

## TRAFFORD &amp; STOCKPORT COLLEGE GROUP

**Minutes of the Resources Committee Meeting  
held on Thursday 14 November 2024 at 1.45pm  
via Microsoft Teams**

<b>Present:</b>	Louise Richardson Alison Hewitt James Scott Graham Luccock Lewis Ormston	(Chair) (Vice Chair) (Principal and CEO)
<b>In Attendance:</b>	Rebecca Clare Dave Fitton Carmen Gonzalez-Eslava Naomi Harrop Michelle Leslie Yvonne Riley Lyndsay Sheridan Henry Taylor-Toone Mark Watson Kelly Wright	(Corporation Secretary) (Director of IT and Digital Services) (Deputy Principal) (Director of Human Resources and Performance) (Vice Principal Corporate Services and Planning) (Assistant Corporation Secretary) (Director of Finance) (Chief Finance Officer) (Director of Estates) (Assistant Principal Planning, Funding and Performance)

**Minute No:****RES/45/24      Election of Chair and Vice Chair of the Resources Committee 2024/2026****Chair of the Resources Committee for the Academic Years 2024/2026**

The Corporation Secretary (CS) sought nominations for the position of Chair of the Resources Committee for the Academic Years 2024/2026.

**Louise Richardson was the sole nomination, and it was unanimously resolved that she be elected to the position of the Chair of the Resources Committee for the Academic Years 2024/2026.**

**Vice Chair of the Resources Committee for the Academic Years 2024/2026**

The Chair sought nominations for the position of Vice-Chair of the Resources Committee for the Academic Years 2024/2026.

**Alison Hewitt was the sole nomination, and it was unanimously resolved that she be re-elected to the position of the Vice Chair of the Resources Committee for the Academic Years 2024/2026.**

**RES/46/24      Apologies for Absence**

The Corporation Secretary (CS) reported that apologies for absence had been received from Jill Bottomley and Jonathan O'Brien.

**RES/47/24      Declarations of Interest**

There were no declarations of either direct or indirect interest in any of the meeting's business items.

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**RES/48/24** **Minutes of the Resource Committee Meeting held on 19 June 2024**

**The minutes of the meeting were approved and accepted as a correct account of the proceedings.**

**RES/49/24** **Matters Arising from the Minutes**

The Chairperson referred members to the previously circulated summary and progress update concerning the actions arising from the minutes and earlier meetings of the Resources Committee.

It was confirmed that all of the actions had been closed with the exception of one item relating to the Procurement Strategy 2024/2027 which had been delayed and was awaiting the release of Procurement Act in February 2025.

**There were no further issues raised by members arising from the minutes.**

**RES/50/24** **People and Culture Annual Plan Update Report including Staff Survey Benchmark Result**

The Director of Human Resources and Performance (DHRP) referred members to the previously circulated People and Culture Annual Plan Update Report.

The report included:

- Review of People and Culture Strategy (P&CS) Action Plan 2023-2024
- Key People Data - KPI's
- Talent Attraction
- Employment Legislation Changes
- Staff Survey Results 2023-2024 – Benchmark against other colleges
- Draft OD Plan 2024-2025

**Review of People and Culture Strategy (P&CS) Action Plan 2023-2024**

It was noted that the annual plan in 2023-2024 was year 2 of the strategy and focused on four priority strands:

- Priority 1 – Organisational culture
- Priority 2 – Attraction of talent
- Priority 3 – Employee and Organisational development
- Priority 4 – Employee experience

There was confirmation that overall progress against the 41 actions had been positive.

Key points highlighted included:

- Two areas RAG rated Red which related to recommendations for a career-based approach for Learning Support roles and a benchmark report for selected enabling roles.
- Work due to be finalised this term and presented to Leadership in respect of Career-based approach for Learning Support roles.
- In respect of the benchmark report for selected roles, it was confirmed that whilst this specific benchmarking was not completed other benchmarking had taken place based on need within the year, particularly in relation to hard to recruit roles.
- One action RAG rated Amber was waiting on figures to be published for new teacher turnover to check in relation to the KPI. The DHRP provided an update and

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confirmed that the action was now Green with the published figure (1.63%) within target.

