

MINUTES

**Policy and Resources Committee Meeting
held via Microsoft Teams
Tuesday 25 June 2024 at 18:00**

Date and timings:	18:00 to 19:17
Location	via Microsoft Teams
Present (PRC Governors):	Lee Freeman (Chair) (LF) Seye Awolusi (SA) Rick Olver (RO) Denise Brown (DB) Group CEO
Clerk to the Corporation	Lana Jackman
Minutes	Carrie Brown- College Group Clerking and Policy Officer
In attendance	Zed Mohammed (ZM) Chief Financial Officer Ansar Mahmood (AM) SECG Vice Principal- MIS, IT and Marketing Roney Brooks (RB) Executive Director People and Organisational Development Adam Fahey (AF) Deputy Principal and CEO- Curriculum and Quality

Apologies

Quorum- meeting was quorate throughout

Item

0.0 Agenda.

1.0 Preliminary items.

1.1 Apologies for Absence.

None.

1.2 Declarations of Interest.

There were no new declarations of interest other than those already standing (*in accordance with the requirements of section 177 of the Companies Act 2006*).

1.3 Urgent items of other business.

None.

2.0 Minutes of previous meeting.

2.1 Minutes of the meeting held on 23 April 2024.

The Minutes of the meeting held on 23 April 2024 were **APPROVED** as an accurate reflection of the meeting.

2.2 Matters Arising.

RO asks if the dispute with the Trade Unions has been resolved? AF confirms it has and there is no formal dispute with any of the SECG Trade Unions. DB details how SECG is looking to build upon the existing relationships with the Trade Unions.

RB notes that SECG- in addition to the 6% pay increase- giving a one off non-consolidated £250 payment in July.

RO asks for the updated EDI report- RB notes that this should be on the SECG website but will check this and has it sent across. **ACTION:** RB to forward the updated EDI report to RO.

3.0 Human Resources.

3.1 HR Report.

The HR report was **REVIEWED AND NOTED** by the Committee.

RB presents the HR report highlighting the sickness absence data. RB details the implementation of the employee assistance programme and the high take up of this.

LF thanks RB for her report. LF notes that sickness absence and staff turnover is reducing and this will hopefully lead to a more stable workforce and improved student experience.

RO reflects positively on the reduced staff turnover rates. RO asks if the Additional Learning Support is provided by an agency? RB notes that a portion of this delivery is internal which is topped up via external agencies.

RB notes that the turnover improvements are a whole college effort.

SA asks about the average number of staff. RB responds that SECG has around 824 staff full time and part time staff.

DB asks if this includes restructured turnover? RB details that it does and the underlining natural wastage turnover is lower. DB details that in 2022 turnover was 12% higher noting that the strategic plan has put a focus on this area driving this positive impact.

ZM details that the agency costs have also been reduced due to the lower turnover.

3.2 Performance Review Compliance Figures.

The Performance Review Compliance Figures were **REVIEWED AND NOTED** by the Committee.

RB notes that the Performance Review Compliance is not as high as SECG expects and these expectations will be reset at the Leadership and Management Conference on Friday. RB adds that some reviews have been completed and not typed up and sent to HR.

LF asks if Performance Review meetings could be recorded on MS Teams and the transcript be used to reduce the typing element? RB notes that this is something that HR are looking into however most of these meetings are happening face to face.

AF notes the Performance Review Compliance is being added into the Head of School compliance.

LF thanked RB for her report.

4.0 Finance.

4.1 Learner Applications 24-25.

The Learner Applications 24-25 were **REVIEWED AND NOTED** by the Committee.

AM presents the learner application report and details the early enrolment process.

LF asks if 19+ being down this year is a trend or if this is something to do with the process? AM responds it is a little of both and SECG is still expecting to meet its adult learner target. DB details the mix and expansive offer for adults which is making the market more complex. DB notes that the adult market is more focused on adults doing short courses and acquiring new skills.

DB comments that HE institutions are suffering from the loss of international learners and are giving a lot of unconditional offers to combat this loss of income- SECG HE numbers are not poor in this context.

RO asks if these include subcontracting? DB confirms it does not.

