

THE FURTHER EDUCATION CORPORATION OF MIDDLESBROUGH COLLEGE
CONFIRMED MINUTES OF CORPORATE SERVICES COMMITTEE 07.12. 2020

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 (Acting ED), A Waller Amos (Director).

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

1. **Apologies for Absence** – no apologies
2. **Declarations of Interest** – a possible conflict re Item 6.9 TTE was noted (H Ashton).
3. **Unconfirmed Minutes of 6 July 2020** - approved as a correct record.
4. **Matters Arising from either Meeting** – no matters arising.

Z Lewis introduced A Waller-Amos and P Bland to the Committee.

5. Strategic Overview

5.1 Principal/Chief Executive's Update (Presentation)

Z Lewis gave a comprehensive presentation including: current 5 year plan and changes; enrolment 2020-21; management accounts (October 2020) including 4 year projection for Financial Health; demographics, capital plans, 2019-2020 SARs outcomes and improvement plans, and TTE strategic options (discussed fully under 6.9).

Governors' discussion and questions included: the FE white paper; positive financial position and outlook; wider FE sector financial situation and government future funding areas (both funding rates and capital opportunities); and the complexities within financial health measurement.

5.2 Capital Plan

C Kipling gave a full overview outlining the situation for the College within each of the capital projects.

Questions and discussion by Governors included: the risks associated with 31 March 2021 spend and alternative arrangements.

The Committee **approved** the revised capital (subject to grants being confirmed) which increased the overall programme to £12.68m whilst maintaining the overall level of College investment at £4.095m

5.3 Strategic Projects Update

P Bland gave full detail of the five current projects for the Committee.

Discussion and questions included: T Level digital centre key ground risks and how these were mitigated; and GMP status on contracts.

5.4 Bank Loan and Treasury Management Annual Report

C Kipling gave a full update including: cash management; borrowing; and the new ESFA return on cash flow predictions.

Governors questions included: costs, flexibilities and risks associated with aspects of the revolving loan; loan interest rates and likely future interest rates.

The Corporate Services Committee **approved** the 2019 / 2020 Treasury Management Annual Report and **agreed** to continue to float in the current climate.

6. Finance Matters 2020-2021

6.1 Financial Statements 2019-2020

The Financial Statements were presented and discussed in full (6.1.1-6.1.6) including the updated LPGS pension liabilities. C Kipling detailed some final changes due by the auditors in relation to TTE Technical. The statements had also been considered and approved by the Audit and Risk Committee on 4 December 2020.

The Committee **agreed** to recommend the 2019-2020 financial statements (*Middlesbrough College, Northern Skills Group Limited, Northern Apprenticeship Group Limited, TTE Technical (UK) Ltd, TTE International Ltd and TTE Apprenticeships Ltd*) for formal approval by the Governing Body on 17 December 2020, prior to them being signed and returned to the Education and Skills Funding Agency before the 31 January 2021 deadline.

6.2 Management Accounts (October 2020)

The Management Accounts were received and after discussion **approved** for inclusion in the papers for the Governing Body on 17 December 2020.

6.3 Bad Debts

C Kipling detailed the individual debts which totalled £1430.

After due consideration and discussion, in which it was noted the improved position, the Committee **agreed** to recommend the write off of **£1430** to the Governing Body at its meeting on 17 December 2020.

6.4 Student Union Activity

The Corporate Services Committee received this report and **agreed** to recommend that the 2019-2020 Student Union Activity be approved by the Governing Body at its meeting on 17 December 2020.

6.5 Financial Regulations Annual Update

C Kipling gave a brief outline of the amendments which the Committee **approved** in full.

6.6 Overseas Trips

The report was received for information.

6.7 Subcontractors Update

C Kipling outlined the progress within the subcontractor deliveries.

6.8 Pay Award 2020-2021

Z Lewis and C Kipling detailed the rationale for the proposed 2020-21 award.

Governors' discussed this fully including: whether the award and one off payment were reasonable; the alternatives and approximate costings; the potential financial (and other) risks; the public sector pay freeze; implications of the staff survey and how this could be addressed; and the wider FE and local climate.

After detailed consideration of the College's financial position, the Corporate Services Committee **agreed** to recommend to the Governing Body at its meeting on 17 December 2020, the following for all staff:

- **A 2% consolidated pay increase from 1st January 2021 for all staff (including hourly contract 1 rates) subject to meeting the relevant performance criteria**
- **a £100 one off payment of thanks from the Governing Body for all staff employed on 1st January 2021 and having worked during term 1 of 2020-21 – payable in mid-January (with £50 for those working less than 0.5 contract on average) again subject to meeting prescribed performance criteria**
- **and at its July 2021 meeting for the Corporate Services Committee to consider a further one off payment of thanks from the Governing Body for all staff subject to the financial position of the College at that time.**

6.9 TTE Update

To note – this was taken as the final item of the meeting.

Z Lewis gave a confidential and comprehensive overview of TTE currently [INFORMATION REDACTED].

7. Human Resources and Workforce Development

7.1 Human Resources Annual Summary Report 2019-2020 and 2020-2021 Plans and Priorities

K Parkinson gave a comprehensive update of the People Strategy KPIs; term 1 updates; payroll planning; workforce development strategy; wellbeing support; and Kickstart plans.

Governors' discussion and questions included: the complexities of the payroll project; the impact of Covid on HR policies going forward; how initiatives have been received (positively); and applications for Kickstart.

Governors asked for a Payroll internal audit to be arranged 6 months after the implementation of the new Payroll system (*Action by K Parkinson*).

8. IT and Estates Update

A full update was given by S Marshall which included: laptops for students and staff; escalation and communication policy; action planning and security support and training.

Governors discussed: the incident management approach and IT And Estates team support.

9. Marketing and Communications Update

A comprehensive update was given by A Waller Amos of the various activities, complexities (due to Covid restrictions) and plans for the Marketing team and wider College. She also gave an applications status update across the directorates.

Discussion included: school contact difficulties and plans; increased social media and radio PR after the recent open day and more widely.

10. Date and Time of Next Meetings

10.1 Monday 15 March 2021 at 2pm

10.2 Monday 5 July 2021 at 2pm

11. Any other Urgent Business

None taken.

The meeting ended at 5pm