- 38 areas were RAG rated Green

Key achievements against the priority strands included:

**Organisational Culture:**

- Significant expansion of the cultural alignment programme.
- Implementation of a drive to deliver data for managers to support people management and curriculum objectives.
- 85% of staff responding to the annual survey reported that TSCG values were visible and impactful across the Group and each campus.

**Attraction of Talent:**

- Positive and proactive recruitment campaigns during 2023-24.
- Effectively filled several traditionally difficult roles.
- Utilisation of sector-based work academy for recruitment of Learning Facilitators to effectively resource roles.

**Employee and Organisational Development:**

- Specific development opportunities identified for hard to resource/retain roles such as learning support and construction.
- Development of a career-based approach for learning facilitators.
- Development of Construction staff in relation to key priority areas for the LSIF such as heat pumps, air source and hydrogen awareness.
- Implementation of the One Practice Change for staff leading to various positive initiatives.

**Employee Experience:**

- Continued efforts to reduce workload for curriculum, including additional remission for Programme Leaders for 2024-2025.
- Establishment of a working group to review workload for enabling colleagues and improve processes through digital projects.
- Implementation of a revised approach to flexible working.

**Key People Data – KPIs**

**Headlines Included:**

- Staff absence showing signs of improvement at the start of the academic year compared to the previous year.
- Staff turnover currently at 11.33% for a rolling 12-month period to the end of September 2024 compared to a KPI target for the year of 13%.
- The baseline staff utilisation for 2024-2025 is showing as 88.4% versus a LPI of 85%. It was noted that this is expected to change slightly as managers are currently working through the report to ensure it is representative of teaching hours and remission.
- The KPI for staff progression to team leader and above positions has been set at 45% for 2024-2025 as the Group experienced positive internal progression rates for 2023/2024 of 43%.

**Talent Attraction:**

Since August 2024, it was confirmed that the Group had onboarded 114 new starters, with 64 engaged on a flexible basis as invigilators or enrolment assistants.

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**Employment Legislation Changes**

The DHRP confirmed the following:

- The proposed Employment Rights Bill released on 10 October 2024 with the government planning to consult on a limited number of the proposals in 2025 to inform next steps.
- The bill consists of six parts covering employment rights, pay and conditions, equality, trade unions, enforcement of labour market legislation and some general provisions. It is anticipated that legislation will be agreed in 2026 to enact the bill.
- Work is taking place to identify which proposed changes will affect TSCG policies and procedures.
- An action plan will be produced to plan the development and implementation of any changes.
- The Group will look to adopt best practices in advance of any planned changes where possible.
- Changes to flexible working were implemented in 2023-2024 prior to legislation.
- The launch of the 'right to switch off' for staff in Term 1.

**Staff Survey Results 2023/2024**

The DHRP provided the Committee with an update on staff survey results 2023/2024.

It was noted that the results had been benchmarked against other colleges and included details of the work that had been undertaken to address any areas of concern.

It was confirmed that:

- the overall response rate for the 2023-24 Staff Survey was 71%, significantly higher than the previous year.
- all except four scores were higher than those of similar colleges that participated in the survey, three scores were marginally lower, and one regarding job security was the same.

The DHRP highlighted the measures and initiatives that had been put in place to address any areas of concern following the survey.

**Draft Organisational Development Plan 2024/2025**

The DHRP provided the Committee with a copy of the plan for 2024/2025.

It was noted that the plan is still in development and is expected to be further developed particularly in areas such as digital.

The DHRP commented on the recent sexual harassment legislation (October 2024) and the greater emphasis on organisations to demonstrate how they have actively taken measures to prevent sexual harassment in the workplace. It was confirmed that, as a result, the Group would be implementing mandatory training for all staff and would be looking to develop managers' understanding and skills to support the approach.

It was further confirmed that, as part of the work undertaken to embed a career-based approach for Learning Facilitators, the Group would be incorporating a greater breadth of development opportunities this year.

Questions and comments were invited from members.

