

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 11 MARCH 2026

Membership (7):	*	Kevin Croombs	External Member	Chair
	*	Mike Howe	External Member	Vice Chair
	*	Maria Miller	External Member	
		Arun Mummаланeni	External Member	
	*	Rowena Prenderville	External Member	
		Vacancy (DM)	External Member	
		Vacancy (AB)	Principal	
Quorum:				
		3 required	4 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Gary Clark	Director of Finance (DoF)	
	*	Sammy Dibbern	Head of HR (HHR)	
	*	Greg Devereux-Cooke	Asst Principal Corporate Services (APCS)	
	*	Lorraine Heath	Acting Principal (AP)	
Present at Meeting:		*		

PART 1 - NON-CONFIDENTIAL MINUTES

(5.02pm)		ACTION
1128.	APOLOGIES FOR ABSENCE Arun Mummаланeni.	
1129.	DECLARATION OF INTERESTS The Acting Principal, the Director of Finance, the Asst Principal and the Head of HR declared an interest in Agenda Item 8: Pay Award 2026.	
1130.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified.	
1131.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 27 November 2025 were confirmed as a correct record and were signed by the Chair.	
1132.	MATTERS ARISING There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting.	

1133. (5.03pm)	HR ACTIVITY REPORT A written report was received for information and noted. The HHR took the Committee through her report and highlighted that: • Current headcount had increased to 454, primarily as a result of appointing additional Student Support Assistants • The College's maternity policy had been enhanced further • A number of impending employment law changes would require updates to College policies • Statutory sick pay would be paid from the first day of illness, instead of the fourth day • Interim PDR reviews had gone well, with only 5 outstanding at the time of the F&R Ctte meeting • An internal audit on sickness management had been undertaken by the College's Internal Auditor, with only minor recommendation being made Members sought clarification on several matters raised in the report. In particular, the need for additional training for all staff (including Members of the Corporation) regarding sexual harassment prevention was stressed. (The HHR left the meeting)	
1134. (5.14pm)	MANAGEMENT ACCOUNTS 2025/26: JANUARY 2026 The Management Accounts: January 2026 were received and noted. The DoF advised that the F2 forecast showed an increase of £216k in cash generated from operations, mainly due to the timing of high-needs funding receipts. All other 'lines' in the accounts were as expected. The Balance Sheet was strong; the only 'movement' in it being related to a clawback of the T Level equipment funding related to courses not running. The Financial KPIs showed that five of the six were graded 'green' with the sixth graded 'amber'. Overall, the DoF advised that the College's finances were in a very healthy position. A Member raised a question related to the differing year-end dates operated by the DfE and colleges, and whether there was any impact that that had on the funding and operations of colleges. The DoF advised that there were no substantive issues arising and that the DfE and Treasury were still reviewing options on how best to consolidate college year end arrangements with the government's year end.	
1135. (5.26pm)	PAY AWARD 2026 Minuted under Confidential Minute CF 76.	
1136. (5.34pm)	NEW ACCOUNTING SYSTEM A written report was received and considered. The DoF advised that the College currently used Microsoft's Great Plains as its financial accounting system which was unsupported and had an 'end of life' in 2029. The version in use was an old version, last updated in 2018, and had become overshadowed by cloud-based more user-friendly products. It also used technology and ways of working that were no longer used in the vast majority of finance departments. In addition, there were considerable inefficiencies within the finance department, the provision of management information to others was 'clunky' and not really useable. Given the impending end of life of the current software, it was recommended that the College moved to take advantage of more efficient ways of working, improved management information, and to avoid what could be greatly increased day rates of	

1136. (cont)	consultants as the 2029 date drew nearer and current Users who avoided moving early would all be trying to move at the same time. The DoF highlighted the range of issues (listed in the report) with regards to the current software. He outlined the proposals for the replacement of the current system, the goals and objectives and expected outcomes and impact (all shown in the report). Cost of a replacement system was estimated to be c£50k. In response to a question from a Member the DoF advised that the proposal was for the new system to go live from 1 August 2026. In response to a further question from a Member the DoF advised that it was also the aim to integrate WBTC onto the same system. It was RESOLVED that the replacement of the finance software system, as outlined in the report, be agreed.	
1137. (5.52pm)	ELECTION OF CHAIR OF THE F&R COMMITTEE The Clerk advised that the Term of Office for the Chair of the Finance & Resources Committee was due to expire on 15 March 2026. He called for nominations. One nomination was received. It was RESOLVED that Kevin Croombs be elected Chair of the Finance & Resources Committee for a two-year term of office commencing 15 March 2026. (Proposed by Mike Howe, Seconded by Maria Miller)	
1138.	ELECTION OF VICE CHAIR OF THE F&R COMMITTEE The Clerk advised that the Term of Office for the Vice Chair of the Finance & Resources Committee was due to expire on 15 March 2026. He called for nominations. One nomination was received. It was RESOLVED that Mike Howe be elected Vice Chair of the Finance & Resources Committee for a two-year term of office commencing 15 March 2026. (Proposed by Rowena Prenderville, Seconded by Kevin Croombs)	
1139. (5.55pm)	IT UPDATE A written report was received for information and noted. The APCS took Members through the report and highlighted the range of activities that the IT team were involved with. In particular he advised that disaster recovery testing had been completed in November 2025 and business continuity exercises undertaken. Internal phishing exercises continued to be undertaken. It was noted that since January 2026 35 staff had been 'caught' clicking on internal phishing emails. The Head of IT had met with each member of staff and undertaken appropriate awareness training with each one.	
1140. (6.10pm)	ESTATES AND FACILITIES UPDATE A written report was received for information and noted. The wide range of works undertaken by Estates & Facilities was noted. The APCS highlighted that the Head of Operations (HoO) was absent on sick leave and that an interim HoO had been appointed in order to ensure continuity of service. The F Block window replacement and cladding works had been completed.	

1140. (cont)	With regards to future plans for estate matters, a Member highlighted her concerns related to safety issues along the front side of South Site, where cars had to pass in front of the main steps into the College Reception area, and the potential conflict between vehicles and pedestrians in that area and along the driveway passed the gym. Assurances were sought that there was suitable and sufficient signage and clarity for all users in that area to ensure that there would be no conflicts/accidents.	
1141.	ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business discussed.	
1142.	DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Wednesday 13 May 2026 Wednesday 17 Jun 2026 Wednesday 25 Nov 2026 Thursday 26 Nov 2026 Joint meeting with Audit Ctte (5.15pm)	
(6.43pm)	Meeting closed	

NOTE: General acronyms used in the Minutes include:

Ctte: Finance & Resources Committee
EMT: Executive Management Team
HCC: Hampshire County Council
HR: Human Resources

I&E: income and expenditure
LGPS: Local Gvt Pension Scheme
TPS: Teachers' Pension Scheme
WBTC: West Berkshire Training Consortium

Confirmed as a Correct record		13 May 2026
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