Minutes of a meeting of the **Resources, Integration and Change committee**
Held on Tuesday 20th June 2023

Present: John Dernie (Chair), Peter Boucher, Carole Kitching, Shereen Sameresinghe,
Jim Webster, Rob Wheeler

With: Leah Palmer, Deputy CEO/Deputy Principal Curriculum and Learners
Marc Webb, Interim Director of Finance
Peta Fry, Head of HR
Matt Butcher, Chief Commercial Strategy Officer (CCSO) (minutes 265 – 268 only)
Darran Marks, Managing Director Institute of Technology (MD IoT) (minute 265 – 268 only)
Tracy Scaife, Head of Governance

265.   Apologies for absence – none received.

266.   Disclosures of Interest – received from Carole Kitching, Leah Palmer, Peta Fry, Marc Webb and Tracy Scaife with regard to item 9 on the agenda.

267.   Minutes of the last meeting held on 9th May 2023, matters arising and outstanding actions – minutes agreed as a correct record.

Matters arising raised as follows:

(a)   249(b) Any other business – College Wi-Fi and Firewalls – the Principal advised that Peter Boucher and Rob Wheeler had fed back on the report by the Director of Resources and Projects. An external review of IT will also be conducted based on the findings of the recent internal audit.

268.   Institute of Technology (IoT) – presentation by CCSWO and MD IoT received and noted.

The CCSO advised that over the past four months he has been investigating how to increase numbers for the IoT. Branding is being refreshed for the college as a whole and the IoT forms part of the college family but also has its own identity. The Department for Education (DfE), provided they can see progress, are comfortable with current recruitment numbers and confident with the activities being done. More needs to be done with regard to intern

al progression. Apprenticeships and HE courses provide a huge opportunity for growth. Level 3 courses at the college are not strong enough currently but improving these will lead to the growth of levels 4 – 6. Critical success factors were noted. The Business Development team is now fully recruited which will assist with increasing employer engagement – this needs to be trebled by 2025/26.

With regard to employer engagement, it was commented that this has not been done well in the past and needs to be vastly improved. There needs to be a focus on the subject areas that should be offered with employers being over-communicated with rather than under-communicated with.

Gender split is now mandatory in many areas and it is understood that some employers will have targets to meet.

In order to help with recruitment for the IoT members of the committee are asked to tell everyone about the IoT and the courses that are offered and to share the CCSOs contact details, to give their views on provision and to advise the CCSO of any market intelligence.

269.   Committee cycle of business 2023/24 – received and noted.

The committee requested that standing items for every meeting should be added with regard to income projection, HR update, buildings/property/facilities, IT infrastructure and health and safety. The Principal and Principalship team will work on bullets for what these reports should include within the next four to five weeks for agreement by the Chair of the committee.

ACTION: TS to add income projection, HR update, buildings/property/facilities, IT infrastructure and h&s to standing items list; CK, Principalship to work on bullets for report contents

270.   Any other business – raised as follows:

(a)   Jim Webster – the Chair advised that this was the last meeting of the committee that Jim Webster would be attending and thanked him for his contribution.