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A member raised a question in relation to recruitment challenges and sought clarification in respect of the range of strategies being employed to assist with recruitment issues. The DHRP detailed the various approaches, which included, engaging head-hunters, job design adjustments, and reaching out through different channels and networks. It was confirmed that challenges were addressed on a case-by-case basis.

A member raised a question on the redesign of the appraisal process to support internal progression and asked how this had been communicated to colleagues. The DHRP confirmed that a new section had been added to the appraisal form which provided opportunity to have conversations during appraisal meetings. It was confirmed that managers had been briefed on supporting staff and collating the information.

The Principal and Chief Executive Officer (PCEO) commented on the improved recruitment position compared to the previous year and highlighted the next challenge in relation to scalability, referencing the demand for technical roles and the global nature of Vocational Educational Training (VET) resource challenges.

The Committee commented on the staff survey results and the positive position in relation to the national picture.

**There were no further questions or comments from members and following consideration it was resolved that the People and Culture Annual Plan 2023/2024 update including the staff survey and the Plan for 2024/2025 be received and noted.**

**RES/51/24**

**Final Funding Claims 2023/2024 and Contract Values 2024/2025**

The Assistant Principal Planning, Funding and Performance (APPFP) referred members to the previously circulated report which provided information for the final funding claim submissions in respect of 16-19, adult and apprenticeship funding streams income for 2023-2024 and information in relation to contract values for 2024-2025.

The headlines included:

**16-19 Funding**

- confirmation of the allocation of funding for 16-19 core and T-level programmes for the years 2023-24 and 2024-2025
- that funding was based on the learner numbers and the core programme only, excluding other factors such as bursaries, and grant
- the positive increase that has been seen in the allocation received for 2024/25 due to the increase in the national 16-19 funding band rates and stable learner numbers
- that learner numbers are predicted to remain similar in 2024/25 compared to 2023/24
- that the funding for the T-level programme has increased, with a 45% growth in the uptake of T Level offer between academic years
- that a small clawback is expected on the T Level provision

**Adult Education Funding (now known as the Adult Skills Funding)**

- confirmation of the final funding drawdown against allocation for 2023-2024 and the allocation for 2024/2025
- that clawback is expected against the core ESFA (AEB) 2023/2024
- the positive outcome achieved against the substantial GMCA allocation of 108% against allocation

**Minute No:****Level 3 Skills Guarantee (ASF Local Level 3 and Free Courses for Jobs (FCFJ) Adult L3)**

- confirmation of the separate allocation received from the ESFA in respect of National Level 3 funding, paid and reconciled in line with the adult education methodology
- confirmation that there was no cap on GMCA National Skills Fund and Local Delivery offer with funding being drawn down on delivery and paid the month following delivery

**Apprenticeship funding**

- confirmation of apprenticeship delivery in 2023/2024 detailing levy and non-levy
- confirmation of the significant activity that took place throughout 2023/2024 to ensure that the number of 'data locks' for apprentices reduced and the resulting positive outcome
- plans to embed the new digital online enrolment platform to ensure that the data is accurate from initial sign
- allocation £4,108,000, with a final claim of £3,320,04

Questions and comments were invited from members.

In relation to apprenticeships, a member enquired how the new digital system was working and the APPFP advised of the positive response from teams and the successful pre-launch. It was noted that a number of training sessions had been held and that further support was being provided as and when required during onboarding.

The APPFP explained the process and mechanics in relation to reserving and unlocking funding and highlighted the confidence that funds were now being tracked more effectively. The CFO provided an update on data locks and advised that the expectation is that data locks should now be resolved in a much quicker timeframe.

**There were no further questions or issues raised by members arising from the report and after due discussion and consideration it was resolved that the funding position for 2023-2024 and contract values for 2024-2025 be noted.**

**RES/52/24**

**Partner Subcontracting Update**

The APPFP referred members to the previously circulated report and update on the current position in relation to the Group's Partnership and Subcontracting activity during 2024-2025.

Key points highlighted included:

**16-19 Study Programmes:**

- that subcontracting activity on ESFA (Education and Skills Funding Agency) funded study programmes for young people is in the final year of delivery with Flixton Girls' School.
- Carrington Riding School, Debut Academy of Performing Arts, and Stockport County Football Club remain active for the current academic year.
- Learner numbers remain under plan for most programmes (-37), resulting in an expected saving to non-pay expenditure.
- Partnership arrangements for Altrincham Football Club continue this year, with recruitment on target.

