

# BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

## FINANCE & RESOURCES COMMITTEE

### MINUTES OF A MEETING HELD ON MONDAY 18 MARCH 2019

<b>Membership (7):</b>	*	Mike Howe	External Member	Vice Chair
		George Batho	External Member	
	*	Anthony Bravo	Principal	
	*	Greg Devereux-Cooke	Staff Member	
	*	Lynne George	External Member	Chair
	*	Dave Murray	External Member	
		Vacancy (NK)	External Member	
<b>Quorum:</b>		3 required	5 present	Meeting quorate
<b>In Attendance:</b>	*	Mark Bonnett	Finance Manager (FM)	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Lorraine Heath	Deputy Principal Business (DPB)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
	*	Malcolm Quiney	Head of HR (HHR)	
<b>Present at Meeting:</b>	*			

### PART 1 - NON-CONFIDENTIAL MINUTES

(4.00pm)		ACTION
<b>736.</b>	<b>APOLOGIES FOR ABSENCE</b>  George Batho.	
<b>737.</b>	<b>DECLARATION OF INTERESTS</b>  There were no Declarations of Interest advised.	
<b>738.</b>	<b>NOTIFICATION OF ANY OTHER URGENT BUSINESS</b>  There were no items of Any Other Urgent Business notified.	
<b>739.</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>  The Minutes of the meeting held on 22 November 2018 were confirmed as a correct record and were signed by the Chair.	
<b>740.</b>	<b>MATTERS ARISING</b>  There were no Matters Arising considered that were not discussed elsewhere at the meeting.	

<p><b>741.</b> (4.02pm)</p>	<p><b>HR ACTIVITY REPORT</b></p> <p>A written report was received and considered. The HHR advised that BCoT Professional Services Ltd had now been operating for a year and currently employed 56 staff.</p> <p>With regards to staff sickness, the HHR advised that staff sickness had increased significantly over the same period in 2018 mainly due to general illness. Long term sick had increased to 9 members of staff.</p> <p>The HHR advised further that staff turnover (excluding sessional staff and zero hours contracts) was down to 12.7%, the actual number of leavers being significantly down, mainly due to a smaller workforce.</p> <p>The HHR also advised that the gender pay gap had widened from 17.8% to 19.2%, with men earning more than women despite the ratio of 2:1 women to men employed at the College. He advised that the gap had increased despite the College employing more males in lower quartile paid roles.</p> <p>(The HHR left the meeting)</p>	
<p><b>742.</b> (4.21pm)</p>	<p><b>MANAGEMENT ACCOUNTS 2018/19</b></p> <p>The Management Accounts for January 2019 were received and noted. The DPFR took the Committee through the report. He advised that the forecast surplus in period F3 had, though, been reduced to £382k (from £523k in F2). He also stressed that the core College was forecasting a deficit position of -£522k.</p> <p>With regards to 16-18 funding for 2019/20 the DPFR advised that he was forecasting a further reduction of c£700k.</p> <p>The DPFR advised that apprenticeship funding allocations had now been received and any uncertainty had been removed. In response to a question from a Member he confirmed that any growth in apprenticeships would be through non-levy funding.</p> <p>The DPFR confirmed that all financial PFIs were graded 'green'.</p> <p>The DPFR updated the Cttee on West Berkshire Training Consortium progress. He advised that their core business was exceeding plans and was anticipated to return to a surplus position. However, the problems with the closure of the London operation meant that the gains achieved would be 'lost' and the general overall position would remain in a deficit position for 2018/19, but expected to return to surplus in 2019/20.</p> <p>The Management Accounts for February 2019 had been circulated earlier that day. The DPFR advised that the F3 surplus remained at £382k. He re-iterated that the core operating position of the college was for a forecast deficit of £522k, subcontracted provision generated a £60k contribution and lagged funding and one-offs would contribute £845k in the current year. He stressed that the forecast deficit in core activity was itself almost entirely due to FRS102 LGPS pension accounting adjustments, which were non-cash provisions required in the accounts. He advised further that before the pension adjustments core college activity was at break-even.</p>	
<p><b>743.</b> (4.52pm)</p>	<p><b>PARTNERSHIP PROVISION</b></p> <p>A written report was received and considered. The DPB updated the Committee on progress of the three partners (Learning Curve, LEAD and Eastleigh College).</p> <p>The DPB advised that the Corporation had approved a contract of £600,000 for Learning Curve for the current academic year. However, based on higher than expected College enrolments, she had agreed a reduced contract value with Learning Curve of £400,000 and had adjusted the approved enrolment profile</p>	

<p><b>743.</b> <b>(cont)</b></p>	<p>accordingly. She confirmed that enrolments to date were in line with the agreed plan and the revised contract value was expected to be achieved.</p> <p>The DPB advised further that LEAD had a small contract (£25,000) this year to complete carry-in learners. The learner numbers had increased slightly, as 9 learners returned from a break in learning, so it would be necessary to increase the contract value to £34,000 to accommodate the additional learners.</p> <p>The DPB also advised that the College had been part of a successful Hampshire County Council (HCC) bid to the Construction Skills Fund (CSF) to secure funding to deliver pre-employment training courses to equip learners with the basic skills needed to start work on a construction site. She advised that two of the pre-employment pathways required learners to undertake training in plant machinery and civil engineering. However, the College did not have the facilities at the FSC for this training, and it was intended to engage Construction Industry Safety Training Centre (CISTC) to deliver the plant and civil engineering elements of these 2 pathways. The College had agreed a fixed rate for providing this training and HCC, as the lead contract holder, had approved the arrangements. She stressed that if the College recruited sufficient learners the maximum value this year would be £14,300.</p> <p><b>It was RESOLVED that:</b></p> <ol style="list-style-type: none"> <li><b>1. the current position with the College's contracts with partners be noted,</b></li> <li><b>2. an increase in contract value for LEAD to £34,000 be agreed,</b></li> <li><b>3. the proposed arrangements with CISTC as a partner be approved.</b></li> </ol> <p>(Proposed by Dave Murray, Seconded by Mike Howe)</p>	
<p><b>744.</b> (4.55pm)</p>	<p><b>LIQUIDITY STRATEGY</b></p> <p>A written report was received for information and noted. The FM highlighted the proposed strategy for the College's investments, as outlined in his report.</p>	
<p><b>745.</b> (5.01pm)</p>	<p><b>ESTATES AND FACILITIES UPDATE</b></p> <p>A written report was received for information. The Ctte was pleased to note the good progress continuing to be made.</p>	
<p><b>746.</b></p>	<p><b>ANY OTHER URGENT BUSINESS</b></p> <p>There were no items of Any Other Urgent Business considered.</p>	
<p><b>747.</b></p>	<p><b>DATES OF FUTURE MEETINGS</b> <i>(Meetings commence at 5.00pm unless stated)</i></p> <p>Thursday 16 May 2019  Thursday 20 June 2019  Wednesday 20 November 2019  Wednesday 11 March 2020  Wednesday 13 May 2020  Wednesday 17 June 2020</p>	
<p>(5.04pm)</p>	<p>Meeting closed</p>	