

Brooklands College

Minutes of the Resources Committee held at 18.00 on 4 March 2020 in Room MC5,
Weybridge Campus.

Present:	Fred Gray Andrew Baird Melanie Harding Andrew Barrett	Chair Chair of Governors Staff Governor
In Attendance:	Dr Stephen Dowbiggin OBE Shereen Sameresinghe Sarah Glasspool Jonathan Lipscomb	Interim CEO COO Director of Finance Clerk to the Governing Body
Apologies:	Richard Rawes	

PART 1

1. Action in the event of fire

Action to be taken in the event of fire was noted.

2. Welcome and apologies

An apology had been received from Richard Rawes who is travelling. The meeting was confirmed as quorate.

3. Declarations of Interest

- i. Andrew Baird declared his other relevant positions as Chair of South Orbital Colleges and as Chair of the Educational Administration Advisory Group at Hadlow College.
- ii. No other declarations of interest were made.

4. Notification of Any Other Business

The Chair had not been notified of any other business.

5. Draft Minutes of the Resources Committee Meeting on 13 November 2019 Draft Minutes of the Joint Audit & Resources Committee on 27 November 2019

No substantive changes to either draft were requested and following the correction of typographical errors, the Resources minutes will be signed by the Chair of the Resources Committee and the Joint minutes signed by both the Chair of the Audit committee and the Chair of the Resources committee.

6. Matters Arising and Action Points from the Minutes of the Meeting.

Noted:

- i. The Interim CEO confirmed, in relation to item 10. of the previous meeting that the College did not have a Service Level Agreement with the MIS department. One will be assembled.
- ii. He believed that the requirement for the MIS Manager to attend the meeting had been superseded by stronger reporting.
- iii. The Senior Management Team continued to push for a dashboard, an excellent example of which had been developed in-house for displaying attendance data.

8. Capital Expenditure

Noted:

- i. There are no new items of capital expenditure to report.
- ii. The Ashford Hair & Beauty Salon tender report will be submitted to the Full Governing Body at their meeting on 25 March.
- iii. Five tenders have been received.

9. Finance Update [RES 1920-06]

9.1 January 2020 Management Accounts

The Director of Finance reviewed the January Management Accounts.

Noted:

- i. The only significant change since the report's December counterpart was the forecast for income from apprenticeship programs being greatly reduced along with corresponding sub-contractor and partnership costs. The nett effect is a small increase in the projected deficit.
- ii. AEB income is now forecast to be £730K (-£20K) but other savings when identified on non-pay.
- iii. The College was seeking £400K of savings against the financial plan specifically on staff costs and if this continues then a deficit of £667K for the year against a plan of £723K is anticipated.
- iv. This is not quite enough to make it cash neutral -£174K against -£133K
- v. The costs of the Hair & Beauty Salon and the Estates Strategy have been capitalised meaning that the College will have capitalised £450K. It is important that this continues to be justifiable otherwise it would make sense to write the sum off ahead of any SPA.
- vi. The Interim CEO confirmed that the external audit partner is content with capitalisation figures for 2018/19 but any SPA materials will include a projection for 2019/20. It was agreed to keep the sum and its component parts under review to enable approved write-offs.
- vii. If we don't achieve a reduction in the deficit then there will be additional cashflow risks.
- viii. Staff have been made aware of the College's ambition to be cash neutral for the year. They have been very responsive about increasing income in nett terms, for example exploring potential apprenticeships that would be attractive in the event of an SPA Review.
- ix. Recruitment of 18-19yrs is up by 9%.

- x. The CEO remains very positive.

9.2 Finance section of the College Improvement Plan

Noted:

- i. Incorporates FEC recommendations
- ii. The Director of Finance considered those marked in red under the RAG system
 - a. Curriculum planning is just getting started and is linked to the sector-wide staffing target of 65% across the sector. The original forecast was for 66% but the current forecast is for 68%.
 - b. Inflated by removal of sub-contractors associated with JAR and also tight control of non-pay which makes pay a higher percentage of the whole.
 - c. There existed a 2% target for surplus for 2021/22 but in the IFMC this is now given as 'Break-even'.
 - d. Probably 3a.4 will turn red now as cash-neutral position now unlikely to be achieved.
- iii. The whole College Improvement Plan will go to the Full Governing Body on 25 March 2020.

9.3 Bank Covenant Update

Noted:

- i. The Letter from Barclays of 19 February 2020 (circulated) set out the details of the most recent meeting of 30 January.
- ii. Committee members were asked in particular to note that Barclays had since been given access to the IBR report and the valuation of the estate by the PMO/ESFA.
- iii. The next meeting with the College will be on 31 March.

9.4 Fee Policy 2020/21

Noted:

- i. Approval of the College's Fee Policy is an annual requirement of the Governing Body
- ii. There had been very few amendments made. Main change is now only to ask for 30% fees up front instead of 50% to help with enrolments
- iii. Finance Officer has been an excellent debt collector, acting in a pleasant and constructive manner but she will be leaving the College soon.

Resolved:

- i. To recommend to the Governing Body, the adoption of the 2020/21 Fee Policy.

9.5 Integrated Financial Model for Colleges (IFMC)

Noted:

- ii. Although originally due for submission to the ESFA by 29 February, the College had been granted an extension to 13 March.
- iii. The forecast for this year is the same as that in the Management Accounts. A plan for 2020/21 is included along with one for 2021/22 though the latter is probably no longer relevant.
- iv. For 2020/21
 - a. Outcomes have changed a little since 12 Feb as forecast has changed and savings have been rolled over resulting in a decrease in deficit for the 2020/21 and 2021/22 years.
 - b. Most non-pay expenses have been rolled over.
 - c. Projected reduction in salary costs.
 - d. Increased income for 16-18yrs as new monies available from Government.
 - e. Additional AEB income from the GLA. Although not currently performing to the level of this year's contract we have assumed that we will remain at the same level.
 - f. Should produce cash neutral position for next year and the following year
 - g. Financial health for 2019/20 and 2020/21 looks good though scores may be moderated.
 - h. Some of our efforts now may pay dividends next year.
- v. The entire exercise had been labour intensive with several versions having been issued. With allocations not even known at this stage, it may be of limited value.
- vi. Delegated to the Resources Committee by the Full Governing Body for minor amendments and to approve submission.

Resolved:

- i. The College's Integrated Financial Model [for colleges] was approved for submission.
- ii. Approval will be reported to the Full Governing Body at its meeting on 25 March 2020.

10. Health & Safety Report

Noted:

- i. A vacancy for a Health & safety Officer had existed since August. The former Estates Manager had covered the post until her departure in mid-January when she handed the task to another former employee who has been working for two days a week. She is due to finish at Easter but may be able to continue.
- ii. Have advertised previously, made an appointment and been turned down (twice!) The salary offered is off-putting and there is not enough work for a full-time position at £36K.
- iii. Corporate options on standby in case unsuccessful. 'Strictly Education' (Health and Safety for schools) was suggested along with other ways of buying in support.
- iv. There had been one RIDDOR incident. A student had cut his finger badly when using a piece of equipment but not wearing gloves. The case is with insurers. *Prima facie*, gloves were available and

other students were using them, the student had used the drill previously and all the correct risk assessments were available.

- v. A lack of reported 'near-misses' was a cause for concern. Improbable that there were none. The Management team was looking to embed such reporting into practical sessions that students complete as part of professional practice.
- vi. The Health & Safety Committee has approved a revised form that is easier for teachers to complete.

For Information

11. Estates Report [RES 1920-08].

Resolved:

- i. The Estates report was received.

13. Chair's Business

Resolved:

- i. It was agreed that the customary review of Committee business for additional risks and summary of outcomes and actions could be dispensed with as they would be drawn from the draft minutes.
- ii. The CEO and the Clerk are currently looking at making clear for everyone the way in which authority may be delegated to the committees by the Full Governing Body so as to focus debate.

14. AOB

There being no other business, the meeting closed at 19.38.

15. Date of Next Meeting

The next meeting of the Resources Committee is set for 10 June 2020.

Fred Gray
Chair of Resources Committee

Jonathan Lipscomb
Clerk to the Governing Body