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**Adult Skills Fund and Higher Education:**

- Work ongoing with adult partnership arrangements with Working Wonders and Code Nation.
- Subcontracting arrangement with Xyrius training expected to commence soon.
- That work continues with the HE partnership arrangement with OLC to ensure successful completion and phase out.

In relation to 2023/2024, the position for subcontracted and partnership provision concluded as expected, and in line with the in-year reporting.

Questions and comments were invited from members.

**Action: Assistant Principal Planning, Funding and Performance**

**A member commented on a minor typographical error with respect to Altrincham Football Club which the APPFP undertook to amend.**

**Action: Principal and CEO**

**The PCEO commented on planned future conversations with Governors on the partnership with Stockport County and the impact on the TSCG provision.**

**There were no further questions or issues raised by members and following consideration it was resolved that the Partner Subcontracting Update be received and noted.**

**RES/53/24**

**Learner Numbers and Funding Update November 2024**

The APPFP presented a report which provided a summary update in relation learner numbers and predicted learner funding income.

The APPFP drew the Committee's attention to the following:

**ESFA (Education and Skills Funding Agency) Funding for 16 to 19 revenue funding**

That 16-19 learner numbers currently stood at 99.5% of allocation (96% of the curriculum planning target of 5738).

It was confirmed that continuing enrolment activity throughout the academic year was a key focus, as was ensuring a thorough review on early leavers and a focus on retention.

**16-19 T Levels**

Recruitment in relation to 16-19 T Levels was currently at 235 against an allocation of 335 with a potential clawback of 100k due to under delivery.

APPFP advised, that on review, it was anticipated that the Group would arrive at 5400 16-19 learners for the first college return and that this was 119 below allocation and 99 below the number recruited in 2023/2024. The APPFP confirmed that work continues in Curriculum areas to ensure a late offer is in place.

**Adult Skills Fund (ASF) (ESFA and Greater Manchester Combined Authority)**

It was reported that to date there had been 3,577 enrolments processed on the system against an allocation of 8,926 (40%) for the 2024-2025 academic year.

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It was confirmed that termly tracking for this funding stream appears positive, with further recruitment activity scheduled to take place.

**Tailored Learning (previously known as Community Learning)**

It was reported that to date there had been 834 enrolments recorded against a full year target of 2,277.

**Apprenticeships**

It was advised that 158 new apprenticeship commencements had been recorded against a target of 437 learners.

It was reported that the ambitious goal reflects the Group's commitment to provide apprenticeship opportunities, contributing to the development of a skilled workforce and that the early enrolments signify a positive start to the recruitment campaign.

It was confirmed that apprenticeships planned starts against the internal department tracker are in line with the expected delivery plan and that work continues to ensure enrolments are processed and income is swiftly recognised.

**Higher Education (HE)**

It was advised that HE numbers excluding the subcontracted provision was below target with 502 HE students enrolled in the system against a planned target of 610 enrolments.

**Advanced Learner Loans**

It was advised that with respect to Advanced Learner Loans, 140 active learners had been enrolled against a target of 122.

Questions and comments were invited from members.

A member asked a question with relation to the shortfall in 16-19 student number and T Levels.

The APPFP advised that the shortfall was partly due to late notification from the DfE, which required the Group to review and adjust its T-Level offer. It was also confirmed that some T-Level courses, such as science and art and design, were not viable due to low recruitment. The PCEO advised that there was some learning around T Levels in terms of curriculum planning and the use of data to support allocation and target being achieved.

The PCEO provided further context in relation to the 3-year budget and the internal college target of 5334, for study programmes, and the shortfall in relation to recruitment. The PCEO advised of the emerging stakeholder risk, GMCA and DfE challenges with regards to 16-year-old demographics and the Group's inability to meet demand, primarily in technical areas, as alluded to earlier in the meeting.

