

BARNSELEY COLLEGE BOARD OF GOVERNORS

MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON 19 APRIL 2016

PART I

PRESENT	S Brian	Governor
	G Beever	Governor
	R Dewar	Governor (Chair)
	P Jagger	Governor
	C Webb	Governor (Principal)

IN ATTENDANCE	A J Oaks (Clerk)
	S Perryman (Chair of Board)
	Y Koursis (Deputy Principal)
	T Johnson (VP Corporate Services)
	L Lawton (VP Finance)
	J Miccoli (VP Teaching, Learning and Student Support)
	V Dalton (VP Funding, Data & Compliance)
P Skelland (Director of Estates)	
P Briscoe (VP Quality)	

APOLOGIES

16.30 Apologies were received from G McSkimming.

The Chair of the Board and the Deputy Principal were welcomed to the meeting.

DECLARATIONS OF INTEREST

16.31 The Chair reminded members of the requirement to declare any financial or personal interests in any agenda items. Members reserved the right to declare any interests should any arise during the course of the meeting. P Jagger declared a standing interest as Chair of Thomas Rotherham College.

MINUTES

16.32 The minutes of the meeting held on 2 February 2016 (Part I) were agreed as a true and accurate record and were signed by the Chair.

MATTERS ARISING

16.33 The Committee received a list of actions arising from previous meetings. With regard to reporting to the Committee on HE income, the VP Funding and Data Compliance undertook to present a report to the next meeting in June 2016.

LEARNER NUMBERS AND FUNDING

16.34 The Committee received a report on Learner Numbers and funding highlighting a shortfall of 245 in 2015/16 for 16-24 year olds. A drop in income for 14-24 year olds reflected the shortfall in learner recruitment and due to the lagged funding model, there would be no in-year clawback from the EFA. The forecast had increased by £300k since the report to the Committee in February. Members asked several questions regarding the impact of the shortfall and whether staff restructuring would impact on numbers. The VP Corporate Services commented that the planned reduction in income was a challenge for certain departments and that his report further on the Agenda would highlight this in more detail.

16.35 With regard to SFA Adult income the VP FDC explained that the SFA's policy was to reclaim any under delivery in work based learning.

Based on current forecasts this indicated a claw back of £231k which had been reported to the Committee in previous meetings and which would be provided for within the financial statements. The forecast included a reduction of £84k from the current contract notified to the College after the budget had been set. In WBL 16-18, figures indicated this to be over budget by £65k. The SFA had increased the College's contract value by £75k for 2015/16 based on the previous years performance and this was expected to be paid in full. A shortfall of £500k in HE funding was consistent with reports and forecast provided previously. The Principal spoke of the demographic downturn and the need to generate more growth in HE and 19+ Apprenticeships, both of which were strategic priorities for 2016/17.

- 16.36 The Committee was given assurance by management that the figures were in line with the 3 year financial plan approved by the Board and further to the VP FDC's explanation of the reasons for the variations the Committee were content to receive the report. The Chair thanked the VP FDC for the report and asked if future reports could show trends compared to the previous report.

HUMAN RESOURCES UPDATE

- 16.37 The VP CS presented the report providing a further update on recent industrial action. Since the strike, the College had, in principle, successfully negotiated recognition rights for the wider teaching staff which now extended to UCU, UNISON, ATL and GMB. A joint statement was due to be released with UCU in this regard. The Chair commended the action, noting that it addressed a key risk on the Risk Register bringing it to a conclusion which was well received by the Committee.
- 16.38 The VP CS advised the Committee of potential restructures in specific departments which were required in order to set the budget for 2016/17. The main driver was to increase financial efficiencies and respond to strategic priorities and the external environment. As in previous years this would take place prior to business planning round 3 and care would be taken to minimise disruption to staff. The VP Quality commented on the rationale around centralising the Maths and English department, which the Committee noted. The Chair thanked the VP CS and the Principal for explaining the rationale and for seeking to minimise the impact on those staff affected.
- 16.39 The Committee were informed of policy changes in respect of DBS which would now only be repeated when staff moved from a non teaching role into a teaching role. This brought about further cost savings. Accident statistics were reported to have fallen substantially, particularly in Construction which was noted positively by the Committee. The Chair reiterated comments from P Jagger in that the impact of the improvement actions in this area were clearly evident.

