

MINUTES

**Policy and Resources Committee Meeting
held via Microsoft Teams
Monday 26th June 2023 at 18:00**

Date and timings:	18:00 to 20:11	
Location	via Microsoft Teams	
Present (Governors):	Rod Gray (Chair) Elizabeth Sipiery (ES) Corporation Chair Sarah Stone (SS) Rick Olver (RO)	
Clerk to the Corporation	Lana Jackman	
Minutes	Carrie Brown- College Group Clerking and Policy Officer	
In attendance	Denise Brown (DB) CEO and Principal David Hughes (DH) Chief Operating Officer Adam Fahey (AF) Deputy Principal Zed Mohammed (ZM) Executive Director for Finance Ansar Mahmood (AM) Vice Principal MIS, IT and Marketing Jayne Sheehan (JS) Vice Principal- Innovation Louise Parr-Morley (LPM) Governor attending with permission of the Chair (leaving the meeting after the finance items) Nicki Kelly (NK) College Principal- Southend Campus Roney Brooks (RB) Executive Director- People and Organisational Development Steve Smith (SS) Vice-Principal- Corporate Services (until 18:20)	
Apologies	Lee Freeman (LF) John Newton (JN) Roland Anderson (RA)	
Quorum (4)		
Item		Action lead
0. Agenda		
P1. Preliminary items.		
P1.1 Apologies for Absence.	Apologies were received and accepted from Lee Freeman, John Newton and Roland Anderson.	
P1.2 Declarations of Interest.	There were no other new declarations of interest other than those already standing <i>(in accordance with the requirements of section 177 of the Companies Act 2006)</i> .	

P1.3 Urgent items of other business.

There was no other urgent business notified in advance.

P2. Minutes of previous meeting.

P2.1 Minutes of the meeting held on 24 April 2023 and budgeting meeting on 30 May 2023.

The Minutes of the meeting held on 24 April 2023 and budgeting meeting on 30 May 2023 were **APPROVED** as an accurate reflection of the meeting.

P2.2 Matters Arising.

There were no outstanding matters arising from the Minutes of the meeting 30 May 2023 that were not discussed elsewhere on the agenda.

It was mentioned that in the Minutes dated 24 April 2023 that the Matters Arising omitted that the Committee needed an update on International business.

It was resolved that the Matters Arising table would be updated.

It was noted that the documents for this meeting were late and the Executive were reminded that Papers were to be made available to the Governance team seven days in advance. It was commented by ES that historically governors were notified via their personal email addresses once Papers were made available.

The Committee **noted** the position.

P3 Human Resources Termly Report.

The Human Resources Termly Report was **NOTED**.

RB presented the report to the Committee detailing sickness absence rate (rolling 12 month period) at 7804 lost days giving the full detail of the reason for the absences and full analysis behind the stress/psychological category. The work related stress numbers related mainly to staff undergoing a performance management or a disciplinary process.

ACTION: ES requested the figures for long term sick to be added into the report including the categories for the sickness.

RB expressed her sorrow in reporting that SECG had a member of staff die in service of cancer.

RB noted the mental health and trauma training that was being provided in August by SECG.

A query was raised relating to the recruitment and training of additional First Aiders and whether this had improved across SECG. It was explained that the recruitment of First Aiders continued to be a concern with the need for a recruitment drive.

RB commented that turn over had been high noting that 151 staff had left SECG citing the most common reason for leaving being promotional opportunities (linking with pay). RB added a concern that the number of staff leaving within the first year of employment at SECG was high. It was reported that 32 staff had been promoted within SECG.

ACTION: ES asked that agency staff information be added into future reports.

Following a governor question regarding the 60% performance review completion process and what was being organised to improve compliance, RB explained that the process was new around target setting but Managers were being encouraged to focus on and closely monitor the process.

The Committee **noted** the report.

P4 Finance.

P4.1 April (P10) Management Accounts, cashflow and forecast out-turn.

The April Management Accounts were **APPROVED** by the Committee.

ZM apologised that the May Management Accounts were not prepared by ESS in time for the meeting. ZM explained that the effectiveness of the Service Level Agreement was being strongly challenged by SECG as part of an overall governance review.

ACTION: Paper to come forward to Policy and Resources Committee should there be a change in policy around the calculation of depreciation change including a reflection on what was normal for the sector.

DH noted that any change relating to depreciation will be review by the auditors first.

P4.2 Draft budget 2023-2024 and financial forecast.

The draft budget 2023-2024 and financial forecast **APPROVED TO RECOMMEND TO THE CORPORATION BOARD.**

Detail of the discussion was moved to a *confidential item*.

LPM left the meeting at 19:53.

P4.3 ESFA loan sheet.

The Committee **APPROVED** the ESFA loan sheet subject to no material changes.

DH detailed the positive terms of the loan to the Committee.

RESOLVED that the Loan Heads of Terms be recommended to the Corporation Board for Approval.

P5 Institute of Technology.

The Committee **NOTED** the Institute of Technology report.

JS added that there were no implications with the DfE delays for SECG.

P6 Curriculum Plan outputs.

P6.1 Learner applications 2023-2024.

The Committee **NOTED** the Learner application report.

AF gave a summary of the learner applications for 16-18 citing that this was up by 847. It was noted, however, that this was not a like for like comparison from last year. AF detailed

that internal progression had reduced due to SECG being more strict with the progression for learners, with learners only progressing if they were ready for the next level of learning.

It was noted that there was a strong grip on preventing over-enrollment on courses when SECG did not have the staffing or class space for those learners. DB added that progression had increased in the last week.