**Action: Principal and CEO**

**The PCEO highlighted next steps in terms of the 3-year strategy, managing the shortfall in budget for 2025/2026 and bridging the gap in FY27 to enable the Group to get back on track in terms of learner numbers. It was confirmed that there would be an ongoing dialogue with governors as plans evolve.**

**Minute No:**

**There were no further questions or issues raised from members arising from the report and following due discussion and consideration it was resolved that the Learner Numbers and Funding update report be noted.**

**RES/54/24****The Trafford College Group Draft Annual Report and Financial Statements 31 July 2024**

The Chief Finance Officer (CFO) presented a report which included the Draft Report and Financial Statements (DRFS) for the year ended 31 July 2024.

There was confirmation that the Group was obliged to prepare an Annual Report and Financial Statements (ARFS) to 31 July each year. It was stated that the DRFS were subject to external audit and that the Regularity Self-Assessment (RSA) was subject to assurance engagement. Members were reminded that both documents were required to be submitted to the ESFA for review by 31 December 2024.

There was confirmation that the 'front end' narrative was scheduled to be reviewed by the Audit Committee at its meeting on 18 November 2024 as well as consideration in relation to an assessment of going concern and any events after the reporting period together with the Letter of Representation from the external auditors.

The CFO took members through the narrative of the DRFS and attention was drawn to the following:

- Reconciliation of P12 Management Accounts to Statutory Accounts
- Only 1 adjustment impacting results - £78k adjustment of OfS recurrent grant (CR Income DR Grant Liability) – improving net profit, however no impact on Financial Health or Covenants
- Most adjustments are re-classification between the Management Accounts and the Statutory Accounts. Overall comprehensive income improved by £78k.
- No impact on underlying Ed. EBITDA Financial Health still in line to be Outstanding (to be confirmed once Finance Record is released by ESFA).

In terms of the next steps, it was confirmed that the DRFS would be considered further by the Audit Committee at its meeting on 18 November 2024 and thereafter be presented to the Board of the Corporation on 11 December 2024 for discussion and formal approval. The CFO stated that once approved the accounts would be signed and submitted to the ESFA prior to 31 December 2024 and published on the Group's website in advance of 31 January 2025

Questions and comments were invited.

A member asked a question in relation to emissions reporting and the drive in the rise and it was confirmed that it was due to energy consumption and the slight increase in mileage. It was noted that improved reporting following merger may have also had an impact.

A member sought clarification with regards to pension actuarial reviews, and it was confirmed that latest actuarial reviews took place on 31 March 2020 (TPS) and the 31 March 2019 (LGPS) as detailed in the statements. The CFO advised that the next LGPS review was due to take place in 2025.

**Minute No:**

Further discussion focused on the potential impact of the Virgin Media case, increases in future obligations and trustee awareness. The CFO reported on an update from the Secretary of State at the AoC Conference in relation to the roll out of a pension guarantee for FE colleges that may provide some protection in terms of any future impact. Following due discussion and consideration it was noted that, member (LO) would contact the CFO to provide further insight.

A member sought clarification with regards to the term 'reasonable assurance' and asked what the Group would need to do to achieve substantial. The CFO defined the term and outlined the balance of assurances against cost benefit.

The CFO noted the smooth process, and the positive feedback received from the external auditors and thanked the team for all the hard work undertaken.

**There were no issues or comments raised by members and following due consideration and deliberation it was resolved that the Annual Report and Financial Statements for The Trafford and Stockport College Group to 31 July 2024 be recommended to the Board for approval.**

RES/55/24

**Management Accounts September (P02) 2024/2025**

The Chief Finance Officer (CFO) referred members to the previously circulated report and financial position which included the management accounts for the 2 months ending 30 September 2024.

Key issues highlighted included:

- Year-to-date Ed. EBITDA is £416k ahead of budget due to timing differences in recognising some income lines. The year-end position is still expected to be in line with the budget.
- Further information on income would be available following the R03 ILR submission, and income forecasts will be updated accordingly.
- That there was a shortfall in the recruitment of Higher Education (HE) students, with the current count at 231 against a budget target of 372. It was noted that actions were being taken to mitigate this shortfall.
- Under-recruitment in 16-19 learners with the current count below both allocation and budget targets. The CFO reported that the financial impact for FY25/26 is estimated to be around £2.1m.
- The Employer's National Insurance contribution rate to increase from 13.8% to 15% starting from 1 April 2025, resulting in an additional cost of £200k in FY24/25 and £700k in FY25/26.
- That the combined impact of the 16-19 shortfall and the Employer's National Insurance increase presents a £2.8m challenge for FY25/26.

