

RESOURCES COMMITTEE

Minutes of the hybrid meeting held on 23 November 2022 at 4.30pm

Present virtually: A Duffety, Vice Chair
C Higgins, Chair
E D'Souza
K Chapman
N Savvas, CEO

In attendance: A McGarel, CFO designate
A Swift, Group Director Estates
A Wheeler, Executive Director Curriculum Initiatives
C Willcocks, Group Director IT
G Grainger, Chief Information Officer
J Raffel, CFO
R Stevenson, Group Operations Director
S Gales, Governance Professional
S Graham, Chief People Officer (part)

Apologies: M Chatt, Deputy CFO

Action

1. **Appointment of Chair and Vice Chair**

The Committee recognised Chris Higgins as the Chair and Alexandra Duffety as the Vice Chair of the Resources Committee for 2022/23, as appointed by the Corporation at their meeting on 13 July 2022.

2. **Declaration of Interests and Apologies for absence**

C Higgins, E D'Souza and N Savvas declared their roles as Trustees of Suffolk Academies Trust. No conflicts of interest in relation to the items on the agenda were declared.

Apologies were accepted from M Chatt.

3. **Minutes of the meeting held on 22 June 2022**

The minutes of the meeting held on 22 June 2022 were **agreed** as an accurate record.

4. **Matters Arising from the meeting held on 22 June 2022**

The matters arising from the previous meeting were complete or are discussed elsewhere in the agenda.

5. **Committee Terms of Reference and Skillset**

Governors received and considered the Terms of Reference and Committee Skillset provided.

Governors discussed the wording of 'to review' and **agreed** to amend the wording to read 'to scrutinize the Executive's review...' and queried whether responsibility 5 is necessary. The Governance Professional to review and propose updated version. Governors **granted delegated authority** to the Committee Chair and Corporation Chair for approval.

Gov. Prof.

6. **Risk Register Extract**

Governors received an extract of the updated Risk Register, with the risks relating to financial matters highlighted. Of these risks, post-mitigation, there were **1 red, 5 amber** and **3 yellow** risks.

Governors discussed the red risks and queried whether the Executive felt confident in the effectiveness of the proposed mitigations to reduce the risk to at least amber by the end of the academic year. C Willcocks summarized the progress to date in improving cyber security. N Savvas asked to review the RAG ratings of these risks with the Executive. Governors asked the next report to show the distance travelled since this report, and the additional mitigations planned to continue to reduce the risks.

C Shepherd

The Committee discussed the ratings and noted that due to the live nature of the Risk Register, further mitigations have changed the rating since the report was circulated. The Committee discussed that risk analysis can be subjective and asked C Shepherd to support risk owners to apply consistent gradings.

C Shepherd

S Graham joined the meeting at 4.45pm

Governors reviewed the risks and **felt assured** that the mitigations proposed will bring the RAG rating down to at least amber by the end of the academic year.

7. Executive Board summary report

7.i. Health and Safety

Governors received and considered the overview report provided which summarised the discussions from the Health and Safety Board. R Stevenson outlined the key points including first aid, analysis of accidents and incidents, fire safety, RIDDOR, risk assessments and statutory compliance.

Governors commended the reports executive summary, though asked future reports to also capture the RAG rating of each section within the executive summary.

S Hart

Governors discussed the purpose of the occupational health surveillance.

Governors discussed the accidents and incidents report and queried how we are tracking trends in order to be able to implement the best mitigations. R Stevenson summarised the approach taken.

Governors noted the impact of campers within the Copse over summer and queried how the College is working with the Police and Borough Council to mitigate against future campers. R Stevenson answered and summarised the legal advice received.

Governors noted the percentage of staff completion of mandatory Health and Safety training and queried how completion of this is managed. R Stevenson summarised how this is managed including with the support of line managers and HR.

7.ii. Sustainability

R Stevenson informed Governors that the Sustainability Board has not met since the last meeting, but is meeting in January and so will report at the next meeting.

8. People Update

8.i. KPI Report

Governors received and considered the paper provided and S Graham outlined the key points. S Graham noted that sickness absence remains below the national average, the total headcount has increased though overall FTE has decreased, staff turnover is slightly lower than for the same period last year, and recruitment remains busy with high success rates.

Governors queried if there is a trend towards flexible and/or fractional working requests. S Graham confirmed that there has been but noted this trend is slowing.

Governors commended the report and the effectiveness of the HR team.

8.ii. Operational/Strategic Updates

The Committee received and considered the paper provided and S Graham outlined the key points including the implementation of the new Group HR system and the development of associated Group HR processes and practices; as well as to support staff wellbeing and development.

Governors noted the funding differences for teaching staff in the schools and academies sector and queried whether this impacts our ability to attract and retain staff. S Graham noted there are differences and confirmed that we are working to update our staff pay

strategy and to align comparable roles across the Group. S Graham was asked to flag the issue with Governors should it begin to become a problem.

9. **Physical Infrastructure Update**

9.i. **Operational/Strategic Updates**

Governors received and considered the paper provided and A Swift summarized the key points in relation to unplanned repair and planned/preventative maintenance, refurbishments, room moves, installation of photovoltaic cells, progress on T-Level bids, fire alarm and detection infrastructure upgrade, extended reality lab, NCTC centre, and the introduction of a FM operation dashboard.

R Stevenson noted that the fire alarm and detection infrastructure upgrade is a planned upgrade that has been allocated within the budget and confirmed that the current system is compliant. Governors queried if there was a fault with the current fire detection system, prior to the completion of the upgrade, whether the building would be unsafe. A Swift confirmed that the fault could be fixed, and the building would remain safe and usable.

R Stevenson noted that we have invested in building condition inspection surveys and are creating a Building Utilisation and Space strategy report. R Stevenson summarised how we are preparing for future capital funding opportunities. Governors commended this approach.

Governors discussed rising energy costs and commended the investment in sustainable technologies.

10. **Virtual Infrastructure Update**

10.i. **KPI Report**

Governors received and considered the paper provided.

Governors commended the report but asked for additional training to support them to interpret the data.

C Willcocks

10.ii. **Operational/Strategic Updates**

Governors received and considered the paper provided and C Willcocks summarized the key points including work to gain the Cyber Essential accreditation, and other large projects to consolidate systems to improve functionality, bandwidth, cyber security, information storage and backups.

Governors noted the importance of end user perception of effectiveness of systems on staff morale and culture and asked what is being done to communicate the improvements to staff. C Willcocks agreed and outlined how we are proactively communicating with staff.

Governors commended the pilot for IT support at NCTC.

Governors commended the progress the team has made on a number of fronts.

11. **Data, Systems and Processes Update**

11.i. **Operational/Strategic Updates**

Governors received and considered the paper provided and G Grainger summarised his role and the key points.

Governors commended the approach and 3-to-5-year plan and requested a future report in six months to show the progress and impact.

G Grainger

12. **Policies**

12.i. **Health and Safety policy**

Governors received, considered and **agreed to recommend** the policy provided to the Corporation for approval, subject to the amendment of typos, an amendment to page 1 to read "To reduce likely accidents and health and safety incidents to a minimum" and

S Hart

an amendment to section two to read “They will appoint a Governor Lead for Health and Safety, who will work with the Health and Safety Manager”.

13. **Any Other Business**

- **Holiday pay ruling**

Governors noted the recent ruling and queried the impact for the College. S Graham and J Raffel informed that this has already been implemented.

- **Capital bids**

R Stevenson noted that we expect further capital bidding opportunities to become available soon, and forewarned of potential opportunities for consideration and approval.

The meeting closed at 6.16pm