



**THE WINDSOR FOREST COLLEGES GROUP**  
**RESOURCES COMMITTEE**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF THE WINDSOR FOREST COLLEGES GROUP HELD VIA ONLINE VIDEO CONFERENCE ON WEDNESDAY, 3 MARCH 2021**

		<u>Meeting Attendance</u>
PRESENT:	Kiran Virdee (Chair)	(3 out of 3)
	Kate Webb	(3 out of 3)
	Arden Bhattacharya	(3 out of 3)
	Martin Pritchett	(3 out of 3)
	Angela Wellings	(3 out of 3)
	Tina Coates	(3 out of 3)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Brian Page (Interim Head of Finance)	
	Belinda Tam (Group Director, Human Resources)	
	Gillian May	
CLERK:	Lynn Payne	(3 out of 3)

**PART I**

**AGENDA**  
**ITEM**

**ACTION**

**The meeting started at 6.00pm.**

The Chair welcomed everyone to the meeting and introductions were made for Interim Head of Finance, Brian Page and the new CEO of TWFCG from 12 April 2021, Gillian May.

The Group Principal updated Members on the wellbeing of the former Chair of the Board, Tony Dixon, and colleagues asked for their best wishes to be sent to him. Members felt it would be appropriate to invite Tony back into the College at some stage in the future to give thanks to him for his long period of tenure as Chair of the Board.

1. Apologies for Absence  
There were no apologies for absence.
2. Declarations of Interest  
No Member declared any conflict of interest with items on the agenda.
3. Minutes of the Previous Resources Committee Meeting Held on 2 December 2020  
The Minutes of the previous meeting held on 2 December 2020, having been previously circulated to members, were agreed as an accurate record and the Chair's electronic signature would be applied to the Minutes.  
**All Members were agreed.**
4. Matters Arising from the Previous Resources Committee Meeting Held on 2 December 2020  
This item was presented by the Group Director, Human Resources (GDHR). Members were reminded that at the Resources Committee in December 2020 they had requested an analysis of the ethnicity profiles at all levels of senior staff at the College to be reviewed and a report made to the next Resources meeting. Members noted the report from the GDHR, covering information and updates on the ethnicity profile of all levels of seniority of staff, that the ethnicity of students in 2020/21 across TWFCG, together with the census ethnicity data for the College areas. It was noted in reviewing the data provided for senior management it was clear that the number of staff identified as BAME reduced the more senior the position. There was currently no BAME representation in the Senior Leadership Team. With regard

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to staff and students, the data demonstrated that the highest percentage of staff had identified in the “all white” category, compared to BAME staff. All three Colleges recruited from wide catchment areas and therefore the GDHR said it was difficult to draw comparisons with census ethnicity data from local areas. Members were advised that the next steps proposed were that the data be referred to the next cross college equality & diversity committee meeting for further consideration, discussion and planned actions. Also that there be further analysis of this data and planned actions in future HR reports to the Resources Committee.

**The report was noted.**

5. Standing Agenda Items

a) Risk Management Action Plan 2020/21

This item was presented by the Group Principal. Members were advised of the high risks within the remit of this Committee. The risks were discussed and noted. The Group Principal advised members that there had been a Coronavirus Action Group (CAG) meeting on Monday and she detailed the procedures in place for testing students on their return to College on 8 March.

**The report was noted.**

b) Treasury Management Update & Annual Report 2019/20

This item was presented by the Deputy CEO. Members were advised of the College treasury management activities for 2020/2021. Members were asked to note the latest credit ratings of the College’s approved counterparties and to note the details of the College’s current investments. There was a discussion on the large sums of monies that the College might receive shortly in relation to property matters ongoing and the Deputy CEO indicated that some of the current account deposit sums may be placed on a longer date interest investment to maximise the interest receivable

**The report was noted.**

6. Period 6 Management Accounts to 31 January 2021

The Deputy CEO informed Members that the College’s forecast year-end income and expenditure position reported in the Period 6 management Accounts was for a deficit of £1.404 million. This was noted as £946,000 lower than the £2.350 million approved deficit budget for the year. The Deputy CEO advised members that the forecast, including the exceptional item of £456,000 for the early repayment charge of the Santander bank loan and the expected net gain of £190,000 on the sale of C&E blocks was a deficit of £1.670 million.

The Deputy CEO advised Members that the most significant financial risk to the current and future year’s budgets continued to be learner recruitment and its impact on funding body grant income and tuition fees, as these represented 97% of the College’s income. He said, particularly for the current year, based on current enrolments, adult learners were significantly below those at the same point last year, being around 70% of the funding allocation for the non-devolved ESFA provision and that this represented a key risk. This was noted to be substantially due to Covid-19. Members were advised that the College’s original central contingency provision was £600,000 in order to provide for the significant risks and uncertainties arising from Covid-19. He informed Members an allocation of £300,000 had been made to date from that sum to offset the predicted adult grant shortfall. The current balance in the contingency was £117,000. It was noted there was a forecast underspend of £140,000 in the salaries budget. There was an overall forecast underspend on non-staffing budgets of £280,000. The year-end cash forecast was £7.1 million and this included the impact of some property developments that would be discussed later in the agenda. ESFA “Good” financial health was forecast for 2020/21 and this was higher than the “Requires Improvement” that was forecast in the budget. The Deputy CEO advised members this was because of the significant improvement in the forecast operating deficit compared to the budget.



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Members discussed in general terms the courses run at the College and whether it would be useful to consider different adult courses in order to boost income and this could be considered in due course in the curriculum planning process.

Members congratulated the team for a good forecast outturn with no debt and forecast ESFA "Good" financial health.

**The report was discussed and noted.**

7. Enrolment Report

This item was presented by the Group Principal. Members were asked to note the report and that it would be considered in more detail at the Quality & Curriculum Committee, which would take place after the Board meeting later this month on 10 March. Members noted the analysis of enrolment figures to date for 2020/21. The Group Principal advised Members that, at the time of reporting, 16-18 learner headcount across the College Group was 2,597, being 55 below the required recorded number last year. Apprenticeship enrolments were at 305, adult enrolments at 1,954. Higher Education headcount stood at 94. Members discussed in general terms the different provision at the three Colleges within the Group and wondered whether it would be useful to offer some provision in the heart of Slough and it was noted that the Future Skills Hub should provide such an opportunity.

**Members noted the report.**

8. Health & Safety Spring Term Report

The Group Director HR updated Members on health & safety performance this term, specifically referring to the Covid-19 lateral flow testing arrangements and the risk assessments and health & safety arrangements around providing that. There was a report on accidents and incidents and it was noted there had been 12 reported near miss and hazard observations at Langley, Strode's and Windsor Colleges.

**The report was noted.**

9. Evaluation of Meeting

Members noted that they had contributed well to this meeting with interactive discussions on the treasury management report, the management accounts and enrolments. They felt the papers were sufficient to inform their decisions and recommendations.

10. Dates and Times of Future Meetings and Events

The dates and times of future meetings were noted as follows:

- Scheduled for 6.00pm on Wednesday 5 May 2021
- Wednesday 23 June 2021

11. Any Urgent Business

No urgent business was raised.

**The meeting ended at 7.00pm**

**Key evaluation points from the meeting where Governors felt they made appropriate challenge & added value:**

- Length of the meeting was about right. Length of agenda items: The time spent on each agenda item was appropriate to inform the Committee's decisions and recommendations. The structure of the papers was easy to follow. The papers were clear and the information to support the decision making was fully complete.

In general terms, all items were considered thoroughly on this agenda and thanks given to the Executive for their excellent and comprehensive reports.

Chair .....

Date .....