

Confirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON TUESDAY 19 JUNE 2018

Membership (7):	*	Mike Howe	External Member	Chair
		George Batho	External Member	
	*	Anthony Bravo	Principal	
	*	Lynne George	External Member	Vice Chair
		Vacancy (KJ)	External Member	
		Vacancy (MBS)	External Member	
		Vacancy (PWi)	External Member	
Quorum:		3 required	3 present	Meeting quorate
In Attendance:	*	Mark Bonnett	Finance Manager (FM)	
	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Steve Fussey	Corporation Member	
	*	Lorraine Heath	Deputy Principal Business (DPB)	
	*	David Moir	Deputy Principal Finance & Resources (DPFR)	
		Malcolm Quiney	Head of HR (HHR)	
Present at Meeting:	*			

PART 1 - NON-CONFIDENTIAL MINUTES

(3.25pm)		ACTION
706.	APOLOGIES FOR ABSENCE George Batho (late arrival).	
707.	DECLARATION OF INTERESTS The Principal, the Deputy Principals and the Finance Manager declared an interest regarding a potential pay award, included in Agenda Item 13.1 Budget 2018/19.	
708.	NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified.	
709.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 17 May 2018 were confirmed as a correct record and were signed by the Chair.	

710.	<p>MATTERS ARISING</p> <p>1. HR Activities and Priorities (Minute 700)</p> <p>It was noted that the Head of HR would submit an updated compliance report on PDRs to the Ctte in November 2018 and March 2019.</p>	HHR								
711.	<p>MANAGEMENT ACCOUNTS 2017/18</p> <p>The Management Accounts to May 2018 were received, considered and noted. The DPFR advised that the May 2018 accounts showed a small reduction in expenditure and a slight increase in income that reduced the F2 forecast of -£257k to a revised F3 forecast of -£16k at the year end. He advised further that the largest risk continued to be the achievement of the adult education budget with the need to achieve 97% of the allocation to avoid any clawback by the ESFA.</p> <p>The DPFR advised further that forecast apprenticeship income was down, with overall income also down. However, there had been a positive movement on staff costs with higher than anticipated savings, no spend on restructuring costs, and less sickness pay used. In addition, the college continued to exercise very tight control over expenditure as further savings were expected to be required in 2018/19.</p>									
712.	<p>PARTNERSHIP PROVISION</p> <p>1. Progress Report 2017/18</p> <p>A written report was received for information. The DPB advised that apprenticeship enrolments from non-levy employers with LEAD had ceased and that there would be no further enrolments. Currently there were 105 learners on programme with 79 who were due to complete by 31 July 2018. All learners were being monitored closely due to concerns that LEAD were no longer focussed on BCoT learners which would have a detrimental impact on achievement rates.</p> <p>The DPB advised further that of the three other partners (Smarter Training, Learning Curve and Eastleigh College) two were on course to meet their targets but Smarter Training was not.</p> <p>2. Partnership Provision 2018/19</p> <p>A written report was received and considered. The DPB outlined the proposed contracts with four providers for 2018/19 as:</p> <table border="0" data-bbox="319 1500 1069 1635"> <tr> <td>1. Lean Education & Development (LEAD)</td> <td>£25,000</td> </tr> <tr> <td>2. Eastleigh College</td> <td>£20,000</td> </tr> <tr> <td>3. Learning Curve Group</td> <td>£600,000</td> </tr> <tr> <td>4. Treloar School and College</td> <td>£50,000</td> </tr> </table> <p>The DPB stressed that the total value of the proposed contracts would be significantly lower than in the previous year as the contract with LEAD would be ending during 2018/19.</p> <p>It was RESOLVED that the four contracts for 2018/19 outlined above be agreed. (Proposed by Lynne George, Seconded by Anthony Bravo)</p>	1. Lean Education & Development (LEAD)	£25,000	2. Eastleigh College	£20,000	3. Learning Curve Group	£600,000	4. Treloar School and College	£50,000	
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713.	<p>ANY OTHER URGENT BUSINESS</p> <p>There were no items of Any Other Urgent Business considered.</p>	
714.	<p>DATES OF FUTURE MEETINGS (<i>Meetings commence at 5.00pm unless stated</i>)</p> <p>Thursday 22 November 2018 Thursday 21 March 2019 Thursday 16 May 2019 Thursday 20 June 2019</p>	
(3.39pm)	Part 1 meeting closed	