

Confirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON THURSDAY 16 MAY 2019

Membership (7):	*	Lynne George	External Member	Chair
	*	George Batho	External Member	
	*	Anthony Bravo	Principal	
		Greg Devereux-Cooke	Staff Member	
	*	Mike Howe	External Member	Vice Chair
	*	Dave Murray	External Member	
		Vacancy (NK)	External Member	
Quorum:		3 required	5 present	Meeting quorate
In Attendance:		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)	
	*	Colin Willoughby	External Member (Observer)	
Present at Meeting:	*			

PART 1 - NON-CONFIDENTIAL MINUTES

(5.05pm)		ACTION
748.	WELCOME Colin Willoughby was welcomed to the meeting.	
749.	APOLOGIES FOR ABSENCE Greg Devereux-Cooke, Mark Bonnett (Finance Manager).	
750.	DECLARATION OF INTERESTS The Principal and the Deputy Principals declared an interest in Agenda Item 9 Draft Budget (pay award proposals).	
751.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified.	
752.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 18 March 2019 were confirmed as a correct record and were signed by the Chair.	

<p>753.</p>	<p>MATTERS ARISING</p> <p>There were no Matters Arising considered that were not discussed elsewhere at the meeting.</p>	
<p>754. (5.07pm)</p>	<p>HR ACTIVITY REPORT</p> <p>A written report was received and considered. The HHR took the Ctte through the report. He advised that all PDRs had been completed.</p> <p>With regards to staff sickness, it had been noted previously that there had been a significant increase in short term sickness in the current year (especially during the winter period) when compared to the same period in the previous year (2017/18). He had undertaken a detailed review but had not identified any specific factors that had caused the increase. Long term sickness had also increased but all those staff concerned (except for one person) had now returned to work. In response to a question from a Member the HHR advised that the college used the services of an Occupational Health adviser who helped staff with their return to work.</p> <p>The HHR advised also that there had been another successful Well Being Day held for staff. He also highlighted the pending employment tribunal case and outlined progress to date.</p> <p>(The HHR left the meeting)</p>	
<p>755. (5.27pm)</p>	<p>MANAGEMENT ACCOUNTS 2018/19</p> <p>The Management Accounts for April 2019 were received and noted. The DPFR took the Committee through the report and advised that the F4 forecast for the period (after pension adjustments) was for a surplus of £456k. He advised further that the original budget of -£690k had assumed continuation of the record low level of apprenticeship enrolments (a national issue) but that at BCoT these had increased significantly during the current year. In response to a question from a Member he advised that employers appeared to be more 'settled' in the overall process regarding apprenticeships, and that non-levy enrolments had seen the largest improvements. He stressed that the Government had now placed a cap on non-levy apprenticeships and that the college would not receive any additional funding if it exceeded its cap.</p> <p>The DPB highlighted the difficulty of balancing the number of any additional apprenticeship enrolments to cover for withdrawals of current apprentices and to keep within the cap. In addition the DPFR advised that the Government had started to claw-back from employers any unspent levy funding.</p> <p>With regards to the overall financial position for the year the DPFR advised that the surplus was primarily attributable to lagged funding and some one-off contributions, but that this was not sustainable into the next year.</p> <p>The DPFR advised that the financial KPIs were all graded 'green' except for the % of cash generated used for capital that was graded 'amber'.</p> <p>The DPFR highlighted the key assumptions shown in the report. In particular he advised that the drop in FT learners and the increase in the national minimum wage would continue to have a negative impact on the budget.</p> <p>The FSC Bordon was currently forecasting a deficit of -£30k. The DPB advised that learner numbers had not achieved the overall targets. The second programme for HCC had commenced.</p> <p>In response to a question the DPFR advised that the increase in debt in April 2019 was mainly as a result of delays by employers in settlement of invoices raised.</p>	

756. (6.47pm)	PARTNERSHIP PROVISION A written report was received and noted. The DPB updated the Committee on progress of the three partners (Learning Curve, LEAD and Eastleigh College). In particular, she advised that the wind-down contract for carry-in learners with LEAD was coming to an end, with 8 learners due to complete during the current academic year. In addition, the contracts with Learning Curve and Eastleigh College were on target.	
757. (6.49pm)	ESTATES UPDATE A written report was received for information. The Ctte was pleased to note the continuing good progress being made to the College facilities.	
758.	ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business considered.	
759.	DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Thursday 20 June 2019 Wednesday 20 November 2019 Wednesday 11 March 2020 Wednesday 13 May 2020 Wednesday 17 June 2020	
(6.52pm)	Meeting closed	