

## RESOURCES COMMITTEE

**Meeting to be held on Monday 5<sup>th</sup> February 2018 at 5.00pm**  
**Room 152 Innovation and Collaboration Centre**

### Members:

Joanne Fowler  
 Elizabeth Sparkes  
 Jane Thorns  
 Paul Riley – Principal

### **Associate Member:**

Wayne Taylor

### In attendance:

Olivia Blake – Head of Human Resources  
 Steven Foden – Vice Principal  
 Ross Fuhrmann – Assistant  
 Principal:Guidance  
 Charlie Griggs – Finance Director  
 Anne Pithie -Premises, Marketing &  
 Events Manager  
 Steve Williams – College Director

Joanna Cox - Clerk to the Corporation

## AGENDA

Members are asked prior to the meeting to review the updates of the College Plan and the papers listed below. Please contact the Clerk in case of any difficulties.

	<b>Welcome and start of the meeting</b>		Clerk	5.00pm
<b>17-18.120</b>	<b>Declarations of interests</b> Members are asked to declare any interests they may have in relation to the items on the Agenda.	For the record	Chair	5.05pm
<b>17-18.121</b>	<b>Apologies for absence</b> To be notified to the Clerk by 12.00 noon on the day of the meeting.	For information	Chair	5.07pm
<b>17-18.122</b>	<b>Minutes of the Meeting held on 23<sup>rd</sup> November 2017</b> The committee is required to approve the Minutes as an accurate record for signing by the Chair.	For signature	Chair	5.08pm
<b>17-18.123</b>	<b>Matters Arising from the minutes of the meeting held on 23<sup>rd</sup> November 2017.</b> Any matters arising from the minutes that are not covered elsewhere on the agenda.	For information	Chair	5.08pm

Items for Consideration and Approval				
17-18.124	<b>Financial Resources</b>			
	<b>Financial reports and Accounts</b> (a) Management Accounts, October, November and December.  (b) (i) Mid-year Financial review of Budget and Forecast  (ii) Business plan contribution within catering and the Forest School  (c) Student Union Accounts and Budget Update  (d) ESFA Letter to Accounting Officers, response from Worthing college  (e) Tenders and Contracts Report <i>(verbal update)</i>  (f) Student Enrolment 2017/18, including Apprenticeships and HE  (g) Whole Staff Memo  (h) CONFIDENTIAL ITEM; Update on Worthing Gymnastics Club <i>(verbal update)</i>	For approval   For consideration   For consideration   For approval   For consideration   For consideration   For consideration   For consideration   For information	Charlie Griggs  Charlie Griggs  Paul Riley  Charlie Griggs  Paul Riley  Charlie Griggs  Steve Williams  Paul Riley  Paul Riley	5.10pm
17-18.125	<b>Update on Budget Holders Increasing Revenue</b> <i>Supporting Paper</i>	For information	Paul Riley/ Steven Foden	5.50pm
17-18.126	<b>Curriculum Forum and Set Sizes, Curriculum Resourcing 18/19 Timescales Overview</b> <i>Supporting Paper</i>	For information	Steve Foden	5.55pm
17-18.127	<b>Health and Safety Termly Update</b> <i>Supporting Paper</i>  H and S Policy/statement of intent/spontaneous acts of aggression	For consideration   For approval	Olivia Blake  Olivia Blake	6.05pm

17-18.128	<b>HR</b> <i>Supporting Papers</i>  <b>a) Termly Update</b> <b>b) Staff absence and turnover report</b>  <b>c) Gender Pay Gap Reporting</b>  <b>d) Information and Consultation in the Workplace Agreement</b>	For consideration For approval  For approval  For approval	Olivia Blake  Olivia Blake  Olivia Blake  Olivia Blake	6.15pm
17-18.129	<b>IT</b> <b>(a) Termly Update</b> <i>Supporting Paper</i>  <b>(b) GDPR Update</b> <i>Verbal update</i>	For information  For information	Ross Furhmann  Ross Furhmann	6.25pm
17-18.130	<b>Marketing/Premises/Catering</b>  <b>(a) Termly Update</b> <b>(b) Latest Marketing Plan</b> <i>Supporting Paper</i>	For information	Anne Pithie	6.35pm
17-18.131	<b>Fees and Charges Policy</b>	For approval	Paul Riley/ Charlie Griggs	6.45pm
17-18.132	<b>Conference Planning</b> – requests for training topics to be submitted	For discussion	Clerk	6.50pm
17-18.133	<b>Corporation meeting 19<sup>th</sup> March 2018</b> - Items to be taken forwards to the March Corporation meeting to be agreed.	For discussion	Chair	6.55pm
17-18.134	<b>How have we been a critical friend?</b> Have our decisions recognised or influenced any of our 10 College Promises?	For discussion	Chair	7.00pm
<b>Committee Business Planning</b>				
17-18.135	<b>Any Other Business</b>  Urgent items notified to the Chair or the Clerk in advance of the meeting.	For discussion	Chair/ Clerk	7.05pm
17-18.136	<b>Items for Future Discussions</b>  Members are asked to suggest any issues / items that they would like to discuss at a future meeting of the committee.	For consideration	Clerk	7.07pm
17-18.137	<b>Date of the Next Meeting</b> Monday 25 <sup>th</sup> June	For information	Clerk	7.10pm