Overall, the CFO concluded that the Group would need a targeted increase in recruitment by 500 students for 2025/2026.

It was confirmed that actions were being identified to meet the FY25/26 financial plan targets, including potential funding increases, additional income opportunities, curriculum plan adjustments, class size rationalisation, staffing adjustments, non-pay savings, and contingency planning.

Questions and comments were invited from members.

**Minute No:**

The PCEO commented on the October budget, the government commitment and potential benefits.

A member sought clarification with regards to intelligence and to the growth in other colleges and the PCEO advised of a reported general increase due to Greater Manchester demographics and commonalities around construction demand. The PCEO also highlighted the increase in the demand at the Group in Hair and Beauty and advised of a trend for more L1 courses technical courses and less demand for A levels.

A member raised a question in relation to a growth strategy on a medium to long term and the PCEO advised that it was a piece of work that the Executive Team were currently undertaking in line with the six-year Strategic Plan. The PCEO also commented on responsible growth and referred to decisions that had been made in the short term, in relation to recruitment issues and resources challenges to provide a quality experience.

The CFO highlighted marketing research that had been commissioned, particularly around destinations to examine where students come from to ensure targeted marketing.

A member raised a question with regards to construction at Stockport campus and whether any measures can be taken in the next twelve months to accommodate more students in September. The PCEO advised of shorter-term actions in relation to the repurposing of facilities in Bakewell and Whitworth buildings to accommodate high demand areas, such as electrical installation and brickwork. A reference was also made to long term proposals in respect of the Lyme Tower as considered at the previous meeting.

**There were no further questions or comments from members and following consideration it was resolved that the Management Accounts for the 2 months ending 30 September 2024 be recommended to the Board of the Corporation for approval.**

**RES/56/24****Capital Funding update**

The CFO referred members to the previously circulated report and capital funding update.

There was confirmation of the position in relation to Office for Students (OfS) and Department of Education (DfE) capital projects within which it was reported that good progress was being made across all grants.

Key points highlighted included:

- **Office for Students (OfS) Capital and Recurrent Grants:** That the Group had successfully bid for £1.75m in 2022, with additional recurrent capital of £86k.
- **DfE Energy Efficiency Grant:** Grant allocated for energy-efficient measures, with lighting upgrades in Altrincham and Stockport expected to be completed ahead of schedule (mid-February 2025).
- **T-Level Specialist Equipment:** Remaining funds allocated for Creative and Design and Business and Administration with a monitoring return due January 2025.

**Minute No:**

- **Apprenticeships Growth:** £45,000 allocation for the purchase of Lathing and Milling machines used in the delivery of engineering apprenticeships and contingent on confirming 15 new starts before the end of the year.
- **LSIF:** The LSIF fund, awarded in collaboration with other GM colleges, is in its second year. Planned spending includes construction equipment and CAVE installations at Cheadle and Stockport.

The CFO reported on the risks in relation to the Cheadle Cave due to the purchase of the CAVE prior to completion of the new build. It was noted that confirmation was currently being sought that this would be permitted under the funding rules to avoid the risk of claw back

- **RAAC:** Update on the DfE's commitment to reimbursing institutions for RAAC-related remedial works, with £787k spent to date, including portacabin rentals at the Marple site.

**There were no questions or issues raised by members and following consideration it was resolved that the Capital Funding update be received and noted.**

**RES/57/24****Annual Procurement Plan Update**

The Director of Finance (DoF) referred members to the previously circulated report and an annual update on the Procurement Strategy, setting out the performance against the action plan for 2023/2024.

The DoF reported that the team have delivered £300k in savings through procurement activity and through negotiating with existing suppliers, and of this, £208k has been in one-off savings with £92k being recurring, sustainable savings.

The DoF advised that the full schedule would be made available upon request.

It was confirmed that 2023/2024 outcomes have been largely successful with work on some activities still ongoing.

**Action: Director of Finance/CFO**

**It was noted that the procurement action plan 2024/2025 has been put back due to the delay of the Procurement Act and would be presented to governors following the release of the Act in February 2025.**

**Action: Corporation Secretary/ Director of Finance**

A member asked if Governor training could be provided upon release of the new procurement legislation and the Corporation Secretary advised that she liaise with the Director of Finance to arrange relevant training.

**There were no further questions or issues raised by members and following consideration it was resolved that the Procurement Strategy update report be received and noted.**

**RES/58/24****Annual Treasury Management Report 2023/2024**

**Minute No:**

The DoF referred members to the previously circulated report and an Annual Treasury Management update consistent with the requirements of the Treasury Management Policy and Financial Regulations of the Group. There was confirmation that the report also provided an update on performance against the banking loan covenants.

The key issues arising were confirmed to be:

- That the Debt Service Cover Covenant has been met at 31 July 2024
- The loan breakage costs as at 30 October 2024 were £144k however, it was noted, that figures were only indicative as the time of asking (Oct 23: £4k).
- That treasury activity would be limited to placing surplus cash on deposit.

It was confirmed that the report addressed loan capital and interest; loan covenants; loan special conditions; loan security; cash investments; overage to the ESFA (cash sweep); cash flow forecasts; day to day banking; debt write offs; and treasury activity for 2024/2025.

The DoF expanded on the provision made in the year end accounts for a write off for £62k for STEGTA and highlighted that the Group were still waiting on approval from the DfE to write off.

**There were no questions or comments raised by members and after due discussion and consideration it was resolved that the Annual Treasury Management Report 2023/ 2024 be received and the proposals be approved.**

**RES/59/24****EDI Annual Plan Update Report**

The VPCSP referred members to the previously circulated reports and information in respect of progress and outcomes against the Equality, Diversity and Inclusion (EDI) Annual Plan for 2023/2024 and the proposed Action Plan for 2024/2025.

It was stated that an ambitious plan had been developed for 2023/2024 with multiple actions and targets against four EDI strands. Active engagement and monitoring had taken place through the EDI Committee, which included staff from a range of areas, the link governor for the area and a student representative.

**EDI Annual Plan 2023/2024 – Outcomes**

The VPCSP advised that positive progress had been made in most strands.

Key achievements included:

- Ensuring EDI informs the strategic plan and operational plan.
- Expansion of the activities to support cultural alignment and values.
- Delivery of a comprehensive CPD package including development to support students with specific requirements and the ETF Inclusive Leadership course.
- Significant increase in staff disclosing information in relation to protected characteristics (although this remains a challenge).
- Updated process for teaching observations to better support inclusive teaching and scaffolding.
- Expansion of community partnership/social value activities.
- Extension of breakfast/lunch clubs.

Challenges included:

- Disclosure of protected characteristics.

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- Completion of Equality Impact Assessments.
- Student attendance at the committee.
- Due to funding limitations, the Inclusion Allies initiative had not proceeded.

**EDI Annual Plan 2024/2025**

There was confirmation that key priorities included:

- The continuation of cultural alignment and embedding TSCG values.
- EDI as a core commitment of the Strategic Plan 2024/2030 and the commitment to embed supporting strategies such as the Estate Strategy and Digital Strategy.
- Collaboration with trade unions to encourage staff to disclose protected characteristics to enable the Group to monitor and set EDI targets and complete ethnicity and disability pay gap reporting.
- To improve the effectiveness of the EDI Committee in monitoring EDI student data and making recommendations outside of the normal EDI committee cycle.
- To explore how the Group can extend the HE principles and approach of Access and Participation to the FE offer.
- To review the impact of demographics on the changing needs of our learners and national, regional and local skills requirements.

Questions and comments were invited from members.

The PCEO commented on student demographics and the need to get a better understanding of the student population and any shifts in order to respond effectively.

**There were no further questions or comments raised by members and after due discussion and consideration it was resolved that the Equality, Diversity and Inclusion (EDI) Annual Plan for 2023/2024 and the proposed Action Plan for 2024/2025 be received and noted.**

**RES/60/24****Sustainability Annual Plan Update Report**

The VPCSP referred members to the previously circulated reports and information in respect of progress and outcomes against the Sustainability Annual Plan for 2023/2024 and the proposed plan for 2024/2025.

**Review of Sustainability Annual Plan 2023/2024:**

The VPCSP advised that the plan for 2023/2024 had been ambitious and covered four sustainability strands. It was noted that positive progress had been made in most areas.

It was confirmed that a further review against targets would take place at the next committee meeting.

Key achievements included:

- Renewable hub launched at Stockport.
- Costed plan completed against available funding for lighting upgrade and installation of solar panels.
- Reduction in digital estate.
- Achievement of ISO 14001 for Marple and Stockport, in addition to maintaining accreditation for Altrincham and Stretford.
- Shortlisted for 2 Green Gown awards.
- Achieved all “emerging” targets from the current EAUC climate challenge road map along with progress against established and some advanced targets.

**Minute No:**

- Cheadle project on target to achieve BREEAM excellent and bio-diversity net gain.

**Sustainability Annual Plan 2024/2025:**

There was confirmation that the plan details activities agreed upon after consultation with key internal stakeholders and aligns with the overall strategy. It was noted that actions had been set across four strategic themes as highlighted in the plan.

It was confirmed that there was a focus on creating a 'greener estate' across all campuses, combining high-impact actions with efforts to foster engagement.

Key priorities included lighting upgrades, installation of PV arrays, achieving BREEAM excellent for the Cheadle project, actions for a more sustainable digital estate, installation of EV charging points, enhanced waste management, approval of a new procurement strategy, maintaining ISO 14001, and participation in the national colleges 'Green Week'.

Questions and comments were invited from members.

The PCEO reported on the new renewable hub at Stockport and the lack of activity and commented on a member of staff challenge around the decision to use the space for green technology, instead of accommodating electrical installations given the high demand. The PCEO highlighted, as considered earlier in the meeting, the importance of thinking strategically about the curriculum and facilities to ensure that the Group can meet the needs of students and the demands of the job market. The PCEO acknowledged that some decisions had been made quickly due to funding opportunities but moving forward the Group would need to align its projects with long-term strategic goals.

**There were no further questions or comments raised by members and after due discussion and consideration it was resolved that the Sustainability Action Plan be received and noted.**

**RES/61/24****Policies****Information Security Policy**

The Director of IT and Digital Services (DITDS) referred members to the previously circulated report and information in relation to the Information Security Policy 2024/2026.

It was noted there were no significant changes proposed in relation to the Policy.

**Acceptable Staff Use of Generative Artificial Intelligence (AI) Policy**

The CFO referred members to the previously circulated report and information in relation to the Acceptable Staff Use of Generative AI Policy.

The CFO highlighted the following:

- No policy currently in place.
- The policy has been complied with the support of the Data Protection Officer and has been reviewed by the Information Governance Group.
- That the policy covers Generative Artificial Intelligence and its use in the context of the UK GDPR and Data Protection Act 2018, which includes, but not limited to, Teachermatic, Microsoft Co-Pilot, ChatGPT, Bard, and Bing Chat ("AI Chatbots").

**Minute No:**

- New risk on the strategic risk register.
- The policy is the first step in putting safeguards in place to protect staff and the wider Group.

**Action: Chief Finance Officer**

A member commented on the purpose listed on the cover report and the CFO undertook to amend prior to presentation to the Board of the Corporation.

There were no questions or comments raised by members and following due consideration it was resolved that the following polices be recommended to the Board of the Corporation for approval:

- a) Information Security Policy 2024/2026
- b) Acceptable Staff Use of Generative Artificial Intelligence (AI) Policy

**RES/62/24 Any Other Business**

There were no matters raised under any other business.

**RES/63/24 Date of Next Meeting**

The Corporation Secretary advised that the next meeting of the Resources Committee would be held on Wednesday 12 February 2025 at 3.00pm via MS Teams

The meeting closed at 3.15 pm.