

BASINGSTOKE COLLEGE OF TECHNOLOGY CORPORATION

FINANCE & RESOURCES COMMITTEE

MINUTES OF A MEETING HELD ON WEDNESDAY 14 MAY 2025

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| Membership (7): | * | Kevin Croombs | External Member | Chair |
| | * | Anthony Bravo | Principal | |
| | * | Mike Howe | External Member | Vice Chair |
| | * | Maria Miller | External Member | |
| | * | Arun Mummalaneni | External Member | |
| | * | Dave Murray | External Member | |
| | * | Rowena Prenderville | External Member | |
| Quorum: | | 3 required | 7 present | Meeting quorate |
| In Attendance: | * | Simon Burrell | Clerk to the Corporation (Clerk) | |
| | i | Sammy Dibbern | Head of HR (HHR) | |
| | * | Lorraine Heath | Deputy Principal: Curriculum, Performance and Innovation (DPCPI) | |
| | * | David Moir | Deputy Principal: Finance & Resources (DPFR) | |
| Present at Meeting: | * | | | |
| To Minute 1088: | i | | | |

PART 1 - NON-CONFIDENTIAL MINUTES

| (4.35pm) | | ACTION |
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| 1083. | APOLOGIES FOR ABSENCE There were no apologies received. | |
| 1084. | DECLARATION OF INTERESTS There were no declarations of interest. | |
| 1085. | NOTIFICATION OF ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business notified. | |

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| 1086. | MINUTES OF THE PREVIOUS MEETING The Minutes of the meeting held on 19 March 2025 were confirmed as a correct record and were signed by the Chair. | |
| 1087. | MATTERS ARISING There were no Matters Arising discussed that were not due to be considered elsewhere at the meeting. | |
| 1088. (4.37pm) | HR ACTIVITY REPORT A written report was received for information and noted. The HHR took the Ctte through her report. In particular she advised that: <ul style="list-style-type: none"> • The overall headcount had increased slightly to 421 • PDR reviews were in progress with 95.3% completed • There had been a very well received Wellbeing Day In response to a number of questions from Members, the HHR responded that: <ul style="list-style-type: none"> • There were currently 18 vacancies • Recruitment continued to be a national issue • It was anticipated that the recent Supreme Court ruling on the definition of sex would not have an impact on the College In relation to staff vacancies, the Principal stressed that the critical point came when lessons had to be cancelled and the impact that had on learners. (The HHR left the meeting) | |
| 1089. (4.54pm) | MANAGEMENT ACCOUNTS: APRIL 2025 The Management Accounts to April 2025 were received and noted. The DPFR advised that the main highlights were that the F3 forecast cash generation was £1,659k (budget £1,157k) from total income of £19,845k (budget £19,781k). Capital expenditure had been over-committed and could end the year a little above budget. Nursery income was lower than forecast due to the timing of payments from HCC. All other income sources were as expected. Pay costs were also in line with the forecast in April. Non-pay expenditure was close to the forecast level and was not expected to see a significant saving against budget at the year-end. The DPFR took the Ctte through the Management Accounts and highlighted that: <ul style="list-style-type: none"> • All financial KPIs were good (5 graded 'green', 1 graded 'amber' – pay costs) • Phase 2 of the F Block project had commenced • Cash flow and the balance sheet were good/strong • WBTC was not looking as positive as had been previously forecast mainly as a result of a decline in apprentices due to employers not recruiting In response to a question from a Member related to WBTC, the DPFR advised that net current assets were at £444k, well above the critical level of £250k at which the College's financial support would be initiated. Overall, the DPFR advised that the College finances were stable and looking positive. | |

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| 1090. (5.06pm) | <p>EMERGING BUDGET 2025/26</p> <p>A written report was received for information and noted. The DPFR advised that, overall, the budget plans for 2025/26 were in line with acceptable financial parameters. However, there were still a number of uncertainties, not least of which was the continuing unknown of the level of support from the government regarding the increased Employers NI costs. In addition, projections for 2026/27 did not look as good owing to pressures on income and rising costs. He took the Members through his report and highlighted that:</p> <ul style="list-style-type: none"> • Additional higher needs student enrolments were expected but had not been reflected in the budget plans – additional numbers should receive additional funding from HCC and would incur an equal value of additional costs. • Growth was forecast at 72 full time 16-18 students and had been included in the budget plans • The Future Pathways course would end in July 2025 with students studying either a level 1 course or being enrolled in Foundation Learning next year • Core pay costs would increase by c£1.65m • Uncertainty on the level of support for Employers NI costs, with a concern that any support could reduce further in 2026/27 • Continuing cuts to the Adult Skills Grant • Interest rates expected to continue to reduce <p>With regards to the financial health rating, the DPFR advised that, for 2025/26, the rating would reduce from ‘outstanding’ to ‘good’, based on lower cash generation of £899k.</p> <p>In response to a question from a Member regarding the 2026/27 forecast, the DPFR advised that there would be additional income from the lagged funding based on September 2025 enrolments. However, any increase would be off-set by reductions in adult skills funding, funding for the Skills Bootcamps would end, bank interest rates were lower, and apprenticeship fees from providers would be down. Overall, he anticipated that income would be at a similar level to 2025/26, but with rising costs this would cause an unacceptable drop in the level of cash generation. He emphasised that, in this scenario, there would need to be a reduction in expenditure.</p> | |
| 1091. (5.40pm) | <p>PARTNERSHIP PROVISION 2024/25</p> <p>A written report was received and considered. The DPCPI advised that the College currently had one contract (with WBTC) to deliver functional skills qualifications with a maximum contract funding value of £50,000. It was noted that there were 32 apprentices enrolled to date, all of whom were expected to complete by July 2025.</p> | |
| 1092. (5.42pm) | <p>ESTATES & FACILITIES UPDATE</p> <p>A written report was received for information and noted. The DPFR highlighted the wide range of activities that continued to be undertaken by the Estates Team.</p> | |
| 1093. (5.52pm) | <p>IT UPDATE</p> <p>A written report was received for information and noted. It was noted that Disaster Recovery testing had been carried-out successfully. Recruitment of an engineer to allow the transition of the server engineer to the director of IT post was taking longer than had been hoped.</p> | |

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| 1094. | ANY OTHER URGENT BUSINESS There were no items of Any Other Urgent Business discussed. | |
| 1095. | DATES OF FUTURE MEETINGS <i>(Meetings commence at 5.00pm unless stated)</i> Wednesday 18 Jun 2025 Wednesday 26 Nov 2025 (Joint meeting with Audit Ctte) Thursday 27 Nov 2025 | |
| 1096. | CONFIDENTIAL MINUTES OF THE PREVIOUS MEETING The Confidential Minutes of the meeting held on 19 March 2025 were confirmed as a correct record and were signed by the Chair. | |
| 1097. | CONFIDENTIAL MATTERS ARISING There were no Confidential Matters Arising. | |
| (6.00pm) | Meeting closed | |

NOTE: General acronyms used in the Minutes include:

Ctte = Finance & Resources Committee
HCC = Hampshire County Council
HR = Human Resources

LGPS = Local Gvt Pension Scheme
TPS = Teachers' Pension Scheme
WBTC = West Berkshire Training Consortium