

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## FINANCE & RESOURCES COMMITTEE

### NOTES OF A MEETING HELD ON TUESDAY 13 MARCH 2018

<b>Membership (7):</b>	*	Mike Howe	External Member	Chair
		George Batho	External Member	
		Anthony Bravo	Principal	
	*	Lynne George	External Member	Vice Chair
		Neale Killick	External Member	
		Vacancy (MBS)	External Member	
		Vacancy (PW <i>i</i> )	External Member	
<b>Quorum:</b>		3 required	2 present	Meeting inquorate
<b>In Attendance:</b>	*	Mark Bonnett	Finance Manager (FM)	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Malcolm Quiney	Head of HR (HHR)	
		David Moir	Deputy Principal Finance & Resources (DPFR)	
<b>Present at Meeting:</b>	*			

### PART 1 - NON-CONFIDENTIAL MINUTES

(3.45pm)		<b>ACTION</b>
<b>679.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>George Batho, Anthony Bravo, Neale Killick.</p>	
<b>680.</b>	<p><b>STATUS OF THE MEETING</b></p> <p>The Clerk advised that the meeting was inquorate and that no decisions could be made other than by referring them to the Corporation for approval.</p> <p>It was agreed to continue the meeting on an information-only basis.</p>	
<b>681.</b>	<p><b>DECLARATION OF INTERESTS</b></p> <p>There were no Declarations of Interest made.</p>	
<b>682.</b>	<p><b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business notified.</p>	
<b>683.</b>	<p><b>MINUTES OF THE PREVIOUS MEETING</b></p> <p>The Minutes of the meeting held on 22 November 2017 were confirmed as a correct record and would be signed by the Chair at the next meeting of the Ctte.</p>	

684.	<p><b>MATTERS ARISING</b></p> <p>There were no Matters Arising raised that had not been discussed elsewhere at the meeting.</p>	
685.	<p><b>HR ACTIVITIES AND PRIORITIES</b></p> <p>A written report was received for information and noted. The Ctte was concerned that progress on the completion of the interim PDRs was lower than expected, with only 65% having been completed to date. The HHR stressed that there would be greater robustness in chasing managers and that all reviews would be completed by the end of the spring term. It was proposed that the HHR ask the Principal to add his weight in reminding managers and staff to complete PDRs on time. The HHR confirmed that all probation reviews had been undertaken.</p> <p>The HHR highlighted the outcome of gender pay gap reporting. He advised that the College employed more women than men (312:125), that the mean female pay per hour was 18% lower than the mean male pay per hour, and that the median female pay per hour was 15% lower than the male median pay per hour. In response to a question from a Member he felt that this was primarily attributed to the fact that there were a greater number of males in higher-earning roles. He confirmed that the College had a good open (public) recruitment process, and that he was developing a plan to shrink the pay differential.</p> <p>With regards to the establishment of BCoT Professional Services the HHR advised that it now employed 5 staff.</p> <p><i>(The HHR left the meeting)</i></p>	<p><b>HHR/ Principal</b></p>
686.	<p><b>MANAGEMENT ACCOUNTS 2017/18</b></p> <p>The Management Accounts for January 2018 had been circulated with the agenda. The Management Accounts for February 2018 were tabled for information.</p> <p>In reviewing the February 2018 Management Accounts, the FM advised that the F2 revised forecast showed a slightly larger deficit of -£257k (approved budget -£114k, F1 forecast -£254k). He took the Ctte through the summary of the budget and forecasts (Appendix C of the Management Accounts) and highlighted some of the changes. He highlighted the forecast reduction in income for apprenticeships of -£782k against the approved budget. Overall staff savings against the approved budget were currently forecast at £587k. Cash earned before lagged income into 2018/19 showed a decline from £920k to £561k but remained strong.</p> <p>The Chair stressed his concern at the reduced apprenticeship income but noted that this was a national problem across all colleges.</p> <p><i>(The FM left the meeting)</i></p>	
687.	<p><b>PARTNERSHIP PROVISION 2017/18</b></p> <p><b>1. General Update</b></p> <p>A written report was received for information and noted. The Ctte noted that the College continued to have concerns that LEAD was no longer focusing on BCoT learners, and that could have a detrimental impact on future achievement rates.</p>	

<p><b>687. (cont)</b></p>	<p><b>2. Treloar School and College</b></p> <p>A written report was received and considered. It was noted that the DP Business was in discussion with Treloar School and College to explore delivery options and funding for a range of apprenticeships in health and social care and supporting teaching and learning. She was currently going through the due diligence process and agreeing the costing models and funding levels for each apprenticeship.</p> <p>It was requested that to avoid any unnecessary delay, once that process had been completed, the Ctte be asked to approve a contract of up to £50k for Treloar School and College, subject to satisfactory due diligence.</p> <p><b>However, it was RESOLVED that, in view of the inquorate meeting it was agreed to refer the matter directly to the Corporation for consideration.</b></p>	
<p><b>688.</b></p>	<p><b>ESTATES UPDATE</b></p> <p>A written report was received for information and noted. There were no matters of concern raised in the report.</p>	
<p><b>689.</b></p>	<p><b>IT SERVICES UPDATE</b></p> <p>A written report was received for information and noted. There were no matters of concern raised in the report. It was noted that Ian Ward, Director of IT, had resigned from his post and would be leaving the College in due course. The Ctte expressed its thanks to Ian for his contribution to the College during his time at BCoT.</p>	
<p><b>690.</b></p>	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Business discussed.</p>	
<p><b>691.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday 17 May 2018  Tuesday 19 June 2018</p>	