The Report was noted and received.

EXPENDITURE

- 16.40 The Committee received a report on expenditure which was forecast to be within budget by c£1.6m. Details were provided by the VP CS, who assured members that expenditure continued to be closely monitored through PR meetings. Following a question from the Chair regarding a variance in expenditure on consumables, the VP explained that this figure included around £300k of legal costs within the budget for the Heating and Ventilation case. The VP Finance commented that the budget for the current financial year provided for fees to take the case through to trial. The in year 2015/16 saving of £300k would not be a saving on the case as it was necessary to provide for fees in the 2016/17 budget.

OVERSEAS EXPENDITURE

- 16.41 The Committee received a report summarising staff overseas expenditure from 2014/15 and all student trips for 2015/16 to date. Seventeen trips totalling 169 days and involving 12 members of staff were reported with full details appended. To date in 2015/16, three trips totalling 46 days and involving three members of staff was reported. The VP stated that there were fewer trips this year due to the termination of the TNE department.

The Chair sought clarification of the number of student trips which was provided, and commented that the report demonstrated clearly the amount of management time and effort expended in this area. Members were impressed with the level of transparency provided by the report, which was noted and received.

ANNUAL CAPITAL EXPENDITURE

16.42 The Committee received a report updating it on annual capital expenditure for 2015/16. The VP Finance explained that the budget for Capital expenditure was due to be closed, this running from April to March, to enable a new budget to be produced following business planning. Details of how the budget had been expended was provided. Over the last four years it was reported that over £4m had been spent on capital in IT and IT infrastructure. Governors commented on the level of IT investment particularly college wide and at UCB, noting in particular the issues raised by students at the seminar in January around Wifi and broadband which had resulted in this becoming a strategic priority. Following a comment from P Jagger that the Committee and the Board needed to be clear what actions were being taken to address the issues identified, the Principal referred to the strategic Action Plan covering this area which was in development and could be shared with Governors to provide more meaningful information. Further to a proposal from the Chair, it was agreed that the VP FDC would present the Action Plan for the IT strategy to the next meeting to allow the Committee to scrutinise whether the annual capital expenditure supported the actions being taken to improve the IT infrastructure and learner experience. This would sit alongside the annual capital allocation for 2016/17.

RESOLVED 16.42 **That the VP Funding, Data and Compliance present the strategic Action Plan for the IT strategy including costs to the next meeting.**

J Miccoli joined the meeting.

16.43 The Chair observed that whilst the remaining reports on the Agenda were presented for information, he wished the Deputy Principal to speak to the report on International.

INTERNATIONAL

16.44 The Committee received a report on performance against the international budget line for discussion. The Deputy Principal reported that for International A Levels the forecast had exceeded the planned budget by £13k. The Committee had been informed of the closure of the Transnational Education department previously and noted the £127k shortfall in income, some of which would be mitigated in staff savings. The Deputy Principal spoke of his intention to review the College's priorities around international work to bring about greater efficiency and profitability. He advised that he would be working closely with SLT to develop a three year international strategy covering a variety of international activities that would be explored with a view to generating further growth. He had also arranged a series of meetings with international partners to maintain relationships.

16.45 The Chair congratulated the College on the success with international A levels and thanked the Deputy Principal for providing a greater level of transparency over income and expenditure around this area of activity. Discussion took place on the most appropriate time to report to the Committee on planned developments, the Committee recognising the time required to develop a business plan aligned to student recruitment and other project income. Further to discussion it was agreed that an initial report on income and expenditure be provided to the next meeting, with the strategy being presented in the autumn term.

RESOLVED 16.46 **that the Deputy Principal present a revised International strategy to the Board in the autumn term.**

16.47 The Chair invited members to raise questions on the remaining reports.

The Report on Subcontracting was noted and received.

End of Part I

Signed _____ Chair Date _____