRESENT: P Studd (Chair, CG), H Ashton (CG), R Davies (CG), Z Lewis (Principal/Chief Executive), S Mirsalehi (CG), P Sharp (CG), D Wade (Staff Governor), S Wilson (EM).

OFFICERS: P Bland (Strategic Project Manager), Z Foster (Clerk), C Kipling (VP), K Parkinson (ED), S Marshall (ED), P Stone (Dir.), A Waller Amos (Director).

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

1. **Apologies for Absence** – no apologies
2. **Declarations of Interest** – no declarations
3. **Unconfirmed Minutes of 7 December 2020** - approved as a correct record.
4. **Unconfirmed Minutes of Special Meeting of 5 February 2021** - subject to adding S Wilson to the attendance list, the minutes were approved as a correct record.
5. **Matters Arising from either Meeting** – no matters arising.
6. **Strategic Overview**
 - 6.1 **Principal/Chief Executive's Update (Presentation)**

Z Lewis gave an overview of the key areas for consideration, discussion and approval by the Committee at the meeting, specifically: applications; 5 year financial plan; campus masterplan; emerging student device scheme and capital plans.

Governors' had a full discussion on the evolving laptops scheme including planned cohort receiving laptops, the range of offers, and costs/other factors/options associated with expanding the scheme.

6.2 Capital Plan

Z Lewis outlined that this was as previously discussed and confirmed that the Estates Strategy would be further developed if approved.

Questions and discussion by Governors included: staff, student, and equipment considerations in possible TTE [INFORMATION REDACTED], importance of future communication (staff, students, employers, councils etc.), alternatives to relocation; impact of condition of the current build; lease end date and related timeline and respective options/risks including security and dilapidation; and STEM centre considerations.

The Committee **agreed** to send a written resolution to the Governing Body to approve:

- The Estates Strategy
- The Business case
- The grant phase 1 bid submission – which is seeking £4.5m grant funding towards a £8.2m TTE redevelopment scheme

- Approval to procure and appoint professional advisors who can progress the scheme to phase 2 with up to £120k (including VAT) costs being committed against the scheme

6.3 Strategic Projects Update

P Bland detailed in full the status of the five capital projects for the Committee.

Discussion and questions included: tight timescales for MC6 refurb and reception work; risk related to the various projects and clarification on aspects of the T Level forecast.

7. Finance Matters 2020-2021

7.1 Five Year Plan High Level Considerations including Financial Health and High Level Capital Investment Proposal

C Kipling outlined a strong financial position, Financial Health forecasting scenarios; prudent 5 year plan and full detail of the key assumptions, risks and opportunities. She also gave a positive update on any future support which may be required from Santander.

Governors' questions included: explanation of impact of salary % in financial health of colleges; 16-18 learner outlook; possible changes to adult funding arrangements; Apprenticeships in light of budget announcements; VAT refund impact on the scenarios outlined; and the robustness of income assumptions and levers to ensure Committee assurance.

The Corporate Services Committee **approved** the set of recommendations as per the report *[INFORMATION REDACTED]*.

P Studd, on behalf of the Committee, thanked the whole team on the very strong plan.

7.2 Management Accounts (January 2021)

C Kipling outlined in brief. Z Lewis then reminded the Committee of the decision of a possible further staff pay award.

The Committee discussed: the potential additional one off end of year pay award including any qualifying requirements of the pay award if given, and the timing of approval to inform staff and process any payments; and possible additional costs over the coming months (e.g. utilities).

The Management Accounts were **approved** for dissemination to the Board on 22 March 2021.

The Committee also **agreed** to seek approval, via written resolution from the Governing Body, for delegation of the decision to offer a potential additional, one off pay bonus to staff, to the Corporate Services Committee at its meeting of 5 July 2021.

7.3 Subcontractors Update

C Kipling outlined the progress within the subcontractor deliveries.

The Committee **agreed** to seek approval from the Governing Body at its meeting on 22 March of two new subcontractors, subject to due diligence.

7.4 TTE International

S Marshall gave an overview of current activities, progress and staffing.

Governors' discussion included: request for an operating P&L; achievement and integration of the TTE team; income over the past year during the pandemic and future opportunities post pandemic.

Action by S Marshall to include an operating P&L line in the summary of activity report.

8. Human Resources and Workforce Development

8.1 Human Resources, WD and Payroll update report

K Parkinson gave a comprehensive update of HR KPIs highlighting: changes in the data capture for KPIs; explanation of BAME % and reasons; Talent Pool advances and initial success; Kickstart; Spring recruitment campaign for High Level Apprenticeships; Appraisal review; roll out of SSP and future data improvements; Payroll project update; workforce development initiatives including mandatory training rebranding and improvement; and the fantastic achievement of getting ambassador status from the NE Better Health at Work Award.

Governors' discussion and questions included: strengthened data protection position; detail of the parallel run of Payroll and outcomes/actions; success of the Software for People launch and possible incentives and mechanisms to ensure staff updating; and inclusion of Covid related sickness on overall figures and of possible future indirect impact of Covid on sickness.

8.2 Staff Survey

K Parkinson detailed the excellent outcome of the most recent survey with over 93% satisfaction being reported within a higher return rate.

Governors' discussion included: exceptions and reasons; where departments have improved since the previous year; safety at work (Covid rather than behaviour); and action plan for reviewed department (which had also been considered by Standards Committee).

9. Digital and Campus Services Update

(including 9.1 IT Security Report and Action Plan) –S Marshall gave a full review since her involvement from November 2020 detailing: priority actions; Security and Building Services; IT – specifically cyber security and disaster recovery; project management plans across the whole service; Cyber Essentials and Cyber Plus requirements and support (and associated action from the Audit and Risk Committee who confirmed reduction of the scope for Cyber Essentials for one year); and 2 new future appointments.

Governors' questions and discussion followed *[INFORMATION REDACTED]*.

10. HE Report

P Stone detailed the three aspects of his report in full i) OfS ongoing condition of registration C1 – Consumer Protection law and required audit to ensure value for money for students during Covid ii) Reportable Event and iii) Application for University Centre Title.

The Committee were assured of the robust approach to the ongoing consideration of registration C1 as outlined by P Stone.

The Committee also discussed the reportable event and supported the reasoning behind the proposed application for the University Centre title.

Governors appreciated the full and clear report and **agreed** to seek approval from the Governing Body (as part of the written resolution) for the following:

- To note and approve the approach to meeting Condition C1.
- To note the OfS 'reportable' event in relation to paragraph 494 of the ongoing conditions of registration.
- To approve the application for the right to use the title 'University Centre Middlesbrough'.

11. Business Development

11.1 Marketing and Communications Update

A comprehensive update was given by A Waller Amos including: applications numbers across the directorates; 16-18 update including additional campaigns, school bookings after Easter, onsite open day this week and beyond, NEETS event, Year 10 Discovery Days, transition work with schools and TV on demand adverts post Easter; wider PR and good news stories; and progression discussions with current MC students.

Governors briefly discussed the TV campaigns.

11.2 Apprenticeships Recruitment and Employer Engagement

Z Lewis gave a brief overview, including an update on apprenticeship recruitment, which was down on a normal year but above the Covid target set.

Governors' discussion and questions included: construction apprenticeships and green energy possibilities.

12. Date and Time of Next Meeting

12.1 Monday 5 July 2021 at 2pm

13. Any other Urgent Business – none taken

14. Members Discussion – not taken.

The meeting ended at 5.32pm