

Resources Committee

Tue 06 December 2022, 09:00 - 10:30

Online

Attendees

Board members

Andrew Boucher (Chair), Dave Vasse (Member), David Watling (Interim Director of Finance), Harriet Muxlow (Head of HR), Usha Puri-Dewage (Member), Nazia Shah (Staff Member), John Kirk (Interim Clerk)

Absent: Marian

Meeting minutes

1. Welcome and Apologies for Absence

Andrew Boucher

Apologies received from Marian Orafu

Andy welcomed everyone and introduced himself as the new Chair

2. Declarations of Interest

None

3. Minutes of the Previous Meeting 21 June 2022

Decision

Andrew Boucher

To note that the draft minutes had been approved for circulation by the Committee Chair.

If thought fit, to approve the minutes as a correct record

Approved as a true and accurate record.

 Draft Minutes - Resources -21-06-22.pdf

4. Matters Arising from the Minutes

Discussion

Andrew Boucher

Any matters arising from the minutes not covered elsewhere in the agenda.

None

5. Human Resources Policies due for review

Harriet Muxlow

Whistleblowing Policy Nov 2022

Bullying & Harassment Policy Nov 2022

Sickness Policy & Procedure Nov 2022

To approve, or otherwise, revised HR policies

HM Outlined the changes to the made to the Bullying and Harassment Policy which now directs an employee to raise a grievance which can initially be handled informally rather than raising a disciplinary action.

The Disciplinary Policy has no significant changes, only the inclusion of some examples.

The Sickness Policy previously referred only to capability, which has been amended to allow for warnings without reference to capability.

AB asked what had triggered the change.

HM explained that there are some employees going through ill-health issues where capability was not a concern.

DV Noted that all these policies were due for review.as aprt of the three year cycle.

NS asked if 10 days was standard trigger point, and does it reset after 12 months?

HM confirmed that 10 days is standard but it is now a rolling process and does not reset each year. This doesn't prevent managers having conversations before the trigger point is reached.

The Whistleblowing Policy was received from the internal auditors and is standard across the sector, and has now been personalised to the College..

HM noted that some other policies have been amended and others are introduced, which SLT have considered and approved.

AB asked if these are now complete for the next three years

HM confirmed this is so, unless there are changes to the law.

DV asked there is a conflict with the designated assessor in 3,5 needs to be amended in light of point 4.

HM confirmed that the policy will be amended so that designated assessor is approached, and not HR

The amended policies were all approved by the committee on behalf of the Corporation, to be hosted on the governor's portal.

 NEW Bullying & Harrassment Nov 2022.pdf

 NEW Sickness Policy and Procedure Nov 2022.pdf

 NEW Whistleblowing Policy Nov 2022.pdf

6. Draft Audited Annual Report & Financial Statements for the year ended 31 July 2022

Andrew Boucher

For consideration and, if thought fit, recommendation to the Corporation.

The Committee will note the comments of the Audit Committee concerning the report and statements.

AB noted that these had been scrutinised by the Audit Committee

and asked about the Going Concern letter to be finalised.

DW confirmed that the financial position had been confirmed as good and improving, and the letter sent, and with which the auditors are content, as referenced in Agendum 8.

AB asked about segregation of duties as mentioned in the management letter

DV noted that the changes in personnel in the Finance Team had now been resolved, as David Ball's departure was finalised and DW now appointed.

DW confirmed that any remaining issues are in hand.

The Committee unanimously recommended the Financial Statements to the Corporation for approval.

AB thanked the finance team for all the hard work put in, especially by Hussa.

 Extract from Draft Audit Committee Minutes 21 November 2022.pdf

 threat_extracted_Sir George Monoux College - MHA Audit Findings Report 2022_version 8-11-22.pdf

 v2 SGM Financial Statements 2022 Draft awaiting audit wordings.pdf

7. Management Accounts 2022-23 to Period 3 (31 October 2022)

Decision

Andrew Boucher

For consideration and, if thought fit, recommendation to the Corporation.

To note the College's Financial Health Assessments and Financial Dashboard.

DW presented the accounts, noting that these are the September accounts, so only refer to two months, and are largely on target. Salary costs appear lower as changes have not yet gone through, but will level out, and for which there is a contingency of £30k.

AB asked about the delay in the maintenance costs.

DV explained that this was due to the lengthy process in appointing a maintenance contractor, which had now been finalised.

AB asked if a new schedule for all planned maintenance and estates work which could come to this committee.

DW conformed this is in hand to be completed with the new estates manager.

