

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 20 NOVEMBER 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	
	*	Colin Willoughby	External Member	
Quorum:		3 required	6 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)	
Present at Meeting:	*			

PART 1 - NON-CONFIDENTIAL MINUTES

(4.57pm)		ACTION
776.	APOLOGIES FOR ABSENCE Anthony Bravo.	
777.	DECLARATION OF INTERESTS There were no declarations of interest made.	
778.	MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 20 June 2019 were confirmed as a correct record and were signed by the Chair.	
779.	MATTERS ARISING There were no Matters Arising considered that had not been discussed elsewhere at the meeting.	
780.	HR ACTIVITY REPORT A written report was received and noted. The HHR took the Committee through the report and advised that:	

	<ul style="list-style-type: none"> • Staff turnover was down for the fourth consecutive year, • Staff numbers participating in the staff survey were up on 2018 and responses had been very positive, • The employment tribunal hearing date had now been set for May 2020, • The gender pay gap had widened slightly. 	
781.	<p>FINANCIAL STATEMENTS AND FINANCIAL OUTTURN 2018/19</p> <p>Written reports were received and considered. The FM advised that the Financial Statements had been prepared on a group basis and were presented showing the College on its own and after incorporating the results of its two subsidiaries: BCoT Professional Services (BPS) and West Berkshire Training Consortium (WBTC). He advised further that all activity between BCoT and its subsidiaries has been eliminated on consolidation.</p> <p>The FM advised further that the Financial Statements Auditor (Mazars) had concluded their BCoT and BPS audit work and would be issuing an unqualified report to the Audit Committee at its meeting on 27 November. They (Mazars) had also audited WBTC and would be preparing their Financial Statements which would be reviewed at the WBTC Board Meeting on 4 December 2019.</p> <p>The FM also advised that the College's (BCoT and BPS) final outturn surplus of £765k was better than forecast (F5 forecast surplus £527k) and much better than the original budget (deficit of £690k).</p> <p>West Berkshire Training Consortium was reporting a deficit of £35k which was considerably better than the original budget for the year (deficit of £210k).</p> <p>In addition the College and group accounts both included an exceptional one-off surplus arising from WBTC's merger with BCoT of £563k. This reflected the net value of WBTC's assets at 1 August 2018 which were 'acquired' at £nil consideration.</p> <p>The FM advised that the overall position was a very good financial outcome for the group.</p> <p>The Committee recorded its thanks to the FM and his team for the production of a very good set of accounts.</p> <p>It was RESOLVED to RECOMMEND to the CORPORATION that:</p> <ol style="list-style-type: none"> 1. the Financial Statements 2018/19 based on a surplus of £765k for BCoT and BPS be agreed, 2. the result for WBTC of a deficit of £35k be noted. <p>(Proposed by Lynne George, Seconded by George Batho)</p>	
782.	<p>MANAGEMENT ACCOUNTS 2019/20</p> <p>The Management Accounts for September 2019 were received and noted.</p> <p>It was noted that the Management Accounts for October 2019 had been published earlier that day. The DPFR advised that the F1 forecast outturn had been revised down to a deficit of -£490k, compared to the approved budget of a deficit of -£418k. He advised further that this was primarily as a result of additional expenditure related to the increased enrolment of full time 16-18 students in September 2019, with lagged income for the growth not being paid until 2020/21.</p> <p>The DPFR took the Committee through the Management Accounts for October 2019 and advised that increased LGPS costs had been factored-in, and that there had also been an increase in bad debt. He also highlighted that the F1 forecast position for the core college showed an operating surplus of £212k.</p>	

782. (cont)	With regards to the Future Skills Centre, Bordon, the DPFR advised that following negotiations with HCC the rent would remain at the current level up to year 10 of the lease. In addition, there would be two new break-points added at the end of year 5 and year 7. The Committee was pleased to note these changes.	
783.	LGPS REVALUATION RESULTS A written report was received for information and noted. The DPFR highlighted the changes to the employers contribution levels over the next three years that would have a negative impact of c£84-£96k per year. He advised also that the increase in costs from April 2020 would take around 1/3 rd of the increased funding the College was expected to receive based on the increased base rate that had recently been announced.	
784.	BAD DEBT REPORT A written report was received for information. It was noted that four debts (each less than £250) had been written-off by the DPFR or by the Principal.	
785.	PARTNERSHIP PROVISION A written report was received and considered. The DPCPI advised that the College was currently engaged with three partner providers: Learning Curve Group, Eastleigh College and Treloar Trust. With regards to Learning Curve Group, the DPCPI advised that they had already achieved their target enrolment and that there was the possibility that their target might need to be increased. She advised further that if that was required approval would be sought at a future meeting of the Committee. The Committee was requested to consider approving a contract with WBTC to utilise the BCoT Adult Education Budget to support a small number of 19+ adult learners on their (WBTC) functional skills courses. It was RESOLVED that a contract with WBTC with a maximum value of £20k be agreed. (Proposed by Lynne George, Seconded by Mike Howe)	
786.	IT REPORT UPDATE A written report was received for information. The DPFR highlighted proposals to improve the internet links on the two campuses through the installation of a new separate 1gb link to North Site. He also highlighted planned improvements to the print management facility, and the results of a recent test phishing email campaign undertaken within the College.	
787.	ESTATES UPDATE A written report was received for information and noted.	
788.	DATES OF FUTURE MEETINGS (<i>Meetings commence at 5.00pm unless stated</i>) Wednesday 11 March 2020 Wednesday 13 May 2020 Wednesday 17 June 2020	
(7.07pm)	Meeting closed	

Confirmed as a correct record:		12 Feb 2020
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