P6.2 Curriculum Plan Outputs- Targets.

The Committee **NOTED** the curriculum plan output and targets.

P7 Operations update.

P7.1 Capital update.

The Committee **NOTED** the Capital update.

SS presented the Capital update paper highlighting the frustrations with the utility providers disconnecting the Thurrock Learning Campus. It was noted that SECG had secured a 40% reduction in the costs following from this issue as it was acknowledged that this problem was beyond the College's control. In addition, it was noted, that there was a risk that should the utility companies delay disconnecting the campus an aluminum shed may need to be constructed around the utility control unit until it could be disconnected (costing between £60k-£62k).

ACTION: ES asked for initial amounts, current amounts and changes to be added into the main body of the report, highlighting clearly if there were any additional capital spend it would need to be approved.

ACTION: ES asked for a summary of changes for the Nethermayne Appraisal.

ES asked whether SECG were undertaking any Capital Projects that were not fully funded to which DH explained that the Capital Projects that SECG were adding into the Capital programme were fully funded (either grant or DfE funded). It was confirmed that any programme that would require cash injection the Board would be informed.

In addition, DH added that residual Capital Projects for Thurrock Learning Campus and the opening of Queens Road may have some limited additional expenditure but these were being reviewed carefully to ensure they were on budget.

DH detailed that the ESFA loan agreement had a cap on capital expenditure of £2m within the terms.

The Committee **APPROVED** delegation of future Nethermayne financial reconciliation reporting to the College CEO & COO including the process in place for this.

SS left the meeting 18:20.

P7.2 Operations update.

The Committee **NOTED** the operations update.

DH highlighted that there was a serious fire at the adjacent block to Stephenson Road damaging the fire escape which was addressed swiftly. DH added how well the critical incidents team worked on the Saturday when the fire occurred. It was further explained that SECG was looking at the lessons learned from this incident (e.g. keeping contact details up to date).

DH detailed that H&S accidents have been increased but mainly lower level with one RIDOR (a low level electric shock).

DH commented on the reduced Cyber Security risk due to obtaining Cyber Essentials+ however the IT systems infrastructure did need investment to keep SECG on this path. ZM noted that obtaining Cyber Essentials+ did open up additional funding streams for SECG.

RG asked if there had been any fall out from The Echo article regarding drug dealing in the area of the Southend Campus? DB explained that security staff were still on site at the entrance and it was through SECG's work with the local police that this issue had been addressed as it was a safeguarding issue for Learners. NK added that there had been no fall out and highlighted that the published story had been taken a little out of context.

It was acknowledged that SECG was working with the community police and security team.

P8 Policies for approval to recommend to Corporation Board.

P8.1 Anti Bribery

The Committee **APPROVED TO RECOMMEND TO CORPORATION BOARD** the Anti Bribery policy.

P8.2 Anti Money Laundering Ethics.

The Committee **APPROVED TO RECOMMEND TO CORPORATION BOARD** the Anti Money Laundering Ethics policy.

P8.3 Data Breach Notification Policy.

The Committee **APPROVED TO RECOMMEND TO CORPORATION BOARD** the Data Breach Notification Policy.

P8.4 Fees Policy 2023-2024

The Committee **APPROVED TO RECOMMEND TO CORPORATION BOARD** the Fees Policy 2023-2024.

P9 Committee matters.

The Committee **APPROVED** the schedule of committee business 2023-24.

P10 Sustainability.

Deferred to the next meeting.

P11 Committee Evaluation.

The Committee had no comments for the evaluation of the meeting.

P12

Dates of future meetings.

Tuesday 5 September 2023 CFFR sign off only
 Tuesday 3 October 2023 Policy and Resources Committee
 Tuesday 10 October Policy and Resources (September MMAs only)
 Tuesday 28 November (Joint Audit and Risk) Policy and Resources (Finance) - **16.30 start**
 Tuesday 23 January 2024 Corporation (CFFR sign off)
 Tuesday 06 February 2024 Policy and Resources Committee
 Tuesday 19 March 2024 Policy and Resources (Finance)
 Tuesday 23 April 2024 Policy and Resources Committee
 Tuesday 04 June Policy and Resources (Budgeting Group) - Southend Campus

Tuesday 25 June Policy and Resources Committee

There being no further business the meeting ended at 20:10 hrs

Signed.....Dated.....

Meeting of the Policy and Resource Committee Meeting

Matters Arising and actions from previous meetings.

Actions to be confirmed ongoing/completed

Actions confirmed completed will be removed from the table.

Item	Actions	Deadline	Lead	Status
Actions from 26 June 2023				
P3	HR Report- figures for long term sick to be added into the report including the categories for the sickness.	October 2023	RB	
P3	HR Report- agency staff costs to be added into the report.	October 2023	RB	
P4.1	Paper to come forward to Policy and Resources Committee should there be a change in policy around the calculation of depreciation change including a reflection on what is normal for the sector.		DH	
P4.2	3-5 year Strategy to be presented to Policy and Resources Committee.		DH/ZM	
P4.2	Financial Strategy to be presented to Policy and Resources Committee.		DH/ZM	
P4.2	Result of the Collab Group benchmarking exercise to be presented to Policy and Resource Committee.			
P7.1	Capital Update- initial amounts, current amounts and changes to be added into the main body of the report- highlighting clearly if there is any additional capital spend which would need to be approved.		SS	
P7.1	Capital Update- a summary of changes for the Nethermayne Appraisal.		SS	