AB asked if there were benchmarks on expenditure by type .

DV said there aren't benchmarks, and there are expenditure items which cross over, for example with tutoring, which in some colleges is all teaching costs, whereas at Monoux there are specialised mentoring.

The Committee unanimously agreed to recommend the accounts to the Corporation for approval.

 Management Accounts September 22 Resources Committee.pdf

 Sept 2022 Accounts Resources Committee.pdf

8. 3-Year Financial Forecast: in-year update

David Watling

DW presented the forecast that was seen by the committee in July, now updated with current known figures. The model is showing improvement, with income firmed up as student numbers are confirmed. The expectation is that this year and next the financial grade will be Good, and verging on Outstanding in year three, with contingencies added in to allow for unknowns.

AB queried the £350k contingency, as a considerable percentage.

DW explained that as more unknown items become 'knowns' the contingency will not be carried forward to year three as a surplus

DV confirmed this would be spent wherever it has the greatest impact.

AB asked about the process for determining how it is spent.

DV noted that in April there would be a meeting to consider refurbishment requirements and 'summer works'. It can also be allocated to level 2 students who may be more vulnerable and require additional learning activities.

AB asked if this was entirely an operational matter, or required governor input.

DV Confirmed that it is operational, but noted that with a property strategy group being formed there may be a requirement for greater governor involvement.

DV also noted that there are ongoing discussions with the Borough Council about our 14-16 year old provision, which may result in increased income.

UPD enquired about provision out of term-time, an if there may be opportunities to involve professional service organisations, access schemes, and other employer groups who are open to working with young people.

DV agreed that this was definitely in the planning, noting that James Gould had already assembled a specialist team to increase employer relations and work experience opportunities, with companies invited to the college for a visit this term.

AB referred to the City of London Task Force and Progress Together, which is tasked to drive socio-economic diversity at senior level across financial services, to which AB had a connection.

DV would heck if there is any exiting connection.

The committee received the 3-Year Financial Forecast

 Updated Estimates of Income and Expenditure 2022 November 281122 DV edits final draft.pdf

9. Review of Treasury Management Policy

Decision

If thought fit, for approval.

David Watling

DW Confirmed that this existing policy has no changes required, and the existing policy will have the date amended.

The Committee unanimously approved the Treasury Management Policy.

UPD noted that governance in other City organisations were noting the potential impact of currency conversion if any suppliers purchase in US\$ or Euros,.

AB thanked UPD for this information, which was noted..

 Treasury Management Policy 2021.pdf

10. Health & Safety Annual Report 2022 Including Maintenance Update

Information

To receive, and if required, discussion

Dave Vasse

DV introduced the report, noting that the estates manager will in future be managed by DW, and is now putting in place a more complete schedule of maintenance, which will lead to a more practical report .

AB Thanked DV for the report, and asked if there was anything regarding the outbreak of Strep A to consider. DV confirmed this would be taken up with Estates to consider.

NS asked if there would be a date for the completion repair of the Science Roof for the Schedule of Work. DV noted that site maintenance and scheduled maintenance. There have not been funds identified to repair the science roof.

The Committee received the report.

 Health and Safety Annual Report 2022 v2.pdf

11. Estates Update

Information
Dave Vasse

Verbal report:

- 1) Post-16 Capital Funding Bid
- 2) Property Strategy and Committee

DV informed the committee of a bid for £1.3 million, approved by the Property Strategy Group, to increase the number of classrooms by 4, without new build, but by reconditioning and re-purposing existing buildings, in order to accommodate the forecast student numbers.

A decision is expected February/March 2023,

Any future building will be dependent upon the land sale.

11.1. Award of Maintenance Contract

Information
David Watling

To receive a report on the awarding of the Maintenance Contract to N G Bailey

DV confirmed that following the tender process a contract has been signed with N G Bailey, as proposed by the committee last year. This is a three-year contract and has followed all statutory procedures and regulations.

DW noted the contract will commence 1st January 2023 and will be closely monitored, with the intention of ensuring a much better approach to site maintenance.

AB asked if all charges are fixed.

DW confirmed that all charges are fixed for the term of the contract.

12. Any Other Business

Andrew Boucher

13. Dates and Times of Remaining Meetings 2022-23

Andrew Boucher

To note that meetings of the Committee will be held on the following dates:

- Tues 17 January 2023 9.00am**
- Tues 14 March 2023 9.00am**
- Tues 20 June 2023 9.00am**

It was agreed that the January meeting is no longer required, and that all future meetings will commence at 9.00, with the option to meet in person and off site.

14.

