



## THE WINDSOR FOREST COLLEGES GROUP RESOURCES COMMITTEE

### MINUTES OF AN EXTRAORDINARY MEETING OF THE RESOURCES COMMITTEE OF THE WINDSOR FOREST COLLEGES GROUP HELD VIA ONLINE VIDEO CONFERENCE ON MONDAY 5 OCTOBER 2020

		<u>Meeting Attendance</u>
PRESENT:	Kiran Virdee (Chair)	(1 out of 1)
	Kate Webb	(1 out of 1)
	Tony Dixon	(1 out of 1)
	Angela Wellings	(1 out of 1)
	Martin Pritchett	(1 out of 1)
	Arden Bhattacharya	(1 out of 1)
	Tina Coates	(1 out of 1)
IN ATTENDANCE:	Graham Try (Deputy CEO)	
	Maxine Wood (Principal, Langley College)	
CLERK:	Lynn Payne	(1 out of 1)

#### PART I

#### AGENDA ITEM

#### ACTION

**The meeting started at 6pm.**

The Clerk asked Members to elect a Chair and Vice Chair of the Committee for the next academic year, bearing in mind the annual guidance from the Chair of the Board. The Chair of the Board advised members that he had asked Kiran Virdee to Chair this Committee for the next academic year, and Kiran had agreed.

**All Members were agreed.**

It was agreed the Vice Chair of the Committee would be Tony Dixon.

**All Members were agreed.**

1. Apologies for Absence

There were no apologies for absence received.

2. Declarations of Interest

No Members declared a conflict of interest with any item on the agenda.

3. Period 12 Management Accounts & Provisional Outturn 2019/20

This item was presented by the Deputy CEO. Members were asked to note the Period 12 Management Accounts, including the forecast outturn for 2019/20. The Deputy CEO advised members that the year-end accounts were not yet complete, but nearing completion. Currently they showed a £2.05million deficit forecast. He confirmed this was also £460,000 lower (better) than the forecast deficit period for Period 10.

The Deputy CEO informed Members how the reduction in the deficit (compared to Period 10) had arisen. He advised that there had been an additional £160,000 High Needs income from Slough Borough Council, and there had been an underspend in various supplies and services of £296,000. This mainly related to the closure of the College buildings due to Covid-19 in the lockdown of nearly five months. The Deputy CEO reported good news on the AEG (Adult Education Grant) for the year, in that if the College achieved 68%, as is currently forecast, then all the income would be retained and this would be in the region of an additional £300,000 compared to the current forecast. It was noted this would reduce the current deficit to around £1.8million.

**AGENDA  
ITEM**

**ACTION**

The Deputy CEO reported that this hypothetical reduction in the deficit, should that happen, would still class the College in ESFA “Requires Improvement” financial health, although it would be close to category “Good”. The College’s good cash balance was noted as being over £9million, including the £4.5million in the ESCROW account in relation to the Santander loan. This matter would be discussed further in the Part II agenda.

In relation to the capital budget, it was noted as £916,000 for the year, with a forecast underspend of £37,000. Members of the committee asked questions including in relation to a pay rise for staff. The current budget, did not provide for a staff pay rise, and in this connection the level of surplus cash, was discussed, alongside the current deficit and uncertain times. The Group Principal said that in relation to a staff pay rise, they would wait to see what the guidance was from the AoC. This would be on the agenda for this committee in November.

There was a discussion on the financial health category of the College in relation to other Colleges in the sector, and the dire position many Colleges find themselves in.

The Deputy CEO said he felt there is a risk of informal intervention from the ESFA related to the “Requires Improvement” grade but this is mitigated significantly as the College was so close in point score to the “Good” category and has a very good cash level.

**The Chair thanked the Deputy CEO for his comprehensive report.**

**Group  
Principal &  
CEO**

4. Enrolment Report

This item was presented by the Group Principal. Members were asked to note the analysis of enrolment figures to date for 2020/21. Members were reminded that the report was an early indicator of performance for 16-18 year olds and that the numbers might fluctuate until the census date in November when the final funded number could be confirmed.

It was noted that the enrolment numbers for adults and apprentices varied throughout the year. The Group Principal advised members that in relation to the 16-18 learner headcount across the College group, that Covid-19 had had an unexpected and volatile effect on enrolment. In terms of courses, she referred in particular to NEETs (Not in Education, Employment or Training) and that there were a number of people currently not in education or employment. Members asked how any new demand for adult training and skills, as a result of this position, would be enabled and how this College, compared with other Colleges, would be in demand for more adult training. The Group Principal spoke about the strong and willing College partners, in particular Slough Borough Council and Royal Holloway. She also advised members of the continuing slow trickle of students at school who were still looking to change route and come to the College. The Group Principal cited the scenario where students at school were still looking to change route and coming to the College. The Group Principal referred to the campaign “Safe to Switch” that was being run to enable students who felt they were in the wrong place to change track.

Overall, it was noted Apprenticeship enrolments were at 223. Adult enrolments were at 1,881, which is significantly below last year’s recruitment level by around 20%. This represents a major risk for College funding.. The Higher Education headcount numbers were 61 and currently it was expected that the target would be met.

In relation to 16-18 learner headcount across the College Group, this was noted as currently 2,673 being 26 students above the recorded census number in November 2019.

The Group Principal advised members that there was a risk that if enrolment performance did not improve or maintain numbers by the November census date, that the College may have reduced funding into 2021/22.

**Members noted the report.**



**AGENDA**  
**ITEM**

**ACTION**

5. Evaluation of Meeting  
Members spent much time in discussion on the Period 12 Management Accounts, offering comment and adding value. There were challenges in areas relating to the treatment of the current loan with Santander that would be considered in the Pt II agenda.
6. 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 2 December 2020
7. Any Urgent Business  
No urgent business was raised.
- The meeting ended at 6.45pm**

**Key evaluation points from the meeting where Governors felt they provided 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.

**CHALLENGE**

**There was a lengthy discussion on the financial matters and impact of COVID-19 on that and on enrolments. This was a fully interactive meeting.**

**ADDED VALUE**

**Papers had been comprehensive and fully informed their decision and discussion.**

Chair .....

Date .....