Confirmed

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 13 MAY 2026

Membership (7):	*	Kevin Croombs	External Member	Chair
	*	Mike Howe	External Member	Vice Chair
	*	Lorraine Heath	Principal	
	i	Maria Miller	External Member	
		Arun Mummalaneni	External Member	
	i	Rowena Prenderville	External Member	
		Vacancy (DM)	External Member	
Quorum:		3 required	3 present	Meeting quorate
In Attendance:	*	Simon Burrell	Clerk to the Corporation (Clerk)	
	*	Gary Clark	Director of Finance (DoF)	
	*	Sammy Dibbern	Head of HR (HHR)	
	*	Greg Devereux-Cooke	Asst Principal Corporate Services (APCS)	
Present at Meeting:	*			
From Minute 1149:	i			

PART 1 - NON-CONFIDENTIAL MINUTES

(5.06pm)		**ACTION**
1143.	**APOLOGIES FOR ABSENCE** Arun Mummalaneni.	
1144.	**DECLARATION OF INTERESTS** There were no Declarations of Interest made.	
1145.	**NOTIFICATION OF ANY OTHER URGENT BUSINESS** There were no items of Any Other Urgent Business notified.	
1146.	**MINUTES OF THE PREVIOUS MEETING** The Minutes of the meeting held on 11 March 2026 were confirmed as a correct record and were signed by the Chair.	
1147.	**MATTERS ARISING** **1. New Accounting System** (Minute 1136) The DoF advised that the implementation of the new accounting system was progressing well and was on track to go live from August 2026.	

1148. (5.08pm)	**HR ACTIVITY REPORT** A written report was received for information and noted. The HHR took the Committee through her report and highlighted that: • Current headcount had increased by two to 456 • Changes in sick pay legislation had been implemented • The whistleblowing policy had been updated to ensure that it was compliant with changes in legislation • Changes to probationary periods were under review following national changes • Annual PDR reviews were to be completed by 31 July 2026 (The HHR left the meeting)	
1149. (5.15pm)	**MANAGEMENT ACCOUNTS 2025/26: APRIL 2026** The Management Accounts: April 2026 were received and noted. The DoF advised that: • The F2 forecast showed cash generation from operations of £187k, slightly behind forecast • Income was also slightly behind forecast, with the single largest variance being from apprenticeships which continued to be difficult to forecast • Pay costs slightly above forecast • The Nursery was on forecast and remained ahead of budget • Cash balances and the Balance Sheet remained strong. • The Financial KPIs showed that five of the six were graded 'green' with the sixth (pay costs as a % of income) graded 'amber'. [Rowena Prenderville and Maria Miller joined the meeting] Overall, the DoF advised that the College's finances were in a very healthy position. A Member raised a question related to unbudgeted additional capital expenditure. The DoF advised that this was primarily related to several remedial items and re-active matters that had been identified and works undertaken to rectify them. In response to a further question from a Member the DoF advised that the deadline to stop receiving additional government funding in respect of the increased NI costs had been pushed-back to September 2026.	
1150. (5.34pm)	**EMERGING BUDGET 2026/27** A written report was received for information. The DoF advised that work was still taking place on the budget; figures had not yet been finalized as business plans were being evaluated and capital expenditure requests still being costed and reviewed. The DoF stressed that the draft budget was based on a number of assumptions both in terms of expected student numbers but also that certain funding (such as employers NI) would continue. Interest income and grant releases were still being modelled. In summary he advised further that the budget for 2026/27 was one of investment as, due to increasing student numbers, the College was investing in appointing heads for the new faculty, investing in new experiences for students and investing in improved cyber security defences.	

1150. (cont)	The DoF highlighted a range of significant changes (shown in his report) that had an impact on the development of the budget for 2026/27. These included (not comprehensive): • Continued student growth in new enrolments and progressing students • Applications for 2026/27 continued to be above the same period for 2025/26 • Due to staff resource constraints in Engineering, there was the possibility of having to cap the student intake • Continuing growth in high needs learners, assuming a small increase in funding via HCC • Apprenticeship income was forecast to drop slightly • Core pay costs increasing year-on-year • The draft budget was based on cash generation of £1,227k. The DoF also advised that in addition to the existing building condition funding of £663k, a further award of £679k had been made to the College; a number of key infrastructure projects had been identified for this additional funding. An indicative capital plan was being developed, costing c£1.1m. However, the capital programme had not been finalised, but the draft budget allowed for up to £1,227k of capital spend to set a cash neutral budget. The EMT had recommended that the College re-invest any cash generated for the benefit of students and staff as opposed to adding to reserves, as the College's reserves policy was already being met. The F&R Ctte considered the matter. **It was RESOLVED that the proposal to re-invest any cash generated for the benefits of the students and staff be agreed.** In presenting his report, the DoF highlighted an area of concern that pay costs as a % of income was at an all-time of high at 72.5%. He stressed that whilst these numbers were higher due to the lagged funding methodology they were what the DfE would evaluate the College on. In addition, the DoF advised that the College was currently in an expansionary phase with increasing student numbers so the lagged funding methodology would produce a higher % than normal. This matter had been raised with the EMT who were aware that incremental staff costs had to be kept to the bare minimum. The same approach was being taken for any replacement roles. However, the DoF stressed that, whilst there was concern in this area, the College was still had a good cash generation result. In addition, there were other factors impacting the % of pay and these included: • Increasing high needs students • "In house" cleaning • "In house" refectory • Vacancy factor decreasing In concluding his report, the DoF advised that due to curriculum reforms and changes in funding methodology it was challenging to accurately forecast at the moment. However, the core budget for 2025/26 would be the starting position for 2026/27 due to lagged funding and with a £2.3m cash generation from operations for core and commercial, even assuming a similar staff cost increase year-on-year of £1.4m, the College's position for 2027/28 was also looking sound.	

1150. (cont)	In response to a question from a Member relating to the proposed changes to LSIP, local government devolution and curriculum reforms, the DoF advised that, currently, he had not, initially, included any allowance for them as the individual or collective impact on the College, and colleges in general, was still an unknow quantity at the current time. However, as matters develop, he would review the budget plans accordingly. The F&R Ctte noted the current draft budget position and that the final draft would be presented to it at its next meeting.	
1151. (6.03pm)	**CAPITAL SPEND** A written report was received and considered. The APCS advised that there was the possibility that several of the planned capex projects would be carried-forward into the next financial year, and that some of the schemes could also now be funded under the DfE's building condition funding program. In his report, the APCS highlighted several additional capital projects: • Foundation learning project includes changing toilets on the B0 floor • Foundation learning refurbishment £270,000 • North Site ILT area layout changes £100,000 • Refurbishment of ladies' toilets North Site B1 floor £22,000 • North Site Boiler replacements £170,000 The APCS advised further that it was the intention of the College to fund these schemes through the condition funding program. However, should that not be possible he requested that the F&R Ctte agree that the schemes be included as part of the capital program funding. **It was RESOLVED that the Finance & Resources Ctte agree in principle to the schemes proposed to be funded from the capital program if they were not supported through the DfE building condition fund.**	
1152. (6.12pm)	**DfE COLLEGE DASHBOARD** A written report was received for information and noted. The APCS advised that the DfE College Dashboard allowed the College to compare its financial performance and forecasts across financial returns, providing historical and forecast information over a six-year period.	
1153. (6.13pm)	**ESTATES AND FACILITIES UPDATE** A written report was received for information and noted. The APCS took the Ctte through his report. He advised that recruitment for the replacement Head of Estates had progressed well and that an offer had been made. In addition, his report highlighted several key matters, including: • Further concerns had been identified with the Lower Concourse roof on North Site; remedial works had been undertaken during the Easter break • A roof and gutter survey had been undertaken and appropriate repairs put in place • The boilers on North Site were at their end of life and a proposal for their replacement had been included in the capital program • One boiler on South Site was also in need of replacement • Several concerns had been identified with the refurbished laundry room, and further works were required to meet safety standards	

1153. (cont)	The Vice Chair of the F&R Ctte noted that there were a number of matters contained in the report that were quite concerning. The APCS advised that all the items referred to in his report were under further consideration and would be prioritised accordingly. He was also due to undertake a full review of the estate during the forthcoming half term break. He also confirmed that, as a priority, a Planned Preventative Maintenance Schedule would be developed by the new Head of Estates.	
1154. (6.49pm)	**IT UPDATE** A written report was received for information and noted. The APCS took Members through his report and highlighted the range of activities that the IT team were involved with. In particular, the APCS advised that: • There had been no known cyber incidents • The College's 'ping castle' score was '1' (very good), with only 38 accounts identified that had non-expiring passwords • There had been no major IT outages since the previous report • Cyber Essentials had been renewed until October 2026 • Disaster recovery testing had been completed in November 2025 It was noted that a new ruleset of Cyber Essentials requested that all staff and students provide multi-factor authentication on all logins, and that this contradicted the College's mobile phone policy. JISC was currently working with IASME (Cyber Essentials provider) to consider how best to overcome this problem. The APCS advised further that the report outlined a number of project currently in hand.	
1155.	**ANY OTHER URGENT BUSINESS** There were no items of Any Other Urgent Business discussed.	
1156.	**DATES OF FUTURE MEETINGS** *(Meetings commence at 5.00pm unless stated)* Wednesday 17 Jun 2026 Wednesday 25 Nov 2026 Joint meeting with Audit Ctte (5.15pm) Thursday 26 Nov 2026	
1157.	**CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING** The Confidential Minutes of the meeting held on 11 March 2026 were confirmed as a correct record and were signed by the Chair.	
1158.	**CONFIDENTIAL MATTERS ARISING** There were no Confidential Matters Arising discussed.	
(7.07pm)	Meeting closed	

NOTE: General acronyms used in the Minutes include:

Ctte: Finance & Resources Committee
EMT: Executive Management Team
HCC: Hampshire County Council
HR: Human Resources
I&E: income and expenditure
LGPS: Local Gvt Pension Scheme
TPS: Teachers' Pension Scheme
WBTC: West Berkshire Training Consortium

Confirmed as a Correct record		17 June 2026