

AQUINAS COLLEGE

RESOURCES COMMITTEE

Date: 13 February 2018

Time: 4.30 pm

Venue: The College

GOVERNORS PRESENT

Miss M Braithwaite, Mr P Carter, Mrs H C Dove, Mr P Horton, Mr D Pearson and Miss A Snape.

Miss M Braithwaite in the Chair.

IN ATTENDANCE

Ms C Vitti Vice Principal

Mrs D Blackburn Assistant Principal

Mr A Moss IT Manager Item 6 only

Mr T Conlon Clerk to the Governing Body

1. APOLOGIES FOR ABSENCE

An apology for absence was received and accepted from Cllr T P McGee.

2. NEW GOVERNOR

The Chairperson welcomed Miss A Snape to the meeting. For the benefit of Miss Snape everyone introduced themselves.

3. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest, which they may have in any of the items on the Agenda for this meeting. No interests were declared.

4. MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the minutes of the meeting held on 1 November 2017 were agreed as a correct record.

5. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes that were not covered by the agenda for the meeting.

6. TECHNOLOGY UPDATE

Mr Moss introduced a paper that had been circulated to all Governors prior to the meeting that provided an update on the Technology Strategy at the college. The hardware at the college was installed as part of the new build which means that it is either at or nearly at end of life. The college has had to make a number of decisions on approaches to dealing with the issues arising both with the hardware (i.e. desktop pc, laptop etc) and with infrastructure. The paper included the following:

a) In April 2017 the college deployed Windows 10 machines in a number of classrooms as display

machines as a pilot. In general terms the pilot went well and a wider roll out of Windows 10 was carried out over the summer.

b) The server infrastructure had to be updated to Server 2016 to support the desktop machines. New display machines were deployed to all classrooms as well as to 2 new media rooms.

c) Over the summer the signage system was changed over from “TriplePlay” software package to “Estream. The signage system controls the large display screens around the college. In addition a cross college warning system called “Alertus” was installed to allow the college to put up emergency messages on all machines.

d) The white boards and projectors in college are in need of replacement so a touch screen display system has been piloted in college. The price of touch screens has reduced significantly and the reduction in weight means that they can be fitted in classrooms without using expensive support brackets. The pilot has gone well so more devices will be installed over the spring half term.

e) The growth of Google Classroom which is an online facility allowing students to submit work electronically and staff to mark online is being widely used by students and staff.

f) In October 2016 the college replaced one of the switch stacks with Brocade switches. The Brocade switches are significantly cheaper than Cisco so the college are replacing more switches this year.

Ms Braithwaite asked how examinations were affected by Google Classroom. Mr Moss advised Governors that only a few examinations are online and they have to be run separately. He added that Google Classroom can be shared by students and that the system can be used outside college.

Mrs Blackburn advised Governors that the college need to replace IT equipment e.g. white boards to be replaced with touch screens at a cost of £2,500 each and that it was proposed to bring forward the replacement to this year. The IT budget for 2017/2018 was set at £145,000, this covered capital and revenue costs. The college would like to bring forward £225,000 from 2018/2019 to this year's budget. Mr Horton asked if there was any benefit in leasing equipment. Mr Moss replied that leasing would limit the life of the assets. For instance, we usually use PCs for 6-7 years but leases would only be for 3-5years so would reduce the flexibility we now enjoy.

Mr Moss advised Governors that the high priority areas would account for £200,000. Mrs Blackburn added that monies are available in the budget this year. Mr Horton asked would it be necessary to go out to tender. Mr Moss replied that it would be necessary to go out to tender for the touch screens but not for the PC's as we have previously tested the market and have a preferred supplier

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After a full discussion it was:

**RESOLVED:** That the Governing Body be recommended to approve the additional £200,000 for the replacement of IT equipment from this year's budget.

Mr Moss left the meeting at this point.

## 7. MANAGEMENT ACCOUNTS

Mrs Blackburn introduced the Management Accounts for January 2018 that had previously been circulated. The Management Accounts were consistent with the budget update.

A discussion took place on the January 2018 Accounts with particular reference to the following:

- a) Pay Expenditure – Mrs Blackburn advised Governors that the pay award for Support Staff was 1% backdated to 1 September 2017. No agreement had been reached on the teachers pay award. An offer of 1% had been made which is likely to be rejected resulting in possible industrial action by teachers.
- b) The surplus year to date is currently shown as £521,000. The monthly results for January 2017 show a surplus of £91,000. The revised outturn for 2017/2018 is £570,000 mainly because of the increase in high needs funding.
- c) The cash flow drops from January 2018 to March 2018 and from April 2018 onwards ESFA income increases.
- d) The Performance indicators show that the college's financial health rating will move from good to outstanding and return to good next year.

Miss Braithwaite asked what was the repayment of strike pay of £1,300. Mrs Blackburn replied that following a court decision deductions for strike pay in relation to teachers should be at a daily rate of 1/365th and not 1/260th that had been used. This meant that staff who had been on strike had to be re-paid the difference plus interest applied of 5%.

If members had any questions on the January Accounts they were asked to contact Mrs Blackburn.

RESOLVED: That the Accounts for January 2018 be received.

#### 8. BUDGET UPDATE 2017/2018

Mrs Blackburn introduced a paper that had been circulated to all Governors prior to the meeting. The budget had been re-forecasted at the end of January 2018 to take account of the increase in high needs funding and income for hiring out the all weather pitch and sports hall. The main points to note are as follows;

- a) The teaching staff and support budgets are being monitored.
- b) The high needs budget is being monitored.
- c) The budget is running as expected.
- d) The overall effect is to increase the cash surplus to £403,000 and the accounting surplus to £573,000.

Miss Braithwaite asked who uses the sports facilities at the college. Mr Pearson replied that it is used mainly by trusted partners who by in large are football groups. Particular reference was made to an organisation called Calm Soccer which discourages Parent touchline interference. There is also Football Disability group once a month organised by Cheshire County FA.

RESOLVED: That the budget position be noted.

#### 9. FUTURE FUNDING METHODOLOGY

Mrs Blackburn introduced a paper that had been issued to all Governors prior to the meeting which showed the anticipated income from the ESFA for 2018/2019. She advised Governors that the college had 2190 students on roll at the census date and this will determine the funding in 2018/2019 which will give the college £9,281,800 a reduction of £160,857 compared with 2017/2018. Confirmation had been received that the per capita amount for a student would remain at £4,000 for those students who have a study programme of more than 540 hours. The High Needs threshold funding will remain at £6,000 per student.

Mrs Blackburn outlined to Governors how the funding is based on lagged funding of student numbers, retention, course weighting, disadvantage funding and large programme funding.

10. FEEDBACK ON RISK REGISTER AND MANAGEMENT ACTIONS

Mrs Blackburn introduced a report that had been circulated to all members prior to the meeting. It gave Governors a brief overview on risk areas which are a focus for the beginning of the Spring term, with particular reference to General Data Protection Regulations (GDPR) which comes in to effect on 25 May 2018. Mrs Blackburn advised members that within college there is a Working Party dealing with the implications of GDPR and that a report will be taken to the next Governing Body meeting in March 2018. GDPR may also be included on the agenda for the Governors Training meeting on 16 May 2018.

Mr Horton advised Governors that he understood that there may be a problem with emailing governors who at the moment are on various email addresses. They may all have to have a college based email address?.Mrs Blackburn undertook to clarify this with the IT department at the college. Mr Horton also reported that he had contacted the Information Commissioner's office and that they had indicated that provided institutions had shown that they had taken reasonable steps to implement GDPR no action would be taken against them prior to the end of the year in order to give institutions time to make changes.

The full Risk Register and Policy are submitted to the Autumn Term Governing Body. The current key areas included the following:

- i) Reduction in funding from the ESFA
- ii) Drop in SFA funding and rise in fee charges for Adult Centre
- iii) High Level ALS
- iv) A Level and BTec Reform
- v) The college overspends its revenue
- vi) Recruitment of students
- vii) Failure to maintain the reputation of the college
- viii) Failure to prepare adequately for GDPR

The report also gave a list of all the Key Risks included in the Risk Register. After a full discussion it was:

RESOLVED: That the report be received.

11. REVIEW OF COMMITTEE TERMS OF REFERENCE

A copy of the current Resources Committee Terms of Reference had been circulated to all members prior to the meeting. After a full discussion it was agreed that no changes needed to be made.

12. ANY OTHER BUSINESS

Data Barring Service (DBS) - Mr Carter ask where were the college up to to in arranging for Governors to be DBS checked. Mr Pearson replied that an email will be sent to Governors in the next few days giving details of the documentation that Governors will need to provide for the DBS process to be completed.

13. DATE OF NEXT MEETING

Tuesday 5 June 2018 at 4.30pm.

Signed \_\_\_\_\_  
Chairperson

Date \_\_\_\_\_