4.2 Financial Regulations Annual Review.

The Finance Regulations Annual Review was deferred pending the drafting of the new Governance policies which inform the Financial Regulations.

ZM presents a very draft version of the Financial Regulations to give Governors a chance to review and feed into the process. ZM notes that these Financial Regulations have been redrafted to be in line with other FE organisations of SECG's size in the sector. ZM asks the Committee to email him directly with any feedback.

LF asks if there are track changes on the policy? AM notes that once downloaded most of the policies have tracked changes – it was mentioned that it is not possible to view them on GovernorHub. CB adds that the Financial Regulations have been done swiftly to get these to the Board. CB notes that the Fees Policy Annual Review, Anti Bribery and Anti Money Laundering have not been changed.

5.0 Policies.

5.1 Fees Policy Annual Review.

The Fees Policy Annual Review was **RECOMMENDED TO THE CORPORATION BOARD** for approval by the Committee.

ZM notes that this policy has had no major changes since it last came to the Committee.

5.2 Anti Bribery Policy Annual Review.

Anti Bribery Policy Annual Review was **RECOMMENDED TO THE CORPORATION BOARD** for approval by the Committee.

ZM notes that this policy has had no major changes since it last came to the Committee.

5.3 Anti Money Laundering Annual Review.

Anti Money Laundering Policy Annual Review was **RECOMMENDED TO THE CORPORATION BOARD** for approval by the Committee.

ZM notes that this policy has had no major changes since it last came to the Committee.

5.4 Whistleblowing Policy and Procedure.

Whistleblowing Policy and Procedure Annual Review was **RECOMMENDED TO THE CORPORATION BOARD** for approval by the Committee subject to amendments outlined below.

RB presents the document noting that there have been no major changes since it last came to the Committee.

LJ notes on the Whistleblowing Policy that there were a few typographical errors and so too on the Whistleblowing procedure where Phil Brisco email address is shown instead of Adam Fahey. RB notes the amendments. It was noted that CB's job title will need to be changed from 1st July 2024. **ACTION:** RB to make amendments to the Whistleblowing Procedure to remove Phil Brisco's email address and update CB's job title

5.5 GDPR- Information Security Management Annual Review.

The GDPR Information Security Management Annual Review was deferred awaiting the outcome from an Internal Audit.

5.6 GDPR- Data Breach Notification Annual Review.

The GDPR – Data Breach Notification Annual Review was deferred awaiting the outcome from an Internal Audit.

AM gives an update of the Internal Audit Review noting that the recommendations that are due to the lack of notification of data breaches.

6.0 Accountability Statement.

It was **RESOLVED** that the Accountability Statement was **APPROVED** by those Governors on the Committee.

AF presents the Accountability Statement noting the changes that this incorporates the local skills need.
RO confirms that all Governors have been contacted regarding the Accountability Statement.

ACTION: LJ notes that a written resolution will be sent out to all Governors for formal approval.

LF notes that he felt that the document was succinct and would be an effective marketing tool.

7.0 Committee Evaluation.

The Committee agreed to conduct the Committee Evaluation via email outside of the meeting.

LF details the improvement of the reports for the Policy and Resources Committee.

8.0 AOB.

SA asks if the recruitment process has begun to recruit new Governors? LJ responds that this has begun but there is no Policy and Resources Committee in the new structure.

9.0 Dates of future meetings:

Tuesday 2 July 2024 16:00 MS Teams- Budgeting Group

There being no further business the meeting ended at 19:17 hrs.

Signed..... Dated.....

Meeting of the Policy and Resource Committee.

Matters Arising and actions from previous meetings.

Actions to be confirmed ongoing/completed

Actions confirmed completed will be removed from the table.

Item	Actions	Deadline	Lead	Status
Actions from 24 June 2024				
2.2	RB to forward the updated EDI report to RO.		RB	
5.4	RB to make amendments to the Whistleblowing Procedure to remove Phil Brisco's email address and update CB's job title	2 nd July 2024	RB	
6.0	LJ to email all Governors a written resolution to approve the Accountability Statement.	ASAP	LJ	Completed.