

# MINUTES



## RESOURCES COMMITTEE MEETING

Date: Tuesday 16 January 2024  
Time: 5.00pm  
Venue: Boardroom / Videoconference

### Present:

Dr Andrew Roberts (Chair)  
Dr Bill Webster (Principal)  
Kate Flood  
Dr Tony Unsworth  
Prof George Holmes

### In Attendance:

Garry Westwater (Executive Director of Finance)  
Jane Marsh (Executive Director of HR and Estates)  
Tim Openshaw (Asst. Vice Chancellor, UoB)  
Deborah Bradburn (Clerk)  
Jill Hebden (Minute Taker)

## 1. SECTION A - BUSINESS MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 1.1 Welcome to Members

The Chair welcomed members to the meeting, which commenced at 5.00pm.

### 1.2 Apologies for absence

No apologies for absence had been received.

### 1.3 Declarations of Interest

The Chair reminded everyone present to declare any interests that they may have on matters to be discussed.

### 1.4 Request for an item to be unstarred

No requests were made.

### 1.5 Minutes of the previous meeting held on 26<sup>th</sup> September 2023

The minutes of the meeting held 26 September 2023 had been previously circulated to members for consideration.

Agreed : that the minutes are approved as a correct record and authorised for publication.

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## 1.7 Matters arising from the Minutes and Action Progress Log

The Executive Director of Finance provided an update on the expenditure incurred in relation to 'Golden Hellos', the information would also be provided at the next Board meeting. All other matters on the action progress log from the previous meeting had been completed.

## 2. SECTION B - COLLEGE MATTERS FOR CONSIDERATION UNLESS INDICATED OTHERWISE

### 2.1 Financial Update – LEO1 Update

The following update was provided by the Executive Director of Finance:

- The College financial health had self-assessed as 'Good' for financial year 2022/23 with the year-end submission completed and returned to ESFA.
- The financial statements for 2022/23 had been uploaded to the College website.
- A review of all curriculum areas had been undertaken with ongoing recruitment for adult education, community learning and apprenticeships.
- There was the potential clawback on T Levels of circa. £135k - £200k.
- There was very limited scope in reducing non-pay with the College already 15-20% below the sector average. 2007-2011 (2004-2007) (2011-2014) (2014-2017) (2017-2020) (2020-2023)

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- The impact of the changes made this year will not be seen until next year. What has changed in the last 5 months that has altered the budget?

There have been two levers, the lower recruitment to T Levels and the increased pay award.

- If learners have not enrolled on T Levels, what are they doing instead?

In the main they have enrolled onto other Level 3 courses at the College. The main reason behind this is not having a Grade 4 in English and maths that they need to meet the T Level entry requirements. Although this can be waived at the discretion of the College, without the Grade 4 learners would find the T Level qualification very difficult.

- Do we understand the return on investment by curriculum area?

Departments are broadly expected to work on a ratio model that is Pay: Income 50%; Non-Pay: Income 4% and a 46% return margin. However, this is more achievable for some areas e.g. classroom-based. Other material intensive areas such as construction and catering will not hit the 46% target. Areas are challenged to improve their margin of return year on year.

- The fundamental issue is managing the covenant, would it be possible to refinance?

We are unable to re-broker the loan as we are no longer able to borrow money. The only possibility we have is asking the bank to reconsider the existing loan covenants. The discussion has been had with DfE regarding the Treasury taking over the loan however there are £1m break costs involved.

- Can additional payments be made on the loan without penalty?

Yes, we can pay in £250k tranches. We could pay the loan early but this would require DfE approval.

- Do we need to rethink the STEM and digital ne Td [(k)4 ( (g)10 di)og (R)20063245 SL2 0 VED

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- Whilst total income was ahead of budget there had been an increase in costs, particularly staffing costs. Together with the new build costs for the STEM and digital building would result in a fall in year-end cash.
- An update had been made against all quality measures that related to the staffing instability and impact that it had had on the quality of education. This would be reviewed in more detail at the Standards and Quality Committee on 26 January.

## Governor Questions :

- What is the headcount of staff and the ratio of teaching to non-teaching?  
There are currently circa 445 FTE staff. It is fairly equal teaching to non-teaching staff with slightly more support staff. The College is looking at in-house support and how this can be delivered differently.
- What can be done around HE as there seems to be a continuing over prediction and under performance?  
Some of the HE provision is converting into apprenticeships and HTQs. Discussions are underway on options as a University Group, it would however be difficult for the University to recover money from the College on any pre-entry/foundation level due to the Managing Public Money regulations.

## RESOLVED:

The Committee noted the contents of the KPI Summary Dashboard.

## 2.3 Health and Safety Update

The Executive Director of HR and Estates presented the Health and Safety Update, highlighting the following points:

- The speed gates were in place and fully functional and had been well received by both staff and students.
- Confirmation had been received that RAAC was not present in the College main campus buildings or at the Deane and Derby community centres.
- The adiabatic chillers had been replaced through ESFA capital funding.
- The College had passed the recent full fire inspection with two minor issues.

Governor Questions :      ?<</MCID      47      >>BDC8.132.36      -1.57      Td [(G)-3      (ov

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## 2.4 HR Mid-Year Review

The Executive Director of HR will present the mid-year review of the HR function to